

Notice

Notices are a means of formal communication targeted at a particular person or a group of persons. It is like a news item informing such person or persons of some important event. This can be an invitation to a meeting, an announcement of any event, to issue certain instructions, make appeals etc.

It is generally written and then displayed at a public place, where it is accessible to all. They can be pasted on notice boards. If it is meant for a wider audience it can even be published in a newspaper. The government when it issues notices must publish it in national and local papers.

Format

Since notices are a formal document it should follow a structure or a format. Keep in mind there is no one correct rigid format. Different formats used by different people/organizations can show some variations. Let us look at the most used format of notices.

1. *Name of Issuing Organization/Authority:* Right at the very top, you print the name of the person or company that is issuing the said notices. This will help the reader identify the notices as important or unimportant to him.
2. *Title:* When writing notices we mention a title “NOTICE” at the top. This helps draw attention to the document. Notices are generally posted at a public place or published in newspapers. It is important

that they do not get lost in a sea of information. So a bold title clearly mentioned helps draw the attention.

3. *Date:* After the title to the left-hand side we print the date on which the notices have been published. Since this is a formal document date is an important aspect of it since these documents stay on record.
4. *Heading:* Then we move on to an appropriate heading to the notices. This heading should make abundantly clear the purpose of the notices.
5. *Body:* After the heading, we write the brief and to the point body of the notice. The main content of the notice features in the body.
6. *Writer's Name:* At the end of the notices we write the name and designation of the notice-writer. The notices have to also be signed by the same person to lend it authority and validity.

Content

Notices should cover some important points that are to be communicated to the readers. The five points that the content of the notice will cover, the five W's

1. **What:** What is the notice about? The notice should be clear about what is going to happen (event) or what has already happened (occasion). This is the crux of the message and should be written clearly. There should not be any ambiguity.
2. **Where:** If the notice is about an event, then the location of such an event must be written clearly. The venue or the location is important details, so make sure to include this in the notice.
3. **When:** This is the time and the date of the event or meeting. If possible the duration of the event should also be mentioned to people can schedule their time accordingly.

4. **Who:** This will be who the notice is addressed to. Who all are supposed to adhere to the notice should be clearly mentioned to avoid confusion.
5. **Whom:** And final detail should be whom to contact or get in touch with. This mentions who the appropriate authority is to contact.

Tips to Remember regarding Notice Writing

- Be precise and to the point. The ideal length of notice is 50 words, so precise language is appreciated.
- It is a formal form of communication so the language used should be formal as well. No flowery text.
- Keep the sentences short and use simple words. Since notices are fairly brief it is best to keep it simple.
- Use [passive voice](#) as far as possible.
- Present your notices in a proper format in a box. The presentation should be neat and thus be appealing to the eye.

Circulars

A circular is essentially a letter containing some important information that is distributed to a large number of people. For example you have to invite an entire department for a meeting, or update the dress policy for the whole office – a circular will be the best mode of communication for these purposes.

Additionally, circulars also find use as advertising tools. They can contain marketing information and have a wide distribution range. Be it for inter-departmental communication, advertising or even personal reasons a circular must always reach a large number of correspondents. This is one of its main features.

Advantages of a circular

- It is a very simple and effective way of communication. Since it is precise and written, very little chance of miscommunication
- It is also quite inexpensive. It is a cost-effective way of communication.
- Circulars are also a time-saving method. It reaches a large number of people in very limited time and effort.
- They are great advertising and marketing tools as well. They can help create a new market, educate people about the product or services and also increase consumer confidence in the company and the product.

Meaning of Report:

Reports are important in modern communications. Thousands of reports—formal or informal, special or routine—are written every day.

A foreman reports to the manager the progress of the work, a manager report to the general manager, and the Board of Directors report to the shareholders

All information comes from reporting. Reports play an important role in modern business.

A report is a formal communication written for a specific purpose. A business report is an orderly presentation of facts about specific activity.

Characteristics of a Good Report:

1. Simplicity:

The report should be simple.

2. Clarity:

A report should be absolutely clear. Clarity depends on proper arrangement of facts. The report should be arranged systematically showing the purpose, source of data, findings and, finally, suggestions. Lack of clarity will fail to serve the purpose.

3. Brevity:

The report should be brief and to the point.

4. Accuracy:

The scientific accuracy of facts is essential to a good report.

5. Relevance:

Every fact given in the report should have a bearing on the central purpose of the report.

6. Reader-orientation:

A report is meant for a particular person, say manager. It is necessary to keep in mind the person who is going to read the report.

7. Grammatical Accuracy:

Every report must have grammatical accuracy. All the rules of grammar and construction of sentences apply to the drafting of reports.