

## NOTICE

A notice is a written or printed announcement. It is a written order to inform a large number of people about something that is going to happen or is about to happen. It is a means of formal communication like formal letters, memos, circulars etc.

### Format of a Notice:-

- ❖ The language should be very formal and simple.
- ❖ It contains the necessary details like;
  - a) Name of the issuing agency
  - b) Date of issue
  - c) Title/subject matter
  - d) Body-Date/Time/Duration/Place/Venue
  - e) Authorized signature-Name & Designation of the issuing authority
- ❖ Put the notice inside the box
- ❖ Highlighted the word notice as NOTICE
- ❖ Title should be eye catching and must be in bold letter or underlined

Name of the issuing Agency/ Authority

**NOTICE**

Date of issue

Title

Body

(Date/Time/Duration/Place/Venue)

Authorized Sign.  
Name & Designation

Government Polytechnic, Nuapada

**NOTICE**

Date-xx/xx/xxxx

**INVITING ARTICLE FOR MAGAZINE**

All the students are hereby informed that our institution is going to publish its magazine "ARTSTRY" on 5<sup>th</sup> September 2020. Interested students can submit their articles, stories, poems and painting latest by 15<sup>th</sup> June 2020. For more details please contact the undersigned.

Signature

Editor of G.P Nuapada

Government Polytechnic, Nuapada

**NOTICE**

Date-xx/xx/xxxx

**ANNUAL DAY CALEBRATION-2020**

This is to inform all students that Annual Day-2020 will be celebration on February-20 from 6pm to 11pm at the institution auditorium with various cultural programmes. District collector ---- will be the chief guest to grace the occasion. Students who would like to participate in various programmes should contact their class representatives latest by 17.02.2020.

Sign

Principal

Govt. Polytechnic, Nuapada

**Government Polytechnic, Nuapada**

**NOTICE**

Date-xx/xx/xxxx

**GREEN DRIVE**

This is to inform all students that our institution is going to organize a Green Drive to create awareness among the students regarding the conservation of forest and wildlife on Date-xx/xx/xx. Officers of district forest department are coming for the occasion. All the students are requested to participate and make a difference to the world. For more information please contact the undersigned.

Cultural secretary

G.P Nuapada

**Agenda:-**

An agenda is a list of activities to be done in an ordered sequence. It helps in preparing for a meeting by providing a list of items and a clear set of topics, objectives and time frames that are to be discussed upon.

**Format:-**

- ❖ Meeting Agenda Title-at the top
- ❖ Meeting Information's- Description of purpose
- ❖ Objectives-
- ❖ Date-
- ❖ Location
- ❖ Time- Actual time of commencement of the meeting
- ❖ Meeting type- Brainstorming in Discussion on Assessment

- ❖ Time of Arrival- Time to begin the meeting
- ❖ Time of Adjournment- Time ends meeting
- ❖ Attendees- Number of people present with their names
- ❖ Preparation for meeting-
  - a) Please Read- Instruction to be followed
  - b) Please Bring- things supposed to be carried that day
  - c) Action Items-

Last Action	Responsible Authority	Date
New Action	-do-	-do-

### **Agenda:-**

#### Update after meeting with XYZ Company Representatives

Meeting information : To update necessary points after the meeting with XYZ company representatives.

Objectives : For the purpose of remodeling and decoration of our office.

Date : 5<sup>th</sup> april 2020

Location : Conference hall

Time : 11.15 AM

Meeting Type : Discussion

Time of Arrival : 12 Noon

Time of Adjournment : 1.30 pm

Attendees- : Mr. Kiran Samal, Mr. Eslar Ekka, Mr. Manish Verma, Mr. Gopal Agrawal.

### **Preparation for meeting**

Please Read- XYZ Company Brochure and Quotation Document.

Please Bring- Competitor Company's quotation and rate analysis chart

## Action Items

### Due Action

Updates from XYZ Company	Mr. Kiran Samal	5 <sup>th</sup> April 2020
Find Competitor	Mr. Gopal Agrawal	5 <sup>th</sup> April 2020
Rate Analysis	Mr. Manish Verma	5 <sup>th</sup> April 2020

### New Action

Send Email to the Head of the Marketing Section of different companies.	Mr. S. Sahu	5 <sup>th</sup> May 2020
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Other Notes- Different products to purchase for the decoration

Next Meeting Information-

Venue/ At- Conference hall

Date- xx/xx/xxxx

## **Report:-**

A Report is a document that presents information in an organized format for a specific audience and purpose. Reports may refer to specific periods, events, occurrences or subjects and may be communicated or presented in oral or written form.

In business sector report provides important details that can be used to develop future, forecasts, marketing plans, guide budget planning and improve decision making.

### **Points to remember while writing the report-**

- ❖ Always write in past tense
- ❖ Don't use first person

- ❖ Use indirect speech
- ❖ Use passive voice

**HEADING**  
**(Capital letters)**

Reported by-

Place:

Date:

Body:

Introduction

1<sup>st</sup> line: What? → Who? → When → Where

2<sup>nd</sup> line- Why

3<sup>rd</sup> line- Volunteer's Participation

Main Content

How the event started and what were the highlights of the event.

Conclusion

Summarize the end of the event with a positive note.

**BLOOD DONATION CAMP AT NUAPADA**

**Reported by-**

NUAPADA

1<sup>st</sup> April 2020

A Blood Donation Camp was organized by Red Cross Society on 25<sup>th</sup> March 2020 from 10 AM to 5 PM at Govt. Polytechnic, Nuapada. The main purpose of this event was to create awareness regarding regular blood donation among the students and teachers. It

was a very well planned camp and many students and teachers including the local public voluntarily participated in the noble case.

A team of five doctors and twenty nurses were present at the location. Dr. XYZ gave an informative speech on the importance of blood donation at the start of the event. Many students and teachers and also public donated blood with beaming faces and a proud heart. Refreshment was provided before and after the donation of blood to each other. A certificate of Appreciation & Donation Card were given to each donor as a taken of gratitude.

At the end of the event was approaching there was a sense of satisfaction on the faces of the volunteers as a total of 250 units of blood was collected. The team of doctors appreciated all for maintain a huge success.

## **Report Writing**

Q. Write a report on Road Accident that take place on National Highway in Nuapada as a reporter of Hindustan Time.

### Heading

Reported by- Name

Place:

Date:

Body

### Instruction

1<sup>st</sup> line: What? → Who? → When → Where

2<sup>nd</sup> line: Why?

3<sup>rd</sup> line: People Died/Injured

### Main Content

How exactly incident took place?

### Conclusion

Summarize the end of the incident with current situation.

## ROAD ACCIDENT AT NUAPADA:ONE SEVERELY INJURED

Reported by. S. Sharma

Nuapada

Date: 5<sup>th</sup>April, 2020

A terrible road accident took place at Nuapada-Raipur NH yesterday. A bus coming from Raipur collided with a private car. Amir Patra, who was the driver of the i-10 car was seriously wounded. Observing his serious condition some pedestrians and other shop keepers rushed towards the bus but the bus driver fled away causing the accident. The bus driver was driving the bus carefully and in the heavy traffic area he failed to maintain the balance and made the accident. The police came and cooled down the situation. They seized the bus and files a case against the owner and the driver of the bus. The car driver was immediately taken to the nearby govt. hospital.

### What is Bio-Data

Bio-data means biographical data of oneself. It is a valid and relative means to predict future performance. The bio-data format includes relevant factual information about an individual such as personal information, educational background and occupational history. Bio-date is a document used by companies and business organization to collect details about prospective applicants.

Job application is the cover letter where bio-data is enclosed. In response to the advertisement for a specific job the application is first written.

Q. A Supervisor is required for L & T Limited construction firm having diploma in Civil Engineering with minimum two-year experience. Age should not be more than 26 as on

Dt. 01.01.2020. Salary Negotiable.

Advt. No.-215/02

Date-11.12.19

Sd/-

Project Manager

L & T Ltd, Gopalpur, Cuttack

Now draft a job application and attach your CV to it. Don't write your original identity instead MR xxx, Ph. xxx etc.



From,

Name:

Place:

To

The Project Manger  
L & T(P) Ltd, Gopalpur,  
Cuttack.

Sub:- Application for the post of supervisor

Dearsir,

With response to your advertisement No \_\_\_\_\_ in the Hindustan Times of dated \_\_\_\_\_ for the post of supervisor. I would like to apply for the same. I have gone through the details of the advertisement and I think I am suitable to apply for the post as I fulfill all the criteria mentioned by you.

I am enclosing my bio-data with this and promise to serve your firm with utmost dedication and sincerity.

Yours Faithfully  
XXXX

### **BIO-DATA**

Passport size  
Photo

Name :-

Father's Name :-

Mother's Name :-

Date of Birth :-

Address(personal) :-

At-

Po-

VIA-

Dist-

Pin-

Address (Correspondence) :-

At :-

Po :-

Via :-

Dist :-

Pin :-

Gender :-

Nationality :-

Marital Status :-

Religion :-

Social Category :-

Physical Disability if any :-

Ph. No. :-

Email Id :-

Hobby :-

Educational Details :-

Sl. No.	Name of the Board	Name of the School	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks	% of mark	Grade
1	BSE							
2	SHSE							
3	SCTE&VT							

Other Qualification-

Computer

Experience details-

\* I have 2 years of experience as a supervisor in X Company.

\*I have 1 year of experience as a junior engineer in Y Company.

Salary-

13000/- per month (expecting)

Declaration-

I do hereby declare that the information furnished above are correct and true to the best of my knowledge and belief.

Date-

Place-

Signature

## Enquiry Letter

An enquiry letter is a formal letter, written to enquire and get details regarding something that a person is interested in.

### Format

1. Sender's address- Include email and Phone number
2. Date- Below address
3. Receiver's address
4. Subject of the letter
5. Salutation
6. Body
  - ❖ Introduce yourself & the purpose of writing the letter.
  - ❖ Detail of the enquiry
  - ❖ Conclusion
7. Complementary Closing
8. Sender's name, signature, and designation(if any)

Q. You are Bidisha Patra of sector 11, Rourkela. You are interested in doing a short-term computer course. Write a letter to the Director, Cosmos Computers, Rourkela, Sector -20 inquiring about the course.

From

Bidishapatra  
Sector 11  
Rourkela  
email id-  
Ph. No.-  
Date-

To-

The Director  
Cosmos Computers  
Sector -20  
Rourkela

Sub- Inquiring about the Computer course

Dear Sir,

I have gone through your advertisement in the Times of India dt. xx/xx/xx regarding a computer course. I have passed my Diploma in Civil Engineering. Now I am interested to know the following details with respect to the course. These are

1. The duration of the course
2. Charges for the total course
3. Timing of the course
4. Placement opportunity in future
5. Eligibility for the course
6. Whether it is recognized or not

After receiving your answers/information I shall personally come to pursue the course. I have enclosed a self-addressed envelope with this for your consideration.

Thanking you,  
Your Faithfully  
Bidisha Patra

Q. Suppose you are Ambika Patnaik. You want to start a retail shop of woolen garments in Nuapada. Write an enquiry letter to Satabdi Woolen Stores, Kashmir regarding the availability and other details.

From

Ambika Patnaik  
Nuapada  
Email id-  
Ph. No.-  
Date-

To

Satbadi Woolen Store,  
Kashmir

Sub- Enquiry about the woolen garments.

Sir,

I wish to start a retail shop of woolen garment in Nuapada. In this connection, I request you to write to me about various wollen items available with your firm for bulk

supply. Along with this please mention the terms and conditions regarding the delivery and payment of these woolen items.

Thanking you.  
Yours Faithfully  
Ambika Patnaik

### Placing an Order letter

A placing an order letter is written by the person/company, placing the request of purchase from other company.

- ❖ An order letter should be addressed to the person responsible for exercising the order.
- ❖ It should include all the terms and conditions agreed upon by both involved parties.
- ❖ It should include all relevant details related to the order, quantity, price and other terms and conditions.
- ❖ The order letter should indicate the date by when the order is expected to be executed.
- ❖ Mode of payment should also be included.

### Placing an Order

Q. Write a letter to Janata Book House, BBSR giving necessary details to purchase books for your institutions.

From

Govt. Polytechnic  
Nuapada.  
Email id-  
Ph. No.-  
Date-

To

The Janata Book House  
Bhubaneswar.

Sub-Placing an order for books

Dear Sir,

Our institution wants to put a bulk order of books from your book house, as we have been buying books from you for the last ten years. Our management has decided to place the order of the following books with the mentioned quantities to enrich our institution library.

Sl. No.	Name of the Book	Name of the Author	Quantity
1	Communicative English	B. Satpathy & A. Arora	20
2	Engg. Chemistry		30
3	Engg. Mathematics		30

The books should be of latest edition and we expect a maximum discount on the published prices. You may send bill along with the supply to enable us to make payments within a week. The payment will be made through cheque.

We will appreciate if we receive the consignment within fifteen days' time. The order shall stand cancelled in case the order is not executed as per the stipulated time.

Thanking you  
Yours Faithfully  
XYZ.

#### Execution of an Order

When a seller accepts the order placed by somebody or some organization and delivers the ordered items, he writes the execution letter. The purpose of writing this letter is to inform the customer about the date of delivery mode of transportation used the probable date at which customer will get the shipment and the total price. The invoice is usually enclosed with this letter.

Q. Suppose you are the manager Janata Book House, Bhubaneswar. Write an order of execution letter to an order of execution letter to G.P Nuapada for its delivery of order books.

From  
The Manager

Janata Book House  
Bhubaneswar  
Email id-  
Ph. No.-  
Date-

To

Govt. Polytechnic, Nuapada

Sub- Supply of Books

Dear Sir,

Thank you for your order. Your order dated 15<sup>th</sup> March 2026 for some books was shipped via Radharani night coach, this evening and will arrive by tomorrow. A copy of invoice is enclosed herewith. We will appreciate the payment with accepted terms and condition.

Thanking you  
Yours Faithfully  
XYZ  
Manager, Janata Book House

### Complaint Letter

A complaint letter is written to address problems and to find out solutions to those problems. The problems can be about a service, a product or goods in the business. When a customer is not satisfied by the levels of consumer services provided, such kind of letter is written. One express his grievances through this kind of letter.

### Complaint Letter

Q. You are KoutuvaElitrical, A/35 Gautam Buddha road, Noida. You placed an order for 50 packets of 18-watt LED Tube lights with m/s Malhotra and sons, SM street, New Delhi-4. Unfortunately, you received 30 packets. Draft a letter of complaint.

From

Koutuva Electrical,  
A/35, Goutam Buddha road,  
Noida

Email id-

Ph. No.-

Dt-

To

M/S Malhotra & Sons

SM streets

New Delhi-4

Sub- Complaint regarding incomplete delivery

Ref- Order no. 256 Dt. xx/xx/xx

Dear Sir,

I want to call your attention to the following matter that I have placed an order for 50 packets of 10 watt LED tube lights on Dt. xx/xx/xx as per order no 256. I appreciate your prompt delivery of the ordered materials. But it is a matter of regret that we have received only 30 packets of LED tube lights and the rest 20 packets are undelivered.

We are in business relation for more than five years and I expect the quick delivery of the rest LED tube lights to maintain a good business relationship in the coming years.

Thanking you

Your Faithfully

XYZ

Manager

Koutuva Electricals

Q. You are Shubham Boot House, Khordha. You placed an order of 200 pairs of sports shoes from Bharat Boot House, Noida. Unfortunately, 30pairs of shoes are of cracked materials.

Draft a letter of complaint regarding this.

From

Shubham Boot House

Khordha

Email id-

Ph. No.-

Date-



To

Bharat Boot House  
Noida

Sub- Complaint regarding wrong delivery

Dear Sir,

I appreciate your prompt delivery of 200 pairs of Sports shoes on dt. xx/xx/xx as per our order no. 250 dt. xx/xx/xx. But it is a matter of regret that out of 200 pairs 30 pairs are in damaged condition. I can't keep it for my business.

We are in very good business relation since many years. So, I am returning the cracked materials with proper packaging and expect the quick delivery of new and good materials as soon as possible to keep our business relation good.

Thanking you  
Yours Faithfully,  
The Manager  
Shubham Boot House

### Cancellation Letter

A letter of cancellation is an indication of denying/ refusal of a deal, project or any ongoing transaction.

This is a formal business letter written from an organization to another organization.

### Cancellation of Order Letter

You are the Librarian of your institution. Draft a cancellation of order letter to The Janata Book House, Bhubaneswar which was placed as per order no. 258 dt xx/xx/xx.

From

Govt. Polytechnic,  
Nuapada  
Email id-  
Ph. No.-  
Date-

To

The Janata Book House  
Bhubaneswar

Sub- Cancellation of Order

Ref- Order no. 258, Dt. xx/xx/xx

Dear Sir,

I am writing you to inform that I would like to cancel the order of books which was placed on Dt. 25/04/2020. The order no. was 258. Our institution has decided to postpone the purchasing of books for some reason.

Please send the refund or advance amount through cheque to the address mentioned above. I am incredibly sorry for the inconvenience occurred.

Thanking you  
Yours Faithfully.  
XYZ

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