Communicating to a Wider Audience

The noticeboard of a school or government building is usually a regularly visited area. Much communication between authorities/employers and students/staff/employees is conveyed through the noticeboard. Notices can be for various purposes, such as the announcement of events, reminders, information about lost and found goods, and so on.

When writing a notice, the format, the sentence structures, the manner in which important information is highlighted are all important.

1. Read the sample notice. On a separate page, list your observations about the structure, how contact details are given, etc. on the lines below.

   NOTICE
   JOHN HANSON SCHOOL, MILLERSVILLE MD
   ALL ARE WELCOME!

   1 March 2015
   The John Hanson School is organizing an Inter-School Chess Competition for Junior Secondary students. Interested participants should register their names on or before 15 March 2015. The first prize is $1000 and a trophy. All will receive certificates of participation.

   Date: 15 April 2015  Time: 11:00 a.m.
   Venue: School auditorium
   Last date for registration: 1 April 2015

   For more details contact the undersigned at her office between 9:00 a.m. and 3:00 p.m., Monday to Friday.
   Signed/-
   Karen Richards
   (KAREN RICHARDS, CHESS CLUB PRESIDENT, JOHN HANSON SCHOOL)

2. List at least three different kinds of topics that are normally found in notices (lost and found, announcement of events, reminders of deadlines, warnings, etc.).

3. Rewrite the contents of the sample notice in essay form (i.e., without breaking it into headings, sub-headings, capitalization, etc.).

4. Compare and contrast the notice and your essay. Which format is more conducive to conveying the information? Why?

5. Choose a topic about which you have information to communicate. Write a notice for your class noticeboard.