

Chapter- 1

Notice Writing

STUDY NOTES

A notice should contain all the necessary details such as:

- Name of the issuing agency (school, etc)
- NOTICE
- Date of issue/release of the notice
- Title/Subject of the Event (what?)
- BODY-Date/time/duration/Place/Venue (when and where?)
- Name and signature (contact details)
- All these should be written in a box