NOTICES

Announcement of an event

A Notice should Contain

- ✓ A heading/Title, date of issue and the signatory
- ✓ details of the event, its time, date, venue and duration
- ✓ The Organization/ individual responsible for the notice
- ✓ Who to contact for further details, with telephone number/clear and complete address/ fax number, e-mail address
- ✓ The information is presented briefly and accuracy (50) words. It should be boxed
- ✓ The style of the language depends on the person it addresses and the theme of the event. It could be formal, partly formal or informal.

Purpose

- Notices are effective means of disseminating information related to different issues or occasions. They reach to a large number of persons in a short time. Hence a notice is written in simple and formal language.

It can be about

- A notice ca be about a meeting, an event, an excursion, historical trip, a picnic, lost and found, change of name, address, uniform, timing and venues etc.

Can be placed at

- School/College Notice Board.

- Newspapers/ Magazines.

- Public Notice Boards.

Main Characteristics

a) Format:- It includes the word NOTICE, date/heading, writer's name and designation

b) Content:- It must answer the questions what? When? Where? How? Etc.

c) Expression:- It relates to the overall organization and relevance of the content as well as grammatical accuracy and fluency.

Heading/Title

Date

Message should Include

Event with details

Organization/individuals responsible for Notice

Who to contact

Brief and accurate information

Style depending on person addressed and theme of event

Signatory

Sample Notice

GREEN VELLEY EDC. INSTT.
ELAHI BAGH SRINAGAR

NOTICE

Dated

TITLE

Content

Signature
Designation

Let us try A Notice

DRAMATIC CLUB

GREEN VALLEY EDUCATIONAL INSTITUTE

10TH May,2010

NOTICE

INTER- SCHOOL ONE- ACT PLAY COMPETITION

On the occasion of the Silver Jubilee celebration of the school, the Dramatic Club has organized an inter- school competition in one-act plays as per details given below:

Date   : 25th May 2010

Time   : 11 a.m. onwards

Venue   : Shakespeare Auditorium

Participants   : Maximum 7 in a team

Last date for the receipt of Entry forms: 20th May by 4.00 p.m.

Barq

President Dramatic Club.

THANKS