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NOTICE WRITING - CLASS 1

There are many ways to inform people about a certain event that is about to happen. Announcements are the most common way of spreading information about what has happened, what is happening and what will happen. It can be done through TV and radio coverage, newspapers, and by other means also.

With the rise of social media establishments often broadcast their announcements through boosted Facebook posts or promoted posts on Twitter and Instagram. Social media has really opened a whole new avenue of announcing and making things known, even news outlets have their own pages and profiles on various platforms as they can reach a wide range of audiences through social media.

But, before the rampant use of social media for announcements, it has been a common practice – even until today, to post announcements on bulletin boards across campus or public spaces. However, how do you write these announcements or notices?

What is a Notice?

A notice is a common and formal means of communication which aims to give information regarding an event that is about to happen. It is a formal announcement of an event weeks or even months before it actually happens. It is a short piece of writing which follows a rigid format.

A notice is widely used by organizations and/or individuals to announce celebrations, death, sales, inaugurations or to issue public instructions and so much more. It is a very useful tool for communication and broadcasting information that should be known to the public. It is a common sight to see in schools and buildings that have designated posting areas. While notices from government agencies and other big organizations commonly appear on various newspapers and other media outlets.

It is important to remember that notices are formally written or printed information or news, thus it follows a formal tone and style as well. It is strictly factual and information are based on released information from the upper management. The language is also simple and formal, it doesn't need flowery words.

Contents to Include in a Notice

- Name of issuing organization, institution or office.

- Date of notice issuance.

- To make it clear, the heading "Notice" should be indicated.

- An eye-catching heading or headline to catch the immediate attention of the audience.

- The purpose of the notice.

- Details regarding the purpose of the notice.

- Authorized signatory.

Characteristics of Notice Writing

A good and effective notice must have the following features:

1. Brief

A notice usually has a specific word count. It is common to adhere to the 40 to 50-word limit. The sentences must be concise but should express a complete thought. Repetition is prohibited and there is no need for an introduction. It is straight-to-the-point information; as it is a formal method of communication, it is expected to be direct and clear. It should leave no room for further query but should not compromise the word limit.

2. Complete

As mentioned above, it is a short piece of writing but still expresses a complete thought. Indicate the necessary information regarding the event like date, venue, fees, guests, prizes, etc. It should answer the 5 Ws and 1 H questions effectively and must not leave audiences with more questions instead of no questions.

3. Authority

The authority in a notice is the individual, organization, office, etc. issuing the notice. The people responsible for the event should be indicated to make it clear that the notice is legitimate and valid.

4. Clarity- Avoid being vague about the information regarding the event. The purpose of the notice must be easily understood after just a quick read through the whole material. It must be crisp, straight-forward and direct.

5. Language- As it is a formal announcement, simple and formal language must be used. No need for flowery words in the notice. It must convey formality and clarity.

6. Clearly Stated Purpose- As mentioned earlier, it must contain the following information:

- Name of issuing organization, institution or office.

- Date of notice issuance.

- To make it clear, the heading "Notice" should be indicated.

- An eye-catching heading or headline to catch immediate attention of the audience.

- The purpose of the notice.

- Details regarding the purpose of the notice.

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The Syntax of a Notice

A notice should have these three basic parts:

1. Heading

This is supposed to be eye-catching. It should immediately capture the audiences' attention and urge them to read the notice. The heading talks about the main topic or issue of the notice. For example, NOTICE – Dance Competition, NOTICE – School Field Trip, NOTICE – Inter-school Sports Competition.

2. Body

The body of the notice should include all the necessary details regarding the event. It should be able to explain all the information about the event. It answers all the basic questions before the audience even asks anything. It must be complete even though it is written in short sentences.

3. Authority/Contact Person

The name and signature of the individual or head of the office issuing the notice should be indicated in the end part of the notice. If matters or items need to be handed in, do not forget to include his/her contact number and address. It is important to include a contact person as they are responsible for answering more questions for clarification and information.

Points to Remember

1. A good notice must effectively answer the 5 Ws question

   o What is going to happen?

   o Where will it take place?

   o When will it take place?

   o Who can apply or is eligible?

   o Whom to contact or apply to

2. The word "NOTICE" should be written at the top.

3. Do not forget to indicate the organization, office, etc. issuing the notice.

4. An appropriate heading is needed.

5. Indicate when the notice was issued.

6. Clarify the target audience of the notice.

7. Only the important details should be written.

8. Relevant details not included in the questions is acceptable to add.

9. Use only short sentences that are grammatically correct.

10. Use a passive voice as much as possible.

11. The common word limit is between 40 to 50 words.

12. Information disseminated in the notice should be factual and clear; it must not cause confusion and/or misunderstanding.

13. It should be able to immediately attract the audiences' attention. It should be catchy and attention-grabbing.

14. Use bold letters, catchy slogans, striking words and phrases to increase attention-grabbing quality.

15. Standard and commonly used abbreviations are allowed.