



Writing and Presenting a Committee Paper

1. *Ask for help from the committee's Secretary*

The Secretary of the committee will be able to tell you the correct format of the paper and should give you tips about how to best present it.

2. *Get a good structure to the paper*

A recommended structure might be:

- Introduction

Introduce the subject, the aim of your paper and explain why you are raising the issue now.

- The problem

Identify causes and isolate the possible consequences if it is not addressed.

- Options for change

List as many as you can identifying pros and cons, and include the status quo.

- Recommended option

Outline why this is the best course of action.

- Timetable for implementation

Optional but potentially helpful.

- Appendices

Cite sources and evidence.

3. *Use evidence to support your paper*

- If appropriate, ask students to fill in a questionnaire and use their responses in your paper.
- Collect anecdotal evidence.
- Ask CUSU Officers if they have any information that could help you.
- Make sure you do your research and the picture you present is an accurate one.
- See if the issue has been raised before with the committee (or others) and what happened with it – ask the Secretary of the Committee.

4. *Accuracy and timeliness*

Make sure that your paper is clear, easy to follow and doesn't have any grammatical or spelling errors in it.

Check with the Secretary what the deadline is for submitting papers and get it in on time.

5. *Presentation*

Assume that the other committee members have read the paper.

Only pick out a few key issues to draw to their attention, or issues that you would like to have their opinion on, and make your desired outcome very clear.