

## English Grammar Class 7

### Notice Writing

In this chapter we are going to learn how to write a notice. A notice is a written or printed statement or notification. Notices are either prominently displayed or made available in media like newspapers and magazines. It is only meant for a select few. Since a notification comprises a formal declaration or piece of information, its tone and language are formal and factual. Writing a notice is intended to communicate a certain piece of information to a group of people. Usually, they are displayed where interested persons can see them. It is one of the most often employed communication methods.



*Image: Notice Writing*

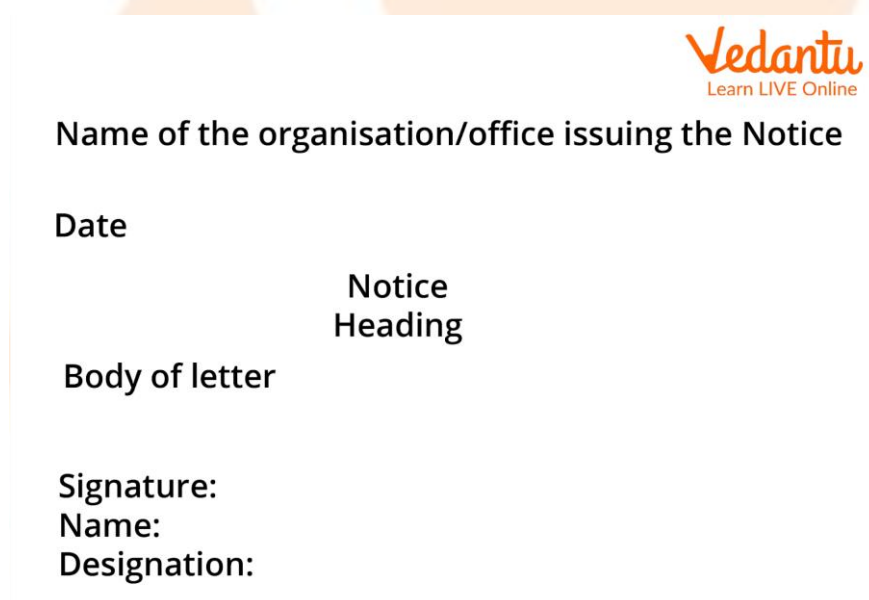
#### **What is a Notice?**

An official method of communication is a notice. The announcement or exhibition of information to a particular audience is the goal of a Notice. Whether in public spaces like schools or other settings, notices are often supposed to be put up on specific display boards. Newspapers publish government announcements.

#### **Format:**

The following structure should be used when writing a notice:

- The title of the Notice
- A heading that introduces the notice's Subject
- The date
- The Notice's text
- The writer's signature
- Name
- Designation



*Image: Format.*

### Points to Keep in Mind:

- A well-written Notice must educate the audience on the following 5 W's:
  1. What will take place (that is, the event).
  2. Exactly where it will happen.
  3. When it will take occur (the date and time).
  4. Who may apply or be qualified
  5. Who to apply to or contact (the issuing authority).
- Only the most crucial details should be written down.

- Any pertinent information not covered by the question may be added at one's discretion.
- The phrase must be concise and in proper grammar. As far as feasible, they should be written in the passive voice.
- The Notice ought to be displayed inside of a box.
- Only the words in the Notice's body are permitted to exceed the 40–50 word limit).

**Examples:**

**1. A science fair will be held at the school in honor of APJ Abdul Kalam's birthday. The Science Society's secretary, Vikram, wants to convene a meeting of the society's elected officials to go through preparations for the fair. Word limit for notice -50.**

**Ans:**

Delhi Public School, Ghaziabad

April 13, 20XX

Science Society Meeting

The school has chosen to host a fair in honour of National Science and Technology Day. On May 1st at 10 am, all office holders are invited to a meeting in the school library to go through the plans for the fair.

Vikram Singh

Secretary, Science Society

**2. You are R.K. Inter College in Shimla's head boy, Raman Malik. A trip to Sikkim is being planned by your school. Create an announcement inviting students to the trip. In the box, place the Notice.**

**Ans:**

R.K. Inter College, Shimla

7th July 20XX

### Tour to Sikkim

All of the children will be happy to learn that our school is planning a five-day trip to Sikkim, according to the information provided below:

Classes VI to X

Time of departure: July 22, 20XX

Arrival date: July 26, 20XX

Interested parties may deposit Rs. 3000 per person. The price includes lodging at a 3-star hotel, meals, and sightseeing. Please submit by July 12th.

Raman Malik

Head Boy

**3. You're in Sommerville Public School in Greater Noida's Samaira, the head girl. The decision has been made by your school to have a fete in the schoolyard. You have been instructed by the principal to draught a notice announcing this event and inviting both students and teachers to take part.**

**Ans:**

Summerville Public School

7th October 20XX

### Greater Noida's Fete

The school has decided to have a fete on October 10th and 11th, 20XX, in the schoolyard. For booking booths, all instructors and students are required to provide their names. For the celebration to be a great success, your cooperation is required. Please get in touch with the cabinet members for more information.

Samaira

Head Girl

**4. You attend Patna's DAV Public School as a student. A cultural festival is being held at your school to raise money for the flood victims in Uttarakhand. Create a notice outlining the programme for the noticeboard in your school. Put "Uttam Mittal, Cultural Secretary" in your signature.**

**Ans:**

Dav Public School, Patna

15th December, 20XX

### Flood Victims' Appeal

This is to let every student in every class know that the school is planning a "cultural celebration." The Prime Minister's Relief Fund for Uttarakhand flood victims is organising a fundraising event. The schedule is listed below.

Date: December 21st, 20XX

Time: 4 pm

Location: a school gymnasium

Chief guest: Mr S.K. Goswami, DM, West Division

Ticket price: Rs. 100 each

To learn more, get in touch with the undersigned Cultural Secretary

Uttam Mittal

Cultural Secretary

### Difficult Words

Word	Meaning
Exceptional	Different
Explicit	Unwanted
Concise	Proper

Specific

Particular

### Summary

The notification should be explicit about the event that will take place or has already occurred (occasion) and some other changes are due. The main point of the message should be written in clear, concise prose. There should be no room for doubt. Where: If the notice refers to a specific event, its location must be stated in full.

### Practice Questions

1. **You are Navin, the Indore-based Holy Child School's captain. To let the students know that a debate tournament would be placed on July 25th, write a note.**
2. **Vijay, the head boy of D.P.S. Bokaro, is who you are. Inviting all the grandparents of the pupils at your school to observe World Elders' Day is something you may do on behalf of your school.**
3. **Write a notice for the school bulletin board reminding pupils about the District Education Officer's school inspection scheduled for November 10, 2016. A 50-word notice should request timeliness, cleanliness, and discipline.**

### Answer:

1.

Indore's Holy Child School

2nd June 20XX

**Debate Tournament**

The 25th of July 20XX will see a debating tournament at Indore's G.V.M. College. By 20th June 20XX, interested students are urged to submit their names to the undersigned.

Navin

Head of School

2.

D.P.S. Bokaro

15th July 20XX

### **Celebration of World Elders' Day**

On July 17, 20xx, our school will celebrate World Elders' Day. This is a celebratory event. Students are asked to bring their grandparents to the school hall that day at 6 o'clock.

Vijay

Head Boy

3.

ABC Public School Schools

1st November 20xx

### **Inspection**

On 10th November 20xx, the District Education Officer will inspect the school. On this particular day, the school's entire student body is asked to exercise extra caution. They must be exceptionally on time, tidy, and disciplined. When their teachers speak to or instruct them, they should pay close attention.

Joey

Chief Boy