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Class 11 English Notes

NOTICE WRITING FORMAT



Key Notes and Important Questions with Answers

SECTION - B

Writing Skills and Grammar

NOTICE

A Notice is a very short piece of writing usually written in formal style. It is widely used by individuals and organization to announce events, occasions, celebrations, lost and found etc.

How to write an effective Notice:

- Name of the Organization, Institution or Office. Issuing it.
- The word 'NOTICE'
- Date of Issuing. The date of notice can be placed at the top right or left, or bottom right or left hand corner.
- A suitable description, caption or heading.
- Notice can use capital letters details such as name of organizations, an important detail in the message itself.
- Details of Schedule (Date, Time, Venue, programme purpose/who is to attend etc.)
- Signature, name and designation of the person issuing the notice.
- Tone of the language-formal.
- Usually future time references predeminate over other tense forms.
- Draw the box and ensure the word limit (50 words).

