

## **Amatangazo**

### **1. Inshoza y'amatangazo**

Amatangazo ni inyandiko ngufi ziba zigamije kugira ubutumwa zitanga ku bo zandikiwe cyangwa zitangarizwa. Ubu butumwa butandukana bitewe n'ubwoko bw'itangazo. Ni yompamvu amoko y'amatangazo ashingira ku mpamvu zayo.

### **2. Amoko y'amatangazo**

Hari :

- **Amatangazo abika**
- **Amatangazo amenyesha**
- **Amatangazo arangisha**
- **Amatangazo yamamaza**
- **Amatangazo aburira/ abuzza igikorwa iki n'iki.**

### **3. Ibiranga amatangazo**

Muri rusange, amatangazo arangwa n'ibintu by'ingenzi bikurikira:

- **Uwandika itangazo**
- **Aho atuye cyangwa akorera**
- **Impamvu ituma atanga itangazo**
- **Abo yandikira cyangwa amenyesha** (rimwe na rimwe n'aho babarizwa: batuye cyangwa bakorera)
- **Ubutumwa ashaka kubwira abo yandikira:** Niba ari igikorwa avuga aho kizabera, itariki n'isaha kizaberaho.
- **Kurangiza ashimira:** Mu matangazo amwe n'amwe uwandika ashobora kurangiza yizeza igihembo k'uzashyira mu bikorwa ibyo asaba. No mu yandi y'inzego z'ubuyobozi, uwandika ashobora gusaba abantu gushyira mu bikorwa ibyo yanditse cyangwa akagira abo asaba kubishyirisha mu bikorwa. Ashobora kandi kugaragaza abo agenera kopi y'iryo tangazo by'umwihariko muri « bimenyeshejwe ».
- **Aho itangazo ryandikiwe n'itariki**
- **Amazina w'uwanditse cyangwa uwatanze itangazo n'umukono we muni.**