

अध्याय - 7 | Notice Writing

QUIZ-01

1. What is the primary purpose of a notice?

- A. To tell a story
- B. To give an official announcement or information
- C. To write a personal message
- D. To entertain the audience (B)

व्याख्या: Notices are brief, formal announcements for a specific group of people.

2. Where is the name of the issuing authority/organization usually placed in a notice?

- A. At the bottom right
- B. At the top centre
- C. After the signature
- D. In the middle of the body (B)

व्याख्या: The name of the school/organization is the first thing that appears, usually centered.

3. What word should always be written in bold and capital letters in a notice?

- A. The date
- B. The signature
- C. NOTICE
- D. The subject (A)

व्याख्या: The word "NOTICE" itself is written prominently to indicate the document type.

4. Which of these details is essential to include in a notice for an event?

- A. Personal opinions
- B. Exact time and date of the event
- C. Long paragraphs
- D. Emojis (B)

व्याख्या: Specific details like time, date, venue are crucial for an event notice.

5. The language used in a notice should be:

- A. Casual and friendly
- B. Formal and precise
- C. Emotional and persuasive
- D. Colloquial and slangy (B)

व्याख्या: Notices are formal and must convey information clearly and concisely.

6. Where is the date usually placed in a notice?

- A. At the very end
- B. On the left side, below the name of the issuing authority
- C. In the middle of the body
- D. After the signature (B)

व्याख्या: The date is typically placed on the left, below the school/organization name.

7. What is typically included at the end of a notice?

- A. A thank you note
- B. The signature, name, and designation of the issuing person
- C. A list of attendees
- D. Future plans (B)

व्याख्या: This verifies who issued the notice and their authority.

8. The content of a notice should ideally be enclosed within a:

- A. Circle
- B. Box
- C. Triangle
- D. Oval (B)

व्याख्या: A notice should always be enclosed in a box to make it visually distinct and professional.

9. What kind of heading should a notice have?

- A. A very long title
- B. A short, catchy, and relevant heading
- C. A question
- D. An informal greeting (B)

व्याख्या: The heading (or subject) should immediately tell the reader what the notice is about.

10. Who is the target audience for a school notice?

- A. Only teachers
- B. Only parents
- C. Only students
- D. The specific group for whom the information is relevant (D)

व्याख्या: A notice is directed to those who need the information it contains, which could be students, parents, teachers, or a combination.