

## NOTICE WRITING

A notice is a formal means of communication. The purpose of a notice is to announce or display information to a specific group of people. Notices are generally meant to be pinned up on specific display boards whether in schools or in public places. Notices issued by the government appear in newspapers.

### Format:

A notice should be written in the following format:

- the name of the organisation issuing the notice
- the title 'NOTICE'
- a heading to introduce the subject of the notice
- the date
- the body of the notice
- the writer's signature, name (in block letters) and designation

Name of organisation/office issuing the notice	
Date	Notice
	Heading
	Body of letter
Signature	
Name	
Designation	

### Points to remember:

- A well-written notice must inform the readers about the 5 Ws:
  - What is going to happen, (that is, the event)
  - Where it will take place
  - When it will take place (that is, the date and time)
  - Who can apply or is eligible for it
  - Whom to contact or apply to (that is, the issuing authority)
- Only the most important points should be written.
- A.O.D. – that is, any other detail given in the question.
- One is free to add any relevant information not included in the question.
- The sentences should be short and grammatically accurate.