

one format, one word limit, one clean draft



Notice, the boxed format *

Name and place

issuing school or organisation, top of the box

Word NOTICE

centred, distinct from the body text

Date

the date the notice is issued, left or right aligned

Heading

one line naming the subject, underlined or highlighted

Body

what, when, where, who, why, in about 50 words

Issuer

name and designation, bottom right



a notice's zones: org line, NOTICE, date, heading, body, issuer

Poster, what it needs beyond a notice

- a poster persuades or informs at a glance, so it leans on a short catchy headline or slogan
- keep the message in a few short lines or bullet points, not paragraphs
- essential details still belong: what, date, venue, contact, and who is organising it, placed for a scanning eye, not a close reader
- a poster is meant to be seen, so structure and a strong headline matter more than long sentences

Notice, the rules that carry marks

- word limit is 50 words, treat it as the budget, a notice that sprawls reads wrong even when nothing is deducted
- draw a box around it, the expected convention and free to do
- covers the essentials only: what is happening, when, where, who it concerns, and why
- no flowery language, a notice informs quickly, it doesn't persuade or narrate

asked rarely, scores big

Notice vs poster, when each is asked

- a notice announces a fact (a meeting, a lost item, a change in timing) inside a school or office
- a poster promotes an event, a cause or a campaign, meant to catch attention from a distance
- if the question says announce or inform, write a notice; if it says persuade, warn or promote, write a poster
- some papers ask for a slogan-style poster, there the headline does the heavy lifting