

The Format of Notices. (Hints for writing notices)

1. Name of the Issuing institution.

Write at the top name of the institution that is issuing the notices.

2. Title : The title NOTICE should be mentioned at the top.
3. Date is an important aspect of Notice.(Date should be shown on the left hand side of Notice)
4. Heading : The heading makes clear the purpose of the notices.
5. Content :The Content of the notices should be brief and to the point.
6. Writer's Name should be mentioned at the end of the notices.
7. Content should be precise and to the point.
8. Notice should be written in third person.
9. Do not exceed the word limit.(40-50 words)
- 10.The issuing authority's name and designation should be given at the end of the Notice.
- 11..Write the notice in a box.

