

Notice Writing: Format, Examples, and Topics

What is Notice Writing in English?

In simple words, notice writing is a formal means of communication. The primary purpose of notice writing is to bring attention or notice of a large number of people to a piece of certain information through announcements. Therefore, notice is generally displayed in public places or notice boards in schools where students can read them easily. But, to ensure maximum effectiveness, notice writing should be concise and avoid unnecessary details.

For example, if you are informing students about an upcoming school event, the notice should mention the event, date, time, and venue only.

Format for Notice Writing

Like letter writing and articles in schools, notice writing format follows a particular structure. Many times, marks are allotted for the format of notice itself during evaluation. So, if you wish to score high and reduce your chances of losing marks, you must learn how to present a notice that fulfils its purpose.

1. Name of the issuing organisation/authority: Firstly, mention the name of the person/organisation/college that is issuing the notice. This will help people identify who has published the notice.
2. Title: The title of any notice is the Notice itself. So make sure to write it in a big font to catch people's attention.
3. Date: Next, write the date in the top left corner of the content. This helps the readers understand when the notice was issued.
4. Heading: Write the heading of the notice which refers to the subject in focus. In this section, students have to write briefly regarding what it is about. This gives readers an idea of the content of the notice.
5. Body: The body of your notice is the main content. Students must remember to keep the notice concise (ideally within 50-60 words), short, and informative.
6. Signature and designation: Lastly, end your notice with the signature of the person who composed the notice. Write the designation in capital letters.

Notice Writing Template

Before moving on to notice writing examples, it is important to understand the template. This will help you structure and streamline your writing.

Name of the School/Organisation

NOTICE

Date –

Title of the Notice

Main Body of the Notice – (The target audience for whom the notice is. Date, time, venue and all-important information that is needed)

Signature

(NAME)

Designation

Note: Do not forget to keep your notice content in a box outline as per the format. Otherwise, the examiner would be liable to deduct marks accordingly.

Notice Writing Class 12 Example

Notice Writing Topic- The headboy of the ABC school wants to raise funds for poor people and improve their living conditions. Write a notice to make an appeal for generous donations.

ABC School BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Appeal for Donations

The school is organising a Fundraiser for poor people and less fortunate to improve their living conditions and make a difference in their lives. All the students and staff are requested to donate generously. You can make the contributions at the school office until 30th October 2024. The money raised will be spent on medicines, clothes, and food for the needy.

Signature

NAME _____

(Head Boy/Girl)

Notice Writing for Class 10 Example

Topic- You are the Head Boy of ABC School. You have to write a notice regarding a watch found in the school playground.

ABC School BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Watch Found in School Playground

This is to inform all students that a watch has been found in the school playground on 20th October 2024. It has a black strap with silver detailing. Whosoever has lost it can collect the watch from the undersigned.

Signature
NAME _____
(Head Boy/Girl)

Notice Writing for Class 9 Example

Topic- Your school is organising a cleanliness campaign. Write a notice to inform students about the same and invent the necessary details.

ABC School BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Cleanliness Campaign

This is to inform all students that our school will be conducting a Cleanliness Campaign on 5th November 2024 to promote hygiene and cleanliness on campus. All students from classes 5 to 12 are requested to participate in the campaign. It will begin at 9:00 AM sharp. For further details, please contact the undersigned.

Signature
NAME _____
(Head of Cleanliness Committee)

Notice Writing for Class 8 Example

Topic- You are the Head Boy/Head Girl of the school ABC. You have to write a notice to inform students about the Annual Day function.

ABC School, BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Annual Day Function

This is to inform all students that our school will be celebrating the Annual Day function on 10th December 2024. It will be held at the school auditorium from 4:00 PM onwards. There will be multiple cultural performances followed by the prize distribution ceremony. Parents are also invited to attend this function with their children. Interested students can participate in the performances by registering with the cultural committee. The deadline is by 1st November 2024. For more details, contact the undersigned.

Signature
NAME _____
(Head Girl)

Notice Writing for Class 7 Example

Notice Writing Topic- The school has decided to organise a Science Fair. As the head of the Science Team, write a notice to inform the students.

ABC School, BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Science Fair Announcement

This is to inform all students that the school is organising a Science Fair on 1 December 2024 in the school auditorium from 10:00 AM to 3:00 PM. All students from classes 5 to 12 are invited to participate in their scientific projects. Interested students can register with their class teachers by 29 October 2024. For further details, you can contact the undersigned.

Signature
NAME _____
(Head of Science Team)

Notice Writing for Class 6 Example

Topic- Suppose you are the principal of ABC Primary School. You have been asked to write a notice to inform students about the beginning of summer break from May 11, 2024, to June 30, 2024.

ABC Primary School

NOTICE

October 23, 2024

Summer Vacation

The school will remain closed from 11/05/2024 to 30/06/2024 for summer break. The last attendance day will be 10th May 2024. All the teachers are requested to provide students with homework and projects for the upcoming summer break. Students are requested to complete the holiday homework and submit it after the school resumes.

Signature
NAME _____
(Principal)

Note: Do not forget to keep your notice content in a box outline as per the format. Otherwise, the examiner would be liable to deduct marks accordingly.

Notice Writing Topics for Practise

By now you must have understood what notice writing is, its structure, and how to write an effective notice that conveys your message in 50 to 60 words. In this section, you will find some interesting notice-writing topics to practice for upcoming examinations. Let's take a look at them.

Q1. You are the Head Girl of an ABC School. The school principal has asked you to write a notice informing students about the upcoming Inter-school Sports Competition. Invent necessary details such as the venue, date, and last date of registration.

Q2. You are Sam, the football captain of your school. Your sports teacher has asked you to put up a notice informing students about the upcoming football selection trials for classes 10th to 12th. Draft a notice in not more than 50 words mentioning all the details.

Q3. Your school has organised an art competition for all the primary and secondary classes. You have been requested as the head girl or head boy of your school to write a notice and inform students about the necessary details of the competition.

Q4. A student has submitted a wallet found in the school canteen during the lunch break. As the head boy of the school, write a notice informing students in no more than 50 words.

Q5. You are Sunaina, the head girl of R.K. Public School, Delhi. Your school is organizing a picnic on December 5 2025. Write out a notice inviting students who want to join the picnic and invent the necessary details as well.

