TALKING PAPER

ON

BRIEF SUBJECT ON TALKING PAPER CONTENTS

- Talking papers serve as a quick-reference outline on key points, facts, positions, questions to use during oral presentations

- Information is presented in bulletized format, normally with one blank line between each bullet for ease of reading

-- No standard format; this illustrates space-saving format by eliminating headings (PURPOSE, DISCUSSION, RECOMMENDATION, etc.)

-- Usually formatted to conform to user’s desires

--- The Talking Paper assumes the reader has knowledge of subject

--- Single dashes before major thoughts; multiple dashes for subordinate thoughts

--- Margins are 1 inch all around

-- Prepared in short statements (bullets); ending punctuation is not required

-- Center title using all capital letters

-- Avoid lengthy details or chronologies, limiting to one page when possible

--- If a second page must be used, enter the page number on the right margin 1/2 inch from the top of the page

-- Include writer’s identification line as shown below on first page only

--- Text in red should be completed by the author; when completed, all text should be changed to black

- Include conclusion or recommendations, if any, as last item