WRITTEN TESTIMONY TIPS



Include the Essentials:

- **Address** the committee chair and members
- **Cite** bill number, bill title, your name
- **State** whether you support or oppose the bill
- **Introduce** yourself and the group or organization (if any) you represent
- **Summarize** the reasoning of your position
- **Provide** factual accounts of the impact the legislation will have
  - Tell a personal anecdote
- **Restate** your position and provide a recommendation for action
- **Thank** the committee for the opportunity to testify

ORAL TESTIMONY



ESSENTIALS:

- Begin by addressing “Chair, Vice Chair and members of the committee”
- Introduce yourself and the group or organization (if any) you represent
- Clearly state your position at the very beginning – In support? Opposed? Alternatives?
  - Include a powerful personal story
  - Provide accurate facts or data to support your arguments
- Thank the committee for the opportunity to testify

SPEAKING TIPS:

- Keep your testimony short and simple (2-3 minutes)
- Focus on your message and remember to breathe!
- Avoid giving a monologue or a formal speech
  - Be conversational
  - Use a friendly, relaxed tone of voice
- Make eye contact
  - Do not read to the committee
- Be courteous, respectful, and professional
- Anticipate questions you might be asked and practice answering them