

ENGLISH

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)

Pace (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

1. The heading should be self-explanatory and crisp at the same time.
2. Ensure that basic information such as contact details and the detail of the event are listed accurately.
3. The sentences in the body should be short and easy to understand. They should be easy to absorb in the passing.
4. 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.
5. 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.
6. Attempt to make the reader feel involved by using personal pronouns like 'you', 'your' and 'us'.

Sample Notices

SAMPLE 1

Sanjivani Natural Park notifying restriction on carrying and consuming food inside the park:

NOTICE
EATABLES BANNED INSIDE THE PARK

Sanjivani Natural Park, Kala Ghoda

7th January 2015

Please note,

According to the new instructions and guidelines issued by the park maintenance authorities, eatables will henceforth not be allowed inside the park.

Anyone caught eating food or carrying food items inside the park will be instructed to leave immediately and his/her membership will be cancelled permanently.

By Order

SAMPLE 2

R. Jayant, Manager, Archi Music Cafe, notifying the temporary shift in the location of the cafe:

NOTICE
ARCHI MUSIC CAFE TEMPORARILY SHIFTED

Archi Music Cafe, Parel

24th October 2015

This is to inform you that Archi Music Cafe has been temporarily shifted due to repair works.

Our new location is 65, Karan Villa, Ground Floor, Opp. Jayant Theater, Patwardhan Road, Parel Mumbai 400 005

We open at our new location from Wednesday, 28th October 2015. Visit us at our new location for exciting offers.

R. Jayant
Manager

SAMPLE 3

Principal, Fr. Savio D'souza, notifying a change in the exams scheduled:

NOTICE
EXAM POSTPONED DUE TO ELECTIONS

St Anthony High School
15th March 2015

All final exams scheduled for the 27th of March 2015 have been postponed due to upcoming Municipal Elections. The revised date for the same will be issued shortly. Kindly refer to the notice board for further information.

Fr. Savio D'souza
Principal

SAMPLE 4

Mahesh Kanvar, Chairman, Palekar Housing Society, notifying the date and the agenda of the Annual General Body Meeting:

NOTICE
ANNUAL GENERAL BODY MEETING

Palekar Housing Society
1st August 2015

Kindly note that the annual general body meeting of the society will be conducted on Saturday, 15th August 2015, in the society office ground floor flat no. 1.

The agenda for the same is

1. Revision in monthly rental due to hike in water and other bills.
2. Finalisation of penalties for non-payment or delayed payment of monthly rent.
3. Display and tally of expenditures incurred in the previous year.
4. Repair works to be undertaken, especially the terrace and water pipelines.

Any other point brought up with the permission of the chair.

All are requested to be present.

Mahesh Kanvar
Chairman

SAMPLE 5

M. Chauhan, CEO, R. D. Enterprises, notifying the compulsion on submitting Bi-monthly Team Reports:

NOTICE
BI-MONTHLY TEAM REPORTS

R. D. Enterprises
3rd June 2015

As per the decision of the Board, all team leaders are hereby informed that it is mandatory for them to submit a bi-monthly progress report of their team along with a detailed work plan for the upcoming months.

All are reminded that no slack in this field will be tolerated, and the team will be penalised should they fail to comply with this rule.

M. Chauhan
CEO

SAMPLE 6

Notice from New Horizon Library regarding the lifetime membership charges:

NOTICE
LIBRARY MEMBERSHIP CHARGES

New Horizon Library
1st March 2015

This is to bring to your notice that the lifetime membership charges to the library have been revised with effect from Sunday, 1st March 2015.

The revised rates are
Rs 500 for adults and
Rs 250 for school-going children

Other details like the cost of renting a book and the number of days it can be retained remain unchanged.

By Order

SAMPLE 7

Mrs Roshan Byramji, the Dean of the hostel, notifies residents of the gate timing:

NOTICE
HOSTEL GATE TIMINGS

Elphinstone Girls' Hostel
1st June 2015

This is to inform you that the hostel gates will be opened at 8.00 am and closed at 8.30 pm every day. All resident students are expected to be back in their rooms by this time. No one is exempted from this rule.

You are bound to inform the Warden in advance should there be any valid reason for you to stay or go out after this time frame.

Mrs Roshan Byramji
Hostel Dean

SAMPLE 8

Notice issued by Save Life Hospital regarding a blood donation drive:

NOTICE
BLOOD DONATION DRIVE

Save Life Hospital, Mumbai
27th November 2015

This is to bring to your notice that Save Life Hospital will be organising a blood donation drive on the 5th and 6th of December 2015.

Your blood could be a life giver to someone in need. We the doctors at Save Life Hospital urge you to come forward in large numbers to donate blood for a noble cause.

Refreshments will be made available for generous donors.

Dates: 5th–6th December 2015
Time: 10 am to 4 pm
Venue: Save Life Hospital
General Ward, Ground Floor
Parel, Mumbai 400 008

SAMPLE 9

Mrs P. Dave, the Vice Principal notifies the students of the school about a picnic to Beach Den:

NOTICE
PICNIC TO BEACH DEN

Sterling High School, Mumbai
7th September 2015

The annual school picnic will go on 3rd October 2015. Beach Den, a popular picnic spot in Malad, has been finalised as the venue this year. The buses will leave the school by 7.30 am and will return by 8.00 pm.

Students from Class 5 to Class 10 who wish to attend the picnic should collect the permission form from their class teachers, get them signed by their parents and return them before 19th September 2015.

Details of the trip:

Venue: Beach Den, Malad (W)
Mumbai 400 001

Date: 3rd October 2015

Time: 7.30 am–8.00 pm

Mrs P. Dave
Vice Principal

SAMPLE 10

The Principal, Mrs S. Patel notifies the people in the locality of the tree plantation drive organised by the school:

NOTICE
TREE PLANTATION DRIVE IN SCHOOL

Convent High School, Mahim
9th March 2015

Convent High School will be holding a tree plantation drive at **Oval Public Garden on 30th March**. Owing to the shabby conditions of public parks, the school has come up with this initiative to green the nearest garden. Saplings and other plantation instruments will be available all through the day. We urge you to come in large numbers to lend a helping hand. We aim to plant at least **500 saplings** in the day.

Venue: Oval Public Garden
 Kotnis Marg
 Mahim, Mumbai 400 011
Date: 30TH March 2015

Mrs S. Patel
Principal