

TALKING PAPER
ON
WRITING TALKING PAPERS

Function: Speaking notes that outline and narrate a single issue to inform others during planned/scheduled oral presentations

Provides both the outline of a single issue and quick-reference content on key points, facts, data, positions, or frequently asked questions

Can stand alone for basic understanding; better with knowledge topic and related issues

Format: Baseline standards below are flexible to save space and/or conform to user's needs

Normally a single page (FYI: avoid lengthy chronologies and excessive detail)

Headings (e.g. PURPOSE, DISCUSSION) are optional; save space by eliminating headings, by using run-in headings (e.g. Format, Flow), or both

Bullets are short phrases or statements; telegraphic wording saves spaces

Format the title, margins, dashes, line spacing, and text wrapping as in the Point Paper

Punctuation: normal rules apply for complete sentences and paragraphs; bullets may have internal punctuation but do not require closing punctuation

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Page numbering (if longer than one page): Place the page number for page 2 onwards at the top of the page, one-half inch from the top and flush with the right margin

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USAF letterhead is not required, but is available in this template as a premade header

Flow: Clear statement, logical support, and closure

Make it memorable with a literary device and sense of closure

Include additional information as a for your information (FYI) note at the appropriate place in the text/attached background paper (FYI: This is an example FYI note.)

Recommendations or conclusion: give your talk a solid sense of the way ahead or closure

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How To Format A Conversation In Paper

Yan Bai



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