

# PowerPoint Presentation

Writing skill.

Subject: Notice

By

Chandra Prakash Tiwari



How do we communicate?

One to one.

One to many.

**They reach to a large number  
of people at a short time.**

# What is Notice?

## Formal way of communication.

A notice is a written announcement in a place where everyone can read it. A formal announcement in a newspaper or a magazine about something that has happened or is going to happen is also called notice.

### Purpose of Notice

- To announce/display some information to a specific group of people.

# Types

1. Notice for Lost and Found of article or other valuables.
2. Notice issued for informing the masses/general public for change of name, warning somebody about something etc.
3. Notice informing about tours/ fairs/ exhibitions/ camps to be organised in near future.

ST. MARY'S ACADEMY

MEERUT

NOTICE


14 TH DECEMBER 2015

LOST A WRIST WATCH

THIS IS TO INFORM THAT A WRIST WATCH WITH A BLACK DIAL AND HAS A METAL BODY WAS LOST IN THE SCHOOL PLAYGROUND DURING GAMES PERIOD; YESTERDAY. ANYONE WHO FINDS IT IS REQUESTED TO SUBMIT IT TO THE UNDERSIGNED. A SUITABLE AWARD IS PROMISED.

ANITA SINGH

CLASS VI



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)  
Nelson Mandela Marg, Vasant Kunj, New Delhi - 110070  
Ph.: 011-29581000, Website: www.aicte-india.org

**PUBLIC NOTICE**

Attention is drawn to a fake circular issued on AICTE letterhead regarding **scrapping of 75% Attendance Rule and introducing Vocational Projects** which has become viral on Social Media / Network. The circular is misleading and mischievous. We would like to confirm that AICTE has NOT issued any such circular in this regard. AICTE is lodging a complaint against the Fake Circular in the Cyber Crime Cell of Delhi Police.

You are, therefore, requested to ignore the aforesaid circular.

Order No. P&AP/01/(04)/2018  
MEMBER SECRETARY, AICTE



**NOTICE**

**WE ARE NOT  
RESPONSIBLE FOR  
THEFT OR LOSS OF  
PERSONAL PROPERTY**

# Key points to Remember

1. Written in formal tone.
2. Factual and to the point.
3. Language is simple and formal.
4. Short, compact, precise.
5. Substantial gap between date of issuing and date of event.
6. Follow the word limit.
- 7.. Put the notice in a box.

# Format

Name of the Organisation/School issuing the notice.

NOTICE  
HEADING

Date (DD/MM/YY)

Body of the Notice

Signature  
Name  
Designation



# Content

***Points to Remember : 5 W's***

1. **What** is going to happen: the event.
2. **Where** it will take place: the venue
3. **When** it will take place: date and time.
4. **Who** can benefit from the information
5. **Whom** to contact.

## *Sample notice*

You are Megha , secretary of your school's science club. A science exhibition is being organised in your school in the second week of July 2019. Write a notice inviting projects/models from the students. Also encourage them to volunteer their services in managing the event.

KV KATIHAR  
NOTICE  
Science Exhibition

12.06.2019

This is to inform the students that the school is organising a science exhibition for the students of IX-XII. It will be held from 11<sup>th</sup> to 13<sup>th</sup> July 2019. The students are invited to submit their models/projects by 8<sup>th</sup> July. The best project is going to be awarded. Each participant will receive a participation certificate. The students are also required to volunteer for the programme. For any further query, contact the undersigned.

Signature

Name

Designation

# Home Assignment

On the occasion of Diwali your housing society has planned a feast for all its members. As the chairman of your society write a notice inviting all the members of your society to this gathering. Provide all the necessary details.

Thank you.

Happy noticing!!!!

