

CLASS NOTES

Class: VI

CH-NOTICE WRITING

Subject: ENGLISH

Date- 22/06/2022

Notice writing is **a formal means of communication.**

The purpose of notice writing is to bring to notice a certain piece of information to a group of people.

They are generally pinned in any common area where the concerned people can read them

It is one of the common methods of communication.

IMPORTANT ELEMENTS OF NOTICE WRITING

1. *Name of Issuing Organization/Authority:* Right at the very top, you write 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.
3. *Date:* After the title to the left-hand side we print the date on which the notices have been published.
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 notice, we write the name and designation of the notice-writer.

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 required, 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 supposed to adhere to the notice should be clearly mentioned to avoid confusion.
5. **Whom:** And final detail should be whom to contact or get in touch with. This mentions who the appropriate authority is to contact.

FORMAT

<p style="text-align: center;">Name of Institution / Organisation Notice</p> <p>Date : <i>date /month /year</i> <i>E.g. - 1 October ,2019</i></p> <p style="text-align: center;">Heading Body / Content</p> <p>Signature Name Designation (<i>means post of person</i>)</p>
