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Make sure your notices are noticed 0 The simplest means that of imparting information is the adoption of a00 message which is then posted on a notice-board. However,41 this does not necessarily ensure the message will get through it. Neither42 is its posting the end of the matter. To be effective, notices must43 first be noticed. Used properly, notice-boards which can be a valuable44 source of information and can promote communication. However, so to45 do this they need to be positioned carefully, not where people pass, as46 that is what they will do pass by but where the target audience is47 likely for to stand. This means a busy corridor is a less effective place48 for a notice-board than rather next to the drinks machine or next to the49 lift doors or even though in the lift. Many hotels advertise their50 facilities in the lift, knowing as there are no any distractions that for a few seconds the notice will have the complete attention of the passenger. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)