

What is a notice?

A notice is a written or printed announcement (Example - a notice for sale). It is written in order to inform a large number of people about something that has happened or is about to happen. It could be an upcoming event, competition, Lost and found notice or just a piece of information to be delivered to the targeted audience. It is generally written in a formal tone. Notices are factual and to-the-point. The language used is simple and formal, not flowery. They are put up on display boards in schools or at public places.

Let us discuss how to write a notice in English. As a question on notice writing is a part of English writing skills for Classes 6 to 12. The CBSE has prescribed a format of notice writing to be followed by students. The format of notice writing is as follows-



## Format for Notice writing

The format of a notice should include: NAME OF THE INSTITUTION / ISSUING AUTHORITY / NOTICE / TITLE, DATE, and WRITER'S NAME WITH DESIGNATION.

A notice should contain all the necessary details such as:

Name of the issuing agency (school, etc)

Date of issue/release of the notice

Title/Subject of the Event (what?)

BODY-Date/time/duration/Place/Venue (when and where?)

Authorized signatory: Name and signature (contact details)

Name of the issuing agency/authority

NOTICE

Date of issue/Release of the notice

Title/Subject of the Event

BODY

(Date/time/duration/Place/Venue)

Authorized signatory

(Name, Designation and signature)

A box is mandatory in notice

Notice writing Tips

Please follow the given tips while attempting a question based on Notice writing format for Class 12 English writing skills paper -

Do not cross the word limit to avoid penalty of marks. The prescribed word limit is 50 words.

Repetition of any information should be avoided.

Always enclose the notice in a box. Make sure you draw the box with a pencil.

Keep your notice short, crisp and to-the-point.

Highlight the word "NOTICE" and "TITLE". It can be either bold or underlined.

The title should be captivating and eye-catching.

Don't make hypothetical information and facts.

Make use of what's given in the question.

Make sure you do not mention your personal information.

Make use of all the available information in the question.

Your answer shall include answers to all the 5 W's

– What, Why, When, Where and Who.

The purpose for which it is being written should be stated clearly.

Focus on presentation and clarity.