

# Writing a Notice

Matthew Williams • English Language • April 25, 2026

## Purpose

A notice is a written or printed announcement used to inform the public. Notices may:

- **Inform** — announce a trip, competition, or upcoming event
- **Advertise** — promote a fundraiser, sale, or activity
- **Warn** — alert about a lost item, a change, or a disruption

## Structure

- **Institution / Company Name** — centred at the top
- **NOTICE** — bold and centred; the only element that should be in bold
- **Date of Issue** — centred below the heading
- **Title / Subject** — centred; not bold, not in capitals — plain title case only
- **Opening Paragraph** — a brief sentence stating the event and giving the date, time, and place in prose
- **Purpose** — briefly states what the notice is about
- **Details** — supporting information (cost, requirements, contacts, etc.)
- **Signature** — handwritten signature of the issuing officer
- **Name & Position** — full printed name and official title beneath the signature

## Key Conventions

- Only include **essential information** — no padding or unnecessary elaboration
- All header elements (institution, NOTICE, date, title) are **centred**; only **NOTICE** is bold
- Use **short, clear, direct sentences** — active voice where possible
- Use **separate paragraphs** for the opening (date/time/place), purpose, and details
- No complimentary close — end with signature, name, and position

## DOCUMENT EXAMPLE

Hillview Secondary School

NOTICE

25 April 2026

Annual Sports Day

The Annual Sports Day will be held on Friday, 8 May 2026, at 9:00 a.m. at the Hillview Secondary School Sports Complex.

Students, staff, and parents are hereby informed that the Annual Sports Day will be held on the date and at the venue specified above. All members of the school community are encouraged to attend and to show support for their respective houses.

Students are required to wear their house colours. Form teachers are asked to submit team lists to the Sports Department by Wednesday, 6 May 2026. Refreshments will be available for purchase. Parents wishing to participate in the Parent Relay should register with the Vice-Principal by Monday, 4 May 2026.

Ms. Diane Clarke

Ms. Diane Clarke Vice-Principal