

# ENGLISH

## Notice Writing

### What is a Notice?

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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)

Issued By (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

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- 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

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### Sample 1

Mrs Usha Patil, Principal, New Horizon High School, notifies all about the absence of the summer club this year due to maintenance work of school during the vacations.

#### NOTICE

School closed from 26<sup>th</sup> April-14<sup>th</sup> June 2015

New Horizon High School  
24 March 2015

This is to inform you that the school will not organise the summer club this year.

Keeping in mind the poor condition of the school building, it is decided that the maintenance work of the structure needs to be undertaken at the earliest.

The last working day of school will be the 25 April following which it will remain closed for all until the start of the next academic year, i.e. on the 15<sup>th</sup> of June.

Mrs Usha Patil  
The Principal

**Sample 2**

Vice Principal Mr K Rathod of XYZ High School warns against disciplinary actions against indisciplined students

**NOTICE****Disciplinary Actions against Guilty Students**

XYZ High School

19<sup>th</sup> April 2015

It has been observed that many students are indiscriminately breaking school rules and influencing others to do the same.

We would like to remind you that leaving your class during lectures, loitering around the school building or playing in the compound in the absence of a teacher is not permitted and will be recognised as a violation of school rules.

Remember that the absence of the principal gives all the more rights to the disciplinary authorities to punish you. Strict actions will be taken as and when any student is found guilty of such actions.

We therefore urge everyone to be conscious of their behaviour to avoid being penalised.

By Order,

Mr K Rathod  
Vice Principal

**Sample 3**

Shilpika Rane, President (Dramatics Association) notifies about the annual play of the S.V. Raman School Dramatics Association.

**NOTICE****Dramatics Association's Annual Play**

S.V. Raman High School,  
23<sup>rd</sup> November 2015

This is to bring to your notice that the Dramatics Association will be holding its annual play at the 3<sup>rd</sup> floor auditorium this weekend.

The play is open to all. The entry fee is priced at Rs 10 for students and Rs 20 for teachers and staff.

It is compulsory for all members of the Association to be present.

Shilpika Rane  
President (Dramatics Association)

Venue: 3<sup>rd</sup> Floor, S.V. Raman School Hall

Date: 28<sup>th</sup> November 2015 (Saturday)

Time: 7.00 PM–10.00 PM

**Sample 4**

A notice about a 15% discount by the British Council Library to school students till 30 August.

**NOTICE**

30% Discount for School Children

Senior Scottish School, Lower Parel

3<sup>rd</sup> August 2015

This is to bring to your notice that the British Council Library is offering a discount of 15% to all school-going students. We also offer you a lifetime membership at a discount of 40%.

Visit us at the address mentioned below carrying your school I.D. cards and become a part of British Council.

We encourage all our students to make the best out of this exceptional opportunity.

Venue: A/501, Sterling Heights

5<sup>th</sup> Floor, Shivam Vikas Road

Lower Parel, Mumbai 400 007

Contact: 022 1111 4444; 022 7683 5983

Offer valid till 30<sup>th</sup> August

**Sample 5**

The president of Jay Raj Cultural Society informs about Patriotism Week in the college.

**NOTICE**

Patriotism Week

Jay Raj College

5<sup>th</sup> August 2015

This is to bring to your notice that the following week will be observed as Patriotism Week in the college.

All students are urged to participate and dress accordingly during the week. Traditional clothing is encouraged.

Raman Krishna (President)

Jay Raj Cultural Society

Dates: 10<sup>th</sup> (Mon)–15<sup>th</sup> (Sat) August 2015

**Sample 6**

Mrs Sufiya Pathan, the principal of Finland High School, informs the students about the cancelled Gujarat trip because of the drought in that region and collection of refund.

**NOTICE**

Trip to Gujarat Cancelled

Finland High School

13<sup>th</sup> September 2015

Kindly note that the school's trip to Gujarat which was to be held in October has been cancelled because of the drought situation in that area.

We will inform you as soon as a new location and the dates for the trip are finalised.

If any one wishes to cancel his registration, he can do so at the receptionist's desk. You can submit your fee receipt and collect your refund immediately.

Mrs Sufiya Pathan

Principal

**Sample 7**

Mr K Shrinivas, Principal, R. K. National High School notifies on the beginning of a fabric painting course on 24 August 2015.

**NOTICE****Fabric Painting Course to Begin Shortly**

R. K. National High School

18<sup>th</sup> August 2015

This is to bring to your notice that the certificate course in fabric painting which is to be conducted by Mrs Jaya Singh will begin on Monday 24<sup>th</sup> August 2015.

All registered students are requested to attend from the first session. A few seats are still available and interested students can register on first come, first served basis in the Warden's office.

Mr K Shrinivas

Principal



**Sample 8**

Samir Agnihotri, Head Boy, Acad Secondary School, notifies students of Grandparents Day celebration in school on 8 September 2015.

**NOTICE****Grandparents Day**

Acad Secondary School,  
4<sup>th</sup> September 2013

This is to bring to your notice that Acad Secondary School will be celebrating 'Grandparents Day' next week on the 8<sup>th</sup> of September 2013. The function is being held to felicitate our grandparents for their impressionable presence in our lives. Kindly collect the entry passes for the same from your respective class teachers.

Time: 4 pm

Venue: ABC Hall

Chief Guest: Dr Rege

For further information, please contact me on the following number.

+919222222222

Samir Agnihotri

Head boy

**Sample 9**

Senior Football Team Captain Mahinder Khanna notifies students of the upcoming interschool football match

**NOTICE****Interschool Football Match**

St John's School, Lucknow  
27<sup>th</sup> November 2015

This is to inform you that our sports club has organised an interschool football match on Monday the 15<sup>th</sup> of December 2015 on the school ground at 11:00 AM sharp. All are invited to watch and cheer. As students of both the participating schools will be present, please be on time to catch the best seats.

Mahinder Khanna

Senior Football Team Captain

**Sample 10**

Arvind Sharma, Secretary, Eco Club, invites participation for the Save the Earth Week organised by Nature Club.

**NOTICE****Ban Plastic To Save The Earth**

Modern School, Bikaner

18<sup>th</sup> July 2015

The Nature Club is organising a Save the Earth Week from 2<sup>nd</sup> to 8<sup>th</sup> August 2015 on the school premises. Ban on Plastic will be the theme of the week and will include activities like street plays, t-shirt painting and best out of waste competition. Entry is free for students of all the colleges of the city. Join us in large numbers bringing along all your friends and acquaintances.

For further details, contact the undersigned.

Arvind Sharma

Secretary Eco Club

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arvindsharma@zmail.com