

# NOTICE WRITING

## A What is a notice?

A notice is a short composition meant to convey a piece of information to some people who could be interested in it.

The information could be about an event that has already taken place or is about to take place in the near future. It could relate to

- a cultural event (a concert, a play, a dance performance, etc.),
- a sports event,
- a meeting, or
- a birth, marriage, death, etc.

## B Essential features of a notice

The information contained in a notice must be complete in all respects. The omission of a single relevant detail might defeat the very purpose of putting up the notice.

Suppose you want to invite students to participate in a charity show your institute is going to organise. What information would you have to include?

- The purpose of organising the charity show,
- The day, date and time of the show,
- The venue,
- Who will be the Chief Guest, (This information can impress people.)
- The date by which the names are to be submitted,
- Who the names are to be given to,
- The signature and designation of the person issuing the notice,
- Any other information that could be relevant.

## C A notice is a formal piece of composition. So it has to be formal in style and must contain only relevant details.

# NOTICE



- D Given below is a notice about a charity show to be organised in your institute. Read it carefully to understand how a notice is written.

### iB Language Classes

#### NOTICE

The Cultural Society (SEWA) of our institute is going to organise a charity show in aid of the flood victims of Orissa and Bihar. The show will be held at 5 p.m. on Wednesday, 15 November, 2021 in iB auditorium. Mr. Kafeel Ahmad Nadwi, the Education Secretary, has kindly consented to preside. Students interested in participating in the show should give their names to the undersigned in the break latest by 24 October, 2021.

*Munazzam Alam*

Education Counselor, iB Language Classes

17 October, 2021

- E Here is another notice about a blood donation camp.

### iB Language Classes

#### Jamia Nagar, Shaheen Bagh

#### NOTICE

The city hospitals are faced with acute blood shortage on account of an unusual rise in dengue cases. So a blood donation camp is being organised at Shaheen Bagh, Thokar no. 6, on 1 October, 2021 between 9 a.m. and 12 noon. The residents are requested to come in large numbers and donate blood.

*Zeeshaan*

Trainer

28 September, 2021

**Exercises.** Write the following notices including all the relevant details. Don't use more than **40 words** in the body of the notices.

1. Mr. Md. Ashique Elahi, a renowned educationist director of iB Language Classes, is going to address the students of your institute on How to Prepare for the Annual Examinations. As the Education Counselor of your institute, draft a notice inviting the students from all the language Classes to attend the lecture.
2. Your coaching centre is organising a cultural programme on the occasion of the Children's Day. As the Monitor of the class, draft a notice for the institute notice board inviting names for different cultural items.
3. A friendly quiz competition is being played between the language students of your institute and Jamia Students. As the office incharge of your institute, draft a notice appealing to the students to come in large numbers and cheer up your team.

## TIPS TO IMPROVE YOUR COMMUNICATION

### "Record Your Voice"

**W**e know, we know – most people dislike hearing their voice recorded – but it's actually an extremely beneficial way to improve your speaking! Hearing yourself on tape shows you things you might not realize (maybe you tend to speak quickly when nervous, swallow your "s's" or mumble). On the other hand, you could be pleasantly surprised to hear that your speaking is far better than you thought! For bonus points, take your recording to your teacher or to a native speaker friend and have them give you feedback.

