Notice Writing

Beginners' Guide to Write Notice

AspiringYouths

Notice Writing Format – Beginners Guide

Notice is nothing but a kind of formal communication medium which is used to announce or display formal information, notification, or warning about anything.

Notice Writing plays an important role in the business sector because it's a type of business communication and used to inform employees of the organization about anything important.

A few other types of formal communication or business communication are:

- Organizational Memo
- Business Email
- Business Meeting
- Formal Letter
- Business Presentation

In this blog post, we will learn about the Notice Writing, Notice Format, Notice Writing Examples and a few frequently asked questions about the Notice Writing format.

So, here we go...

What is a Notice?

A notice is a short piece of **formal writing** used to inform the concerned person(s) about something important. It is used widely in organizations to **announce** upcoming events, warnings, an invitation to a meeting, etc.

Generally, notices inside schools and other organizations appear on the **notice boards** and sometimes on the website or email. Notices issued by the government in public interest can also appear in the newspapers.

Types of Notice

There are many types of notice used across various organizations but a few most common types of notices are:

- Informational Notice
- Prohibition Notice
- Warning Notice
- Invitation Notice
- Public Notice

Etc. is a few kinds of notices that most of us come through in our daily lives.

Characteristics of a Notice

Below are the **important characteristics of a notice** that you should remember.

- Agenda
- Unconditional
- Proper Time
- Place
- Date
- Conciseness
- Enclosure
- Signature

These characteristics help you identify if a business or formal document is a notice or not. All the notices are precise and to-the-point and must contain time, place, date, signature, etc.

Effective Notice Writing Format

However, notice writing in different organizations do not follow the same rules but, since notices are a kind of formal/business document so it must follow some proper format of writing.

Here, we will take a look at the ideal format for the notice writing that you should follow.

1. the **name of the organisation/authority** issuing the notice
2. the title saying '**NOTICE**'
3. the current **date**
4. a **heading/title** to introduce the subject of the notice (centre aligned)
5. the **body** of the notice (left aligned)
6. the **writer's signature, name** (in block letters) and **designation** (left aligned)

As shown in the image above, **#1**, **#2**, and **#4** i.e. name of the organization, the title saying "NOTICE", and heading/title to introduce subject are **centre aligned**. And, **#3**, **#5**, and **#6** i.e. date, body, and writer's details are **left aligned**.

Points to Remember While Writing a Notice

As said earlier, notices should follow a proper format; notices should also cover some important points about the information to be communicated.

A well-written notice is that which informs readers about these 5Ws.

1. **W**hat is going to happen (i.e. the event)?
2. **W**here will it take place?
3. **W**hen will it happen (i.e. date and time)?
4. **W**ho are eligible for it?
5. **W**hom to contact for further information (i.e. the issuing authority)?

Important Tips related to Notice Writing

Following are a few important tips that you must remember while writing a notice. These tips may seem simple but are very useful at the time of penning the notice.

- Highlight the "TITLE" and "NOTICE" (make it bold or underlined)
- Always try to use Passive Voice
- Try to keep the body of the notice within the limit of 40-50 words
- Use simple words and easy to understand short sentences
- Use only formal language to write
- Keep it precise and short - repetition of words is not allowed
- Make it presentable and clear to read
- Make your notice catchy and appealing
- Use standard abbreviations whenever needed

Samples of Notice Writing

Below are a few sample notices that you should take a look at to understand it better. These notice writing examples below will help you understand the real way of this formal communication.

Ex. 1: *On the occasion of Christmas your school has planned a feast for all the students. As the principal of your school, write a notice inviting all the students to this gathering. Provide all the necessary details yourself.*

<u>XYZ International School, Delhi</u>

NOTICE

Date: 23 December 2019

Christmas Gathering

On the auspicious occasion of Christmas, the school has organized a gathering followed by dinner. All students of the school are requested to attend the event at 6:00 PM on the 25th of December 2019.

D. Kumar
Principal, XYZ International School
Delhi

Ex. 2: *On the occasion of Annual Science and Technology Day, Delhi Public School, New Delhi has decided to organise a Science Fair. Vikram who is the secretary of the Science Society, wants a meeting of the office bearers to discuss the arrangements for the science fair. Write a notice in not more than 50 words.*

<u>Delhi Public School, New Delhi</u>

NOTICE

24 June 2019

Science Society Meeting

On the occasion of Annual Science and Technology Day, the school is going to organise a fair. All office bearers are requested to attend a meeting in the School Library on 30 June 2019 at 4 pm to discuss the arrangements for the science fair.

Vikram
(Secretary, Science Society)

Notice Writing Questions [FAQs]

Below are some of the most frequently asked questions related to the Notice Writing and Notice Writing Format.

1. What is the purpose of notice writing?

Ans: Well! In any kind of organization where there is formal communication goes on, informing people about something important is done via Notices.

2. Does notice writing come in exams?

Ans: Yes, it comes. In CBSE, it generally comes in the class 11th and 12th but in the ICSE board, it also comes in the class 10th. So, do your preparations accordingly.

Wrapping it up

So, that's it.

I have tried to cover everything about notice writing in detail in this blog post but, still, if you think that I have something out, then let me know in the comments below, right now.