PowerPoint Presentation

Writing skill.

Subject: Notice

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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.
- Notice issued for informing the masses/general public for change of name, warning somebody about something etc.
- Notice informing about tours/ fairs/ exhibitions/ camps to be organised in near future.

ST. MARY'S ACADEMY

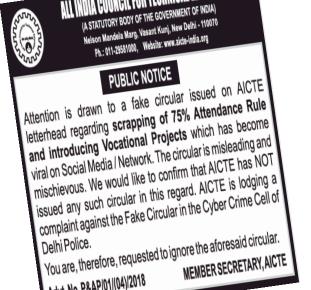
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NOTICE

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





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 11th to 13th July 2019. The students are invited to submit their models/projects by 8th 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!!!!

