

Mahesh Public School, Jodhpur

Subject- English

Class – VII

Topic -Notice

Notice is a written or a printed piece of information which is given to a large group of people, informing them about an event or programme that is scheduled for some time in future. It is displayed on notice-boards of schools, colleges, organisations and government bodies where everybody can read it conveniently.

Points to be Remembered While Writing a Notice

1. A notice must be enclosed in a box.
2. Word limit should not exceed 50 words.
3. Only relevant information should be included. Do not add any irrelevant : information.
4. A notice should be written on a fresh page. Nothing else should be written on the page on which the notice is written.
5. Personal pronouns like I, me, You and we should not be used. A notice is written in the third person.
6. Passive form of voice is used to write the body of the notice.

Format :

Since notices are a formal document it should follow a structure or a format. Keep in mind there is no one correct rigid format. Different formats used by different people/organizations can show some variations. But it is ideal to follow a somewhat similar format for ease of understanding and uniformity. Let us look at the most used format of notices.

1. *Name of Issuing Organization/Authority:* Right at the very top, you print the name of the person or company that is issuing the said notices. This will help the reader identify the notices as important or unimportant to him.
2. *Title:* When writing notices we mention a title “NOTICE” at the top. This helps draw attention to the document. Notices are generally posted at a public place or published in newspapers. It is important that they do not get lost in a sea of information. So a bold title clearly mentioned helps draw the attention.
3. *Date:* After the title to the left-hand side we print the date on which the notices have been published. Since this is a formal document date is an important aspect of it since these documents stay on record.

4. *Heading:* Then we move on to an appropriate heading to the notices. This heading should make abundantly clear the purpose of the notices.
5. *Body:* After the heading, we write the brief and to the point body of the notice. The main content of the notice features in the body.
6. *Writer's Name:* At the end of the notices we write the name and designation of the notice-writer. The notices have to also be signed by the same person to lend it authority and validity.

Content

Notices should cover some important points that are to be communicated to the readers. Let us summarize the five points that the content of the notice will cover, the five W's

- 1 **What:** What is the notice about? The notice should be clear about what is going to happen (event), or what has already happened (occasion). This is the crux of the message and should be written clearly. There should not be any ambiguity.
- 2 **Where:** If the notice is about an event, then the location of such an event must be written clearly. The venue or the location are important details, so make sure to include this in the notice.
- 3 **When:** This is the time and the date of the event or meeting. If possible the duration of the event should also be mentioned to people can schedule their time accordingly.
- 4 **Who:** This will be who the notice is addressed to. Who all are suppose to adhere to the notice should be clearly mentioned to avoid confusion.
- 5 **When:** And final detail should be whom to contact or get in touch with. This mentions who the appropriate authority is to contact.

Solved Question

NOTICE FOR LOST/FOUND

Question 1:

You are Shyam/ Shyamli Verma of class VIIA. You have lost your library book which was issued to you, in the playground. Draft a notice for the school notice board, informing the students about it.

Answer:

Mahesh Public School, Jodhpur

Notice

14th April, 2020

Lost! Lost! Lost!

All the students are hereby informed that I have lost an NCERT Maths book issued from school library. It bears library stamp and has a blue cover on it. If found, please return to the undersigned.

(Sign)
Shyam
VII 'A'

Practice Questions

- You are Madhav /Madhavi of Fairfield Public School. You have found an VIII class Hindi textbook lying in the school auditorium. Draft a notice mentioning other relevant details of the book so as to find its owner.
- Write a notice informing general public about a bag containing marksheets and certificates that you have found while travelling to Delhi by train. You should mention other necessary details about the bag so as to locate its owner.
- You have lost your school identity card in the school playground. Write a notice mentioning other details about it and a suitable reward to be given to the finder.