

NOTICE WRITING

Teacher : Prof. Indu Bora

Subject : English & Communication Skills

Class : B.P.Ed.-I Semester Section 'B'

Unit : II

POINTS TO REMEMBER

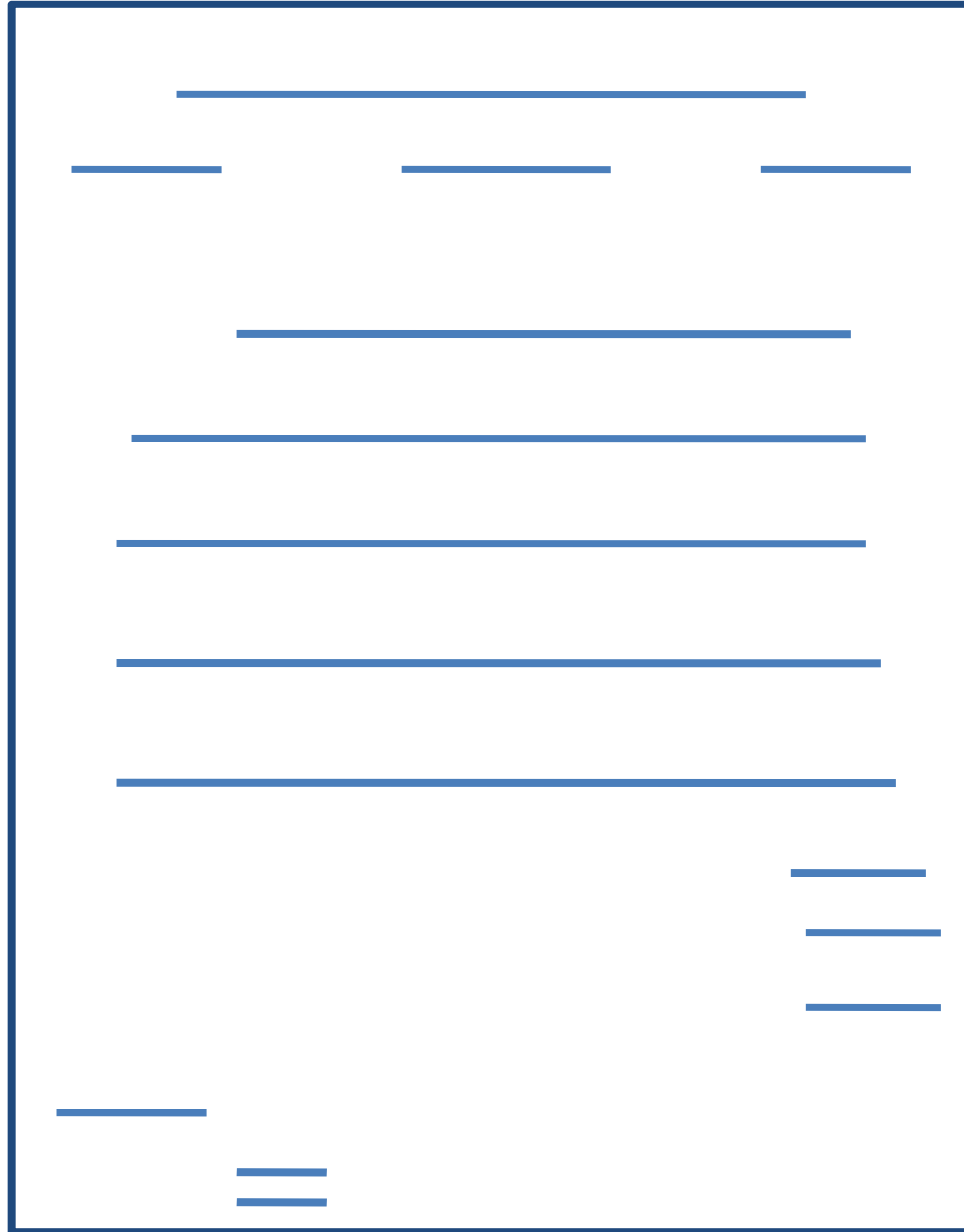
- To the point
- Relevant information is provided ,Like
- Who is organizing
- What is the Occasion
- What time does the function start
- Time to be seated
- Place where programme will be held

4 W's + H

- Who
- What
- When
- Where
- How

Basic points to be included

- Name of the organization
- Ref.No.
- Heading (NOTICE)
- Date when it is written
- Main body (to the point)
- Signature
- Name in Block Letters
- Designation
- Copy to



Exercise

- Q. Draft a notice informing everyone about the Inauguration of Intramurals.
- Q.2 Draft a notice informing all the students about the approaching “Inter- Class Basket Ball Competition” . Apprise all about the rules & regulations regarding the tournament.

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GWALIOR

Ref. No. PEP/01/2019 NOTICE

Dt.....

Inauguration of Intramurals is going to be held on at in the Cricket Field with March past Competition of all the Under Graduate Houses.

Mr. XYZ ,an eminent personality of the city shall grace the occasion by his benign presence.

All are requested to be seated in their places latest by.....p.m. in formal dress.

(Authority: VC's approval dated)

abc

Mr. ABC

Organizing Secretary ,
Intramural Committee.

Copy To :

- VC's Secretariat

Copy to:

- VC's Secretariat
- Registrar's Secretariat
- All Departments
- Faculty Circulation
- Students Notice Board
- All Houses
- Boys' Mess
- Girls Mess
- Photographer
- Mess in-charge
- File, Organizing Secretary
- File, Office

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Ref. No. 01/PEP/IC/19

NOTICE

Dt. _____

The Basket Ball Match Practice group is organizing an Interclass Basket ball competition from to in the Institute Basket Ball Four courts .

Rules for the competition are as follows:

- 1.

Rules for the competition are as follows:

1. **Duration of match :** 40 min.
2. **Duration of each Quarter:**10min.
3. **Half Time :** 5min.
4. **Team Composition:** 5(playing)+2(reserved)
5. **3(Three) Male &2(Two) Female players at a time on the field are compulsory.**
6. **Only one player of Match Practice group is allowed in the team.**
7. **All other rules of intervarsity shall be applicable.**
8. **Dress code should be followed.**
9. **Attractive Prizes will be given after the tournament apart from the winner & runner's up trophy ,like best well dressed team, best shooter, best defender, most well behaved team etc.**

All the class leaders are requested to give their class entry with the entry fee of **Rs.100/- per team** by positively . Late entries will not be entertained.

For any other information/clarification , kindly contact the undersigned.

abc

(Mr. ABC)

Coordinator ,

Inter-Class Basket Ball Competition.

Copy to:

- VC's secretariat
- Registrar's Secretariat
- All Departments
- Faculty Circulation
- Students Notice Board
- Boys' Mess
- Girls Mess
- File, Coordinator of Competition
- Office file

Exercise

- Q.1 Draft a notice in the capacity of Secretary, Cultural Club informing all about the 'Teachers Day' celebrations.
- Q.2 Draft a notice informing all about the approaching 'Sports Day' celebration in the Institute. Many events will be organized to mark this day. Ask for entries regarding the events from the students.