Point Paper – Another Tool in the Tool Box

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Common Written Communication Formats

- **White Paper** – Multi-page research paper investigating an issue in depth, often a policy either adopted or proposed, describing accomplishments, solutions, or suggestions for change.

- **Briefing Paper** – One page concise outline of a particular issue and its background, covering the most salient facts and solutions.

Example of Briefing for Internal Agency Use (Appended)

Washington Military Department

- 1. Critical Public Safety Need

- 2. Impacts of Losing TWEA Funding

- 3. Accomplishments and Future Needs

Point Paper

- A point paper is what a legislative analyst or staffer might use to present an issue to an elected official.

- Remember that the elected official is a generalist who probably does not have a technical background in your area of practice or expertise.

- The issue you want to communicate needs to be broken down into "bite-size" pieces that are easily understood. Keep it brief!

Point Paper - Suggested Format 1

Section 1. Factual Material

- State the issue

- Describe the current law, policy, or program

- Describe your proposal, including any changes you are suggesting

Point Paper - Suggested Format 2

Section 2. Advocacy Material

- Present arguments for

- Present arguments against

- Present counter arguments (rebuttal)

Point Paper - Suggested Format 3

Section 3. Examples

- Use Examples

- Focus on outcomes that affect people, especially constituents

- Simple use of graphics may help to more effectively communicate your position

Example of Point Paper for Utah HB 278 (Appended)

HB 278 Public School Seismic Study

1.Recommendation for School Building Earthquake Surveys

    -Vulnerability of Schools

    -Estimated Costs

    -What HB278 Does

2. Uses of Rapid Visual Screening

3. Additional Considerations