

**Welcome
To
e-English Learning Zone**

**K. Satyanarayn Achary
(Lect. English)
Govt. Polytechnic, Gajapati**

Part II

WRITING SKILLS

- * Notice, Agenda & Minutes Writing
- * Job Application & C.V. Writing
- * Report Writing
(Reporting Events, Annual Report & Business Report)
- * Letter Writing (Personal & Formal)
- * Paragraph & Essay Writing
- * Note Making & Summarizing (Paraphrasing)
- * Information Transfer (Non-verbal to Verbal)

Let's Discuss, Understand & Learn

How to Write a Notice

(Format, Content and Presentation)

**What is a NOTICE?*

Notice is the official way of announcing certain information about something that is going to happen in the near future.

Its essential features are:

1. It should be short and clear,
2. It should be simple and lucid,
3. It should be target oriented,
4. It should carry specific details,
5. It should be in a specified format.

The basic elements of a Notice are:

1. Name & Address of the Issuing Authority,
2. Date (left side top), Ref.No.(right side top),
3. Purpose of the Notice (to be highlighted),
4. Information regarding the event / a short,
clear & detailed description of the purpose,
5. Any other details (if necessary),
6. Contact details (if applicable),
7. Signature and closing of the Notice.

A Format of Notice

Name of the Organizatio

Address/ address/ address

NOTICE

Ref. No: xxx/ xxxx

Date: xx/xx/xxxx

Notice is hereby given for.../This is to inform all the students
that.../ All the students are hereby informed that.....

Contact Mr./Ms for further information.

Date & Signature
(Name & Designation)

Let's work:

Suppose you are the President of Students' Union of Your College, SKCG Degree College, Paralakhemundi. Draft a notice inviting interested participants to take part in the Annual Athletics Meet 2020.

Given data:

1. Task– to draft a notice,
2. Organization- SKCG Degree College, PKD,
3. Purpose– Annual Athletics Meet 2020,
4. Your role– President of Students' Union.
5. Day & date, Period, Venue, who ?????

EXAMPLE 01

S.K.C.G. DEGREE COLLEGE,
Paralakhemundi, Gajapati.

NOTICE

Ref. No.: SKCG013/2020

Date: 30th. April, 2020

ANNUAL ATHLETICS MEET 2020

All the students are hereby informed that Annual Athletics Meet 2020 will be held in the college playground from 05th to 07th May 2020 (Tuesday to Thursday). Interested participants are requested to contact the undersigned for their registration on or before 02nd May. They may contact Dr. Anil Padhi (Sports Officer) for any further information.

Xxx

President, Students' Union

EXAMPLE: 02

Imagine yourself to be the **Head boy/girl** of your college. Draft a notice informing and inviting the students **to attend the forthcoming on-campus selection** programme **of Tata Steels**, to be held **at Seminar Hall** of the college on **08th May 2020**.

GOVT. POLYTECHNINC GAJAPATI
Betaguda, Paralakhemundi

NOTICE

Date: 30th April, 2020

TATA STEELS CAMPUS SELECTION

Notice is hereby given to inform all the students that Tata Steels will hold an On-Campus Selection Campaign for the Final Year Students at Seminar Hall of our college from 10:00 am to 04:00 pm on 08th May, 2020. Interested and eligible students are invited to sincerely attend the Campus Selection. They may contact Mr. D.N. Mishra (HoD, Mech. Engg) for further information. The details of the eligibility criteria and possible remuneration are attached herewith.

XXX
Head Boy.

TASK 4 U

1. Suppose on the occasion of Rathyatra, Paralakhemundi Citizens' Forum has planned to organize a Cultural Programme for all its members. As the Chairman of the Forum, draft a notice inviting all the members to the gathering.

2. Suppose you are the Principal of your college, write a notice to the Notice Board informing all the students of the suspension of all classes due to lockdown for Coronavirus Pandemic.

ALL THE BEST....

THANK YOU ALL....