

# ENGLISH

## Grammar: Notice Writing



# NOTICE WRITING

## What is a Notice?

A notice is a kind of an advertisement aimed at informing people about some upcoming event or new openings. They may include announcements about extracurricular activities at schools or public events like discount sales or social service camps.

The main purpose of a notice is to grasp the attention of the masses and encourage them to participate in the event described. It should carry all the relevant information so as to avoid any kind of misunderstanding in the minds of the readers.

## Format of a Notice

### NOTICE

(Heading of the Notice)

Place (Name of the organisation issuing the notice)

Date

### Details of the Event

(Here describe the event and mention all the relevant details pertaining to it)

### Contact Details

Name and

Designation (of the person issuing the notice)

## Tips for Writing a Notice

- The heading should be self-explanatory and crisp at the same time.
- Ensure that basic information like contact details and the detail of the event are listed accurately.
- The sentences in the body should be short and easy to understand. They should be easy to absorb in the passing.
- Suitable decorative templates could be used to grasp the attention of the readers; however, these templates should not be allowed to interfere with the content of the notice.
- Hard and fast grammatical rules do not apply to notices. You could use capital letters in the middle of sentences to highlight words. Underlining and use of short phrases are also accepted.
- Attempt to make the reader feel involved by using personal pronouns like 'you', 'your' and 'us'.

## Sample Notices

### Sample 1

NOTICE  
INTERNATIONAL FLIGHTS CANCELLED

Chhatrapati Shivaji International Airport, Mumbai  
17<sup>th</sup> June 2015

Please note that all international flights heading west have been cancelled because of the estimated storm over the Arabian Sea. There will be no flights to the west taking off until 19<sup>th</sup> June 2015 1200 hours.

By Order,  
Aviation Ministry

### Sample 2

NOTICE  
HAND IN YOUR ARTICLES AT THE EARLIEST

Swami Vivekananda High School, Malad  
3<sup>rd</sup> June 2015

This is to inform you that the last date for handing in your articles for Herald Monthly, the school's newspaper, has been extended to the 10<sup>th</sup> of June 2015.  
Please hand in your works at the earliest to save them a place in the next edition.

By Order,  
Editorial Team

**Sample 3**

**NOTICE  
INTERSCHOOL DRAWING COMPETITION**

Jain High School, Kalyan

5<sup>th</sup> December 2015

The interschool drawing competition will be held on the 17<sup>th</sup> of December 2015. All are requested to carry their own colours. Water colours have to be used for all geometric drawings and oil pastel colours for sceneries.

Students are also requested to carry along their enrolment slips.

Mrs Rupali Mehta

Principal

**Sample 4**

**NOTICE  
2015 PRIZE DISTRIBUTION CEREMONY**

L. Kothari High School, Pune

26<sup>th</sup> December 2015

The seating arrangement for the annual prize distribution ceremony to be held on the 28<sup>th</sup> of December 2015 has been put up on the notice board outside the general office.

All merit list holders and recipients of awards are expected to refer to it and be present fifteen minutes in their respective seats before the commencement of the function.

M. N. Kulkarni

Principal

**Sample 5**

NOTICE  
SPORTS WEEK

Jayantilal Model High School, Airoli  
5<sup>th</sup> November 2015

All students are hereby informed that it is compulsory for everyone to participate in at least one sport during the annual sports week to be held from 16<sup>th</sup> to 21<sup>st</sup> November 2015.

Also, all those who excel in minimum three of the several sports will be awarded a scholarship and be sent by the school to participate at the district-level sports championship.

Mr R. D. Jayantrao  
Principal

**Sample 6**

NOTICE  
TRIP TO KARNALA BIRD SANCTUARY

Jai Hind High School, Sanpada  
1<sup>st</sup> March 2015

The nature club is organising a four-day trip to the Karnala Bird Sanctuary in May. The buses for the trip will leave the school on the 12<sup>th</sup> of May 2015 at 6.30 am sharp and will return on the 15<sup>th</sup> of May 2015 at 7.00 pm under the supervision of a staff of 10 members.

Registration for the same can be done with Miss Komal Sharma (in charge of the nature club) latest by 10<sup>th</sup> March 2015 along with Rs 3,000 as fee amount.

Mrs S. Raghavan  
Principal

**Sample 7**

**NOTICE  
FLOWER-MAKING WORKSHOP**

New Horizon High School, Wadala  
7<sup>th</sup> October 2015

This is to bring to your notice that the flower-making workshop will be held during the Diwali vacations starting from 24<sup>th</sup> October 10.30 am. The workshop is free for all school-going children. However, you will have to carry your own craft material to the workshop.

Mr L. H. Garewal  
Principal

**Sample 8**

**NOTICE  
ANNUAL GENERAL BODY MEETING**

I. B. Private Ltd., Mumbai  
22<sup>nd</sup> February 2015

This is to bring to your notice that the annual general body meeting will be held on 8<sup>th</sup> March 2015. The heads of all the departments are requested to bring along their quarterly reports.

Venue: I. B. Towers, 2<sup>nd</sup> Floor Boardroom No. 1  
Date: 8<sup>th</sup> March 2015  
Time: 10.00 am

Mr R. D. Kulkarni  
Managing Director

Sample 9

NOTICE  
NEWSPAPER DRIVE

J. I. Vidhya Mandir, Chembur  
14<sup>th</sup> July 2015

The school will be holding a newspaper drive on 20<sup>th</sup> July 2015. The money collected from its sale will be used to buy books for the less privileged students of our school. Students are urged to contribute generously. The class collecting the largest stack will be awarded a prize.

Mrs R. Karuna  
Principal

Sample 10

NOTICE  
NEW SPORTS CLUB

A. L. R. High School, Mumbai  
2<sup>nd</sup> June 2015

The school will be inaugurating its first ever sports club on the 20<sup>th</sup> of June 2015. A new batch of coaches will be training the children in sports such as football, tennis and volleyball. We encourage our students to enroll themselves and make the best out of this opportunity.

Date: 20<sup>th</sup> June 2015  
Timing: Morning: 6.30 am–7.30 am  
Evening: 5.30 pm–7.00 pm

Mr B. H. Krishna  
Principal