

# Notice

Notice is an easy and convenient way of informing the people in large number. Notice is either written on notice board of school or firm or it is pasted on the walls of institutes or firms. Sometimes the notices are published in newspapers to inform the people far and wide.

## Main Characteristics of a Notice

1. Notice must be attractive.
2. It must be in brief.
3. It must be duly signed by the authority.
4. It must have day, date and place.
5. The salutation and complementary words are not written in notice.
6. The name and designation of the person who orders to publish it must be written in the end of the notice.
7. It is far better if there is proper heading or title of the notice above the main body.
8. The main aim of the notice is to provide more and more information in the least possible words.

## Some Examples of Notices

1. Suppose you are the headmaster of your school. Write a notice telling about the Children's Day to be celebrated on 14th November.
- Ans.

**GOVT SECONDARY SCHOOL, MAHUWA**  
**NOTICE**

November 3, 20\_\_

**Children's Day**

All the students are informed that we are going to celebrate the Children's Day on 14th November, 20\_\_ in our school at 4 p.m. They are advised to come in time in proper school uniform.

Mohan Lal  
Headmaster

## NOTICE

Date \_\_\_\_\_

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### \* Exercise

- 1) You found a geometry box in the school playground. As a student of Bharti Bhawan School, Barmer, write a notice for the school notice-board.
  
- 2) Write a notice for the closure of your school on account of Holi. You are the Headmaster of the school.