



# NOTICE WRITING

## What is a Notice?

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A notice is a kind of an advertisement aimed at informing people about some upcoming event or new openings. They may include announcements about extracurricular activities at schools or public events such as discount sales or social service camps.

The main purpose of a notice is to grasp the attention of the masses and encourage them to participate in the event described. It should carry all the relevant information so as to avoid any kind of misunderstanding in the minds of the readers.

## Format of a Notice

NOTICE

(Heading of the Notice)

Place (Name of the organisation issuing the notice)

Date

Details of the Event

(Here describe the event and mention all the relevant details pertaining to it)

Contact Details

Name and

Designation (of the person issuing the notice)

## Tips for Writing a Notice

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- The heading should be self-explanatory and crisp at the same time.
- Ensure that basic information like contact details and the detail of the event are listed accurately.
- The sentences in the body should be short and easy to understand. They should be easy to absorb in the passing.
- Suitable decorative templates could be used to grasp the attention of the readers; however, these templates should not be allowed to interfere with the content of the notice.
- Hard and fast grammatical rules do not apply to notices. You could use capital letters in the middle of sentences to highlight words. Underlining and use of short phrases are also accepted.
- Attempt to make the reader feel involved by using personal pronouns such as 'you', 'your' and 'us'.

## Sample Notices

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### Sample 1

NOTICE  
SCHOOL PICNIC NOTICE

Primal High School  
1<sup>st</sup> November 2015

Kindly note that the buses for the picnic will leave the school premises on 7<sup>th</sup> November 2015 at 7.30 am and will return by 6.30 pm.

Everyone is expected to be present in their respective classrooms by 7.00 am. The school is not responsible for leaving behind anyone who is not present in time.

Food will be provided by the resort authorities, and you only have to carry a change of clothes.

Mrs Anita Gupta  
Principal

### Sample 2

NOTICE  
RAILWAY COUPONS TO BE DISCONTINUED

Western Railway  
1<sup>st</sup> January 2015

Kindly note that the use of railway coupons will be discontinued from the 1<sup>st</sup> of March 2015. Travellers are requested to use them up before the 1<sup>st</sup> of March.

After this date, the coupons will not be recognised as valid and the traveller carrying them will be considered travelling without a ticket and penalised accordingly.

By Order

**Sample 3**

NOTICE  
TIMINGS OF SKIN SPECIALIST

Wadia Hospital  
16<sup>th</sup> May 2015

Kindly note that Dr Manjusha Joshi (skin specialist) will be available only on Mondays, Wednesdays and Thursdays between 11.00 am and 1.30 pm and between 6.00 pm and 8.30 pm starting from 20<sup>th</sup> May 2015.

Patients are requested to make an appointment before visiting to avoid crowding the place and unnecessarily waiting for long hours.

By Order  
Hospital authority

**Sample 4**

NOTICE  
SALE OF BOOKS AND SCHOOL UNIFORMS

Model English High School  
30<sup>st</sup> April 2015

Kindly note that books, uniforms and other stationary items for the following academic year will be available on sale from 1<sup>st</sup> June to 5<sup>th</sup> June 2015 between 9.00 am and 11.00 am.

All parents are requested to make their purchases at the earliest to avoid facing shortage of any sort.

Class teachers of each class will hand you a book list along with the sheet of your child.

M. K. Maheshwari  
Principal

**Sample 5**

NOTICE  
SCHOOL DURING RAINS

Memon Girls High School  
27<sup>th</sup> June 2015

This is to inform you that the school not remain closed during the rainy season unless it is officially instructed to do so by the State Board.

All students and parents are urged to decide for themselves whether the condition in their area is safe enough for them to leave the house.

The school cannot be held responsible for any untoward incident occurring due to waterlogging on the streets.

U. Srivastava  
Principal

**Sample 6**

NOTICE  
EXCURSION FOR TREE PLANTATION

Ruling Heights High School, Colaba  
18<sup>th</sup> August 2015

Kindly note that in support of the tree plantation campaign initiated by our Prime Minister, all the students are urged to plant a seed and nurture it for a month.

On 15<sup>th</sup> September 2015, the school will organise an excursion to a neglected park in Karjat. All children who were successful in growing a sapling will be given the chance to plant them.

Mrs Kaushalya Das  
Principal

## Sample 7

NOTICE  
STERLING FRENCH CLASSES

Mumbai  
25<sup>th</sup> May 2015

We are pleased to bring to you Sterling French Classes. One of the best line of French Classes in the country.

Now opening at five new venues in the city. Find us at Colaba, BKC, Dadar, Ghatkopar and Marine Lines.

Grand Opening on the **5<sup>th</sup> of June 2015**.

Visit any of our five outlets on 5<sup>th</sup> June to get a flat 50% discount on your order.

For more information and contact details, visit our website  
**[www.sterlingfrench.co.in](http://www.sterlingfrench.co.in)**

## Sample 8

NOTICE  
CHANGE IN OFFICE TIMING

S.N.N.T College, Mumbai  
24<sup>th</sup> April 2015

This is to bring to your notice that the college office timing has been changed with effect from today, Monday, 24<sup>th</sup> April 2015.

The office will now remain opened during the following hours:

Mondays–Fridays: 10.00 am–1.00 pm and 1.30 pm–3 pm

Saturdays: 10.30 am–12.30 pm

No office matters will be addressed or resolved outside the stated working hours.

By Order  
M. I. Pandey  
Principal

## Sample 9

NOTICE  
ANNUAL DAY CELEBRATION

G. N. High School, Mulund  
12<sup>th</sup> November 2014

This is to inform you that the school's annual day celebrations will be held on 19<sup>th</sup> (Friday) and 20<sup>th</sup> (Saturday) of December 2014. The first day is for the parents of the students in the primary section, while the second day is for the students of the secondary section.

Parents are requested to carry along the formal invitation card (handed to children) without which entry to the school premises will be restricted.

The programme will include

- Cultural programme by our very own students
- Annual Prize distribution and
- Yearly report on the progress of the school

Timing: 7.00 pm to 10.00 pm

Venue: G. N. High School Ground  
Mulund (West), Mumbai 400 105

For further details, contact:

Vijaya Pandit (President, P.T.A.)  
022 2000 1111

## Sample 10

NOTICE  
SUMMER CAMP 2015

Babboo Shades, Lonavala  
5<sup>th</sup> April 2015

Babboo Shades has opened its admission for its upcoming summer camp. We promise you a summer full of Food, Fun and Frolic. The camp site is half an hour's distance from the Lonavala railway station. The children will be collected from the station and returned safe and sound by the end of the camp.

Our camp activities include  
Mountain Climbing, Jungle Hunt, Wildlife Photography, Nature Painting, Living with Nature,  
Animal Care and Tree Plantation

Fee: Rs 4,500 per head  
Age Limit: 5 years–14 years

Dates: 1<sup>st</sup> May–30<sup>th</sup> May  
Venue: Babboo Shades, Lonavala

To contact us,  
Call:  
022 1111 3333  
022 1111 3332  
022 1111 3331

Ramesh Pawar  
Camp Manager