

CHECKLIST FOR PRESENTATION  
BEFORE THE REDRESS COMMISSION

The following is a list of things you should consider to enhance your testimony or presentation before the Redress Commission.

(1) Prepare your presentation in advance.

Nothing before the Commission can be extemporaneous. The presentation must be prepared and rehearsed in advance. Rewrite and rehearse your presentation several times if necessary.

(2) Know thyself and present thyself.

Never attempt to assume a personality that is not you or unnatural for you. Discover the strong points of your personality and use them.

(3) Deliver your presentation without "reading" your written statement.

Do not read, but talk to the Commission. The Commission does not want to hear a speech.

(4) Presentation should be:

- (a) Short
- (b) Concise
- (c) Clear
- (d) Direct and
- (e) in Plain English

These points will maximize your communication with the Commission as well as indicate credibility and trustworthiness.

(5) Use drama, demonstrative aids, etc.

The use of drama and demonstrative aids will prove effective and move the Commission. However, you must carefully develop the appropriate timing, form and substance. Too much may create the impression that you are putting on a show. Some of the drama you may want to use are silence, different voice level, and gestures.

(6) Presentation should have a beginning, a middle and an end.

This form provides logic and symmetry and will ease and facilitate your communication with the Commission. Your

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presentation should have:

- (a) Beginning: Tell the Commission what you are going to say;
- (b) Middle: Tell them;
- (c) Ending: Tell the Commission why what you have just told them is important and what is needed to be done.

(7) Avoid repetition and exaggeration.

Never over-state the facts as you know them. Do not say anything in your presentation which is not true.

(8) Avoid flowery language and rhetoric.

The use of flowery language and rhetoric may turn-off the Commission or cause them to concentrate on the form of your delivery, but not on the substance of your presentation.

(9) Be explicit, not implicit.

By the conclusion of your presentation, the Commission should know explicitly what you have presented and what you wish the Commission to do. Your conclusions and recommendations must be obvious.