

NOTICE

How to write a **notice**?

- **Format:** Use a structured format with a heading, date, subject, audience, details, and contact information.
- **Content:** Include the purpose of the notice, relevant information, and any necessary instructions or actions to be taken.
- **Language:** Use clear, concise, and easy-to-understand language. Keep sentences short and use simple words.
- **Tone:** Use a formal tone and language.
- **Length:** Keep the notice brief and concise, ideally around 50 words.
- **Presentation:** Present the notice in a neat and appealing way, using a box and clear headings.
- **Signature:** End the notice with the signature of the person who issued it and their designation in block letters.

A notice is a formal method of communication that is used to announce or exhibit information to a particular audience. Notices are often put up on display boards in public spaces like schools, or published in newspapers.



ROHINI

COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE and affiliated to Anna University, (An ISO Certified Institution)

Notice -1

English Literary Society

10th October, 2024

All the members of English Society are cordially invited to attend the inaugural function of the society at 4 pm on 25th October 2024 in the Grand Arena Auditorium. Mr. Saravanan Member of Parliament has kindly consented to preside over the meeting.

Rakesh

Secretary, English Literary Society



ROHINI

COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE and affiliated to Anna University, (An ISO Certified Institution)

28th Nov 2024

Our College management has decided to conduct a tour programme for the first year students in the month of January 2025. Register your names with the class mentors along with the consent letter of parents and remitting Rs: 3000/- before 10th December 2024.

Dr. R. Rajesh

Principal