



VEP EDUCATION SOLUTION PVT. LTD.

An Initiative of Vaishali Education Point

Practical English Writing (Notice & Message Writing)



NOTICE WRITING

The idea of writing a notice is to draw attention to something or some event that would take place. All the required information must be given in a simple, concise, attractive manner so that people notice it.

NOTICE WRITING

A notice conveys information in a comprehensive manner. It is usually an advance information about :-

- A happening
- General Instructions
- An event
- A function
- An inauguration
- A Programme

It could also be:-

- A notice for Lost or Found
- Public notices.

NOTICE WRITING

A well written notice shows a students skill of organization and presentation of matter as well as language accuracy.

Format of a well written notice:-

- A box to be drawn
- Name of the Institution or organization
- The title NOTICE
- Date of Issue
- Relevant content-should answer questions like What, Where, When and for Whom.
- Name and Designation of Issuing authority
- Important- content should not be more than 50 words.

NOTICE WRITING

Here is an example:

Name of the School/ Organization

NOTICE

Date of Issue

HEADING

Content:

When

Why

Where

How

Other relevant information

Issued by

Name

Designation

NOTICE WRITING

Example # 1

On the occasion of National Science and Technology Day, the school has decided to organize a Science Fair. Vikram, the secretary of the Science Society, wants to call a meeting of the office bearers of the society to discuss the arrangements for the fair. Write a notice is not more than 50 words.

Delhi Public School, New Delhi
Notice

13 April, 2013

Meeting of Science Society

On the occasion of National Science and Technology Day, the school has decided to organize a fair. All office bearers are requested to attend a meeting in the School Library on 16 April 2013 at 10 am to discuss the arrangements for the fair.

Vikram Singh
(Secretary, Science Society)

NOTICE WRITING

Example # 2

The Residents' Welfare Association, Green Park is organizing a 'Holi Fiesta' in the locality. As the president of the association, draft a notice in not more than 50 words informing the residents about the same. Give other essential details too.

NOTICE WRITING

Residents' Welfare Association Notice

10th Jan, 2007

'Holi Fiesta'

The Residents' Welfare Association is organizing a Holi bash in the colony as per the following details:

Date : 17 February, 2007

Time : 9 am to 5 pm

Venue : Green Park Club

The residents are requested to come along with their families and friends and add color to the rejoicings.

Ravi Kumar

President, RWA

MESSAGE WRITING

Points to remember while writing a message:-

- The information of the message Should be clear, brief & simple.
- Don't miss put the necessary and relevant information.
- Do not add any extra information from your end.
- The title 'MESSAGE' should be written in the first line at the top center of the page.
- The title is followed by date on the top left hand and time on the top right hand in the second line.
- Write the name of the person on the left corner, to whom the message is written,

MESSAGE WRITING

Format:-

Message

September xx,20xx

7 p.m.

XYZ(Salutation)

BODY

XYZ(Signature)

MESSAGE WRITING

Examples #1

Mrs. Sharma: Hello! Shounak! Mummy here.

Shounak: Yes mom, tell me fast, I got to leave for my tennis classes.

Mrs. Sharma : Honey, I am held up in office in an urgent meeting. I won't be home before 8.30 pm.

Shounak: Don't worry, Neha and I will manage.

Mrs. Sharma: Don't fight with her, and see that she completes her homework.

Shounak: Ok Mom! I shall do so.

Mrs. Sharma: On my way back home, I'll carry dinner for all of us. Bye. Take care.

Shounak: Bye Mom! Take care.

MESSAGE WRITING

5th February, 20xx

4.30 pm

Dear Neha

I am leaving this message for you with the watchman. The keys are with the watchman. Mummy would be late today. I am off for my tennis classes.

Be a nice girl and complete your homework. I'll check all your homework after I return from my tennis classes, at 6.30 pm.

Love you

Shounak



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THANK YOU