

**ANNUAL PREPARATORY PROGRAMME FOR ENHANCEMENT IN
ACADEMICS AND REVISION (APPEAR)
CLASS XII, ENGLISH CORE - 301
MODULE - V (NOTICE WRITING)**

Module Detail	
Subject Name	English Core
Course Name	Annual Preparatory Programme for Enhancement in Academics and Revision (APPEAR) in English for Class XII
Module Name/Title	Notice Writing
Module Id	leeg_w1
Pre-requisite	Students should have the ability to form sentence. Students should have knowledge of basic vocabulary
Learning Outcomes	<p>After carefully reading the module and doing the suggested activities, you will:</p> <ul style="list-style-type: none"> • understand what a notice is and why we write it, • identify important information in any given notice, • know the format and the essential components of a notice, and • learn to draft a notice for any occasion.
Keywords	Notice, format, content, expression, language, information, event

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INTRODUCTION

As a student, one of the important tasks you will need to perform is writing. You may have to write letters, notices, reports, advertisements, etc. to communicate information. Let me begin by asking you a couple of questions:

- How do you inform other students in the school that your class is organising an event and you expect them to participate?
- How do you get to know that a book exhibition is going to be held at your school?

Identify the correct tool from the options below:

- a. Letter
- b. Article
- c. Notice
- d. Magazine

If your answer is C (notice), then you have rightly identified it. A notice is a very convenient written tool for keeping the students and the staff informed. You can easily find it on the notice board of your school. It is a formal means of communication. But writing a notice is not easy as it should be written in a particular format and should include essential components. Let's first understand what a notice is and why we write it.

WHAT IS NOTICE?

Notice is a short write up through which we announce or display information to a specific group of people. The information can be about an important event that has taken place or is

going to take place. Some of the common topics of notice are blood donation, book exhibition, postponement of examination, inviting article and sketches from students, invitation to a meeting, certain instructions, etc.

Activity-1

Before you proceed with this section, take a minute to reflect on the notice board of your school. Make a list of the information your school notice board displays and write them in your notebook. Remember, there are no right or wrong answers. Think and write at least four.

- | | |
|---------|---------|
| a. | d. |
| b. | e. |
| c. | f. |

Did your list include a wide range of themes like academic announcements, cultural announcements, sports announcements, inauguration announcements, etc.? By now, you must have understood that each notice has a purpose, a particular theme and objectives. It is written to draw the attention of the readers to a particular announcement that needs immediate attention and active participation.

FORMAT OF NOTICE

A formal notice begins with the name of the organisation on the top, in the center. It may be the letterhead of the organisation. After that, the word NOTICE appears, in capital letters. Then the subtitle of the notice comes, i.e., Inter House Debate Competition. The subtitle is the heading of the notice. Then the date of the issue of the notice is written followed by the content. The name and designation of the writer appear at the bottom, on the left-hand side. The notice must be placed in a box.

A well-drafted notice should include all the necessary details and answer the questions like

- **What** is the notice about? (that is, the event)
- **Who** is organising the event?
- **When** will it take place? (That is, the date and time)
- **Where** will it take place? (that is, the venue)
- **Who** are the expected participants?

- **Whom** do you have to contact? (that is, the issuing authority)

Activity-2

The following is the layout of a notice. Fill in the blanks by choosing the right option given below:

1			
2			
3			
4			
5			
6			
7			

Options:

- (a) Notice (b) Heading (c) Date (d) Name of the organisation
- (a) Date (b) Heading (c) Notice (d) Signature
- (a) Notice (b) Heading (c) Date (d) Signature
- (a) Date (b) Heading (c) Content (d) Name of the organisation
- (a) Heading (b) Date (c) Notice (d) Content
- (a) Name (b) Date (c) Designation (d) Heading
- (a) Signature (b) Name (c) Date (d) Designation

To see the correct answers, please refer to the 'Answers' section at the end of the module.

Look at an example given below:

Rajiv Dubey, secretary of Literary Club of Sagar Public School Bhopal drafts a notice for the notice board of the school inviting names of those who would like to participate in the proposed Inter-House Debate Competition.

<p>SAGAR PUBLIC SCHOOL BHOPAL</p> <p>NOTICE</p> <p>5th August 2020</p> <p>INTER HOUSE DEBATE COMPETITION</p> <p>All students of classes XI and XII are hereby informed that the Communication Club of the school is organizing an Inter House Debate Competition on August 18, 2020, in the school main hall from 9 am onwards. All the House Prefects are requested to submit five names from each House to the undersigned.</p> <p>(Rajiv Dubey)</p> <p>Secretary</p> <p>Communication Club</p>

The format of the above-given notice systematically includes all the necessary details such as institute name, the word 'notice', title, date, and writer's name with the designation. Since a notice displays formal information or announcement, the details should be organised properly.

Activity-3

Here is a notice put up by the Happy Valley School. The details in the notice are not in order. Rewrite the notice, arranging the details in the correct order.

- | |
|--|
| <ul style="list-style-type: none">• The school is hosting the inter-house Creative Writing Contest.• Contact the House Prefects for further details.• All the events such as essay writing, Short Story writing, poetry writing, |
|--|

and so on will be organised in the school hall, Room No.1.

- Each genre will be judged by well-known experts in India.
- Happy Valley School Sikkim.
- Inter-house Writing Contest
- All the interested students are informed to register their names for this contest till 12th October 2020.
- NOTICE
- on 20th October from 10.00 AM to 4.00 PM
- Sagun Chaturvedi, Secretary, Happy Valley School

CONTENT OF NOTICE

Apart from the format, the content of the notice is also important. While writing a notice, you should remember the following points:

1. Include only relevant details.
2. Write short and simple sentences.
3. Avoid the use of heavy words or jargon as they may create confusion for the readers.
4. Use passive sentences as far as possible.
5. Use a suitable eye-catching heading to make a notice appealing and attractive
6. Use third person, i.e., He, she, they, etc. The use of “I” and “you” should be avoided.
7. Adhere to the specified word limit of 50 words.

Activity-4

Fill in the blanks by choosing the appropriate option from the list given below.

<p style="text-align: center;">MEMORIAL SCHOOL, JAIPUR</p> <p style="text-align: center;">NOTICE</p> <p>10th June 2020</p> <p style="text-align: center;">INTER SCHOOL CRICKET MATCH</p> <p>All the students are hereby (a) _____ that an inter school cricket match (b) _____ between our school and DPS school. The match (c) _____ on 16th august 2020 in our school sport grounds from 4pm onwards. All the students (d) _____ to assemble in the sport grounds (e) _____ the match and cheer the players.</p> <p>Sunil Kumar Sports Secretary</p>
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Options:

- | | | | |
|---------------------------|---------------------|----------------------|----------------------|
| (a) (i) will be informed | (ii) informed | (iii) are informing | (iv) were informed |
| (b) (i) will be organised | (ii) is organised | (iii) has organised | (iv) was organised |
| (c) (i) was played | (ii) will be played | (iii) is played | (iv) has been played |
| (d) (i) will be requested | (ii) are requested | (iii) are requesting | (iv) were requested |
| (e) (i) witnessed | (ii) witnessing | (iii) to witness | (iv) witness |

Now, as you are aware of the format and the content of the notice, try the next activity to draft a notice.

Activity-5

Draft a notice based on the details given in the box below:

Organization:	School Literary Association
Address:	Memorial School, Jaipur
Target Group:	All the Students of Memorial school Jaipur
Event:	<i>Literary Fest, 2021</i> (poetry recitation & writing, story writing, JAM show, essay writing, composition, etc)
Date & Day:	15 August 2021, Independence Day
Time:	9.00am-5.00pm
Venue:	Academic Building
Organizers:	Members of Literary Association
Procedure for participation:	Online registration
Place for contact:	Students Community Hall

After you complete this activity, match your draft of notice with the one on the notice board of your school. You are also advised to look at the type of questions for notice writing that are asked in the exam.

Activity-6

Read each statement given below carefully and state whether they are true or false. Tick in the relevant box.

1. A notice should be written in a prescribed format. True () False ()
2. A notice is meant only for a select group. True () False ()
3. Notices are generally meant to be pinned up on specific display boards. True () False ()
4. A notice can use humour to get you in a good mood. True () False ()
5. A notice issued by the government appears in newspapers. True () False ()
6. Notice covers a wide range of themes. True () False ()
7. A notice must be self-sufficient. True () False ()
8. A notice can be on an upcoming event only. True () False ()

9. A notice is generally written in a formal tone. True () False ()
10. The format of a notice depends on the reason of writing a notice. True () False ()

LET US SUM UP

In this module, we have introduced you to the format of writing a notice and its essential components. We have also discussed the different purposes of writing a notice. We have also taken you through various types of activities to check your understanding of the module and finally to help you learn to draft a notice.

ANSWERS

Activity-1

- (a) Postponement of examination (b) Inauguration of cultural fest (c) Blood donation camp
(d) Sports announcements (e) Book exhibition (f) Invitation to a meeting

Activity-2

1. d (Name of the organisation) 2. c (Notice) 3.c (Date) 4. b (Heading)
5. d (Content) 6. a (Name) 7. d (Designation)

Activity-3

<p style="text-align: center;">HAPPY VALLEY SCHOOL SIKKIM</p> <p style="text-align: center;">NOTICE</p> <p>Date: 24 September 2020</p> <p style="text-align: center;">INTER HOUSE WRITING CONTEST</p> <p>The school is hosting the Inter-House Creative Writing Contest. All the events such as essay writing, short Story writing, poetry writing, and so on will be organised in the school hall, Room No.1 on 20th October from 10.00 AM to 4.00 PM. All the interested students are informed to register their names for this contest till 12th October 2020. Each genre will be judged by well-known experts in India. Contact the House Prefects for further details.</p> <p>Sagun Chaturvedi, Secretary President, Happy Valley School</p>
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Activity-4

A. (ii) informed B. (i) will be organised C. (ii) will be played

D. (ii) are requested E. (iii) to witness

Activity-5

MEMORIAL SCHOOL, JAIPUR
NOTICE

Date: 7 August 2020

LITERARY FEST

All the students are hereby informed that School Literary Association of the school is organizing Literary Fest 2021 on 15th August 2021, Independence Day in the Academic Building from 9am to 5pm. The fest will include poetry recitation & writing, story writing, JAM show, essay writing, composition, etc. The interested students are requested to register online. For any help and query, contact the Secretary in the Students Community Hall.

School Literary Association
Secretary

Activity-6

1. True 2. True 3. True 4. False 5. True 6. True 7. True 8. False 9. True 10.
False

REFERENCES

- Narayanaswami, V.R. Strengthen your Writing. 1979. Orient Black Swan, 2005.

PRACTICE QUESTIONS

1. Write a notice for the school notice board inviting contributions for the laborers who have lost their job in the COVID-19 pandemic crisis. Sign yourself as the secretary, student union, DPS Jaipur.
2. The Student Council of your school has decided to organize a tour to Goa for the students of classes XI & XII during summer vacation. As the president of the Council, write a notice informing the students about the tour and inviting their names for joining it.
3. The Principal of your school has asked you to write a notice for the school notice board requesting the students of the classes VI-IX to maintain silence during the forthcoming exams of the senior students. Write a notice in around 50 words.
4. In response to an appeal of the Prime Minister of India, you have arranged a Charity Show in your school for the cancer patients of the country. Write out a notice informing students about the school and seeking their cooperation for the success of the Charity Show.