

How can I write good select committee evidence?

Do you want to submit evidence but you're not sure what makes an effective submission?

This short guide tells you what makes good select committee evidence and will help you plan your submission.

Practical points for submitting evidence:

- Put your name on the submission, e.g *Title of submission* by [your name]
- Limit submission to 3,000 words or less (shorter and punchier is better)
- Number the paragraphs
- Answer the question(s)

Good select committee evidence...

- is concise
- refers back to the terms of reference set out in the call for evidence
- uses bullet points and subheadings
- contains factual information and avoids politicised language
- does not use academic jargon or formulae
- uses references
- considers the audience, i.e. intelligent non-experts
- includes recommendations for action, i.e. solutions to the problem(s)

How to format your evidence

1. *Title of submission* by [your name]
2. Two sentence description of who you are
3. 3-4 bullet point summary of your submission
4. Body of evidence answering the question. Use subheadings to break this down
5. Final paragraph – summary and solutions in bullet points

Extra tips

You can work in a small group to submit evidence

To find current calls for evidence: type **committee inquiries current calls for evidence** into a search engine

You do not need to answer ALL the questions set out in the terms of reference. You can focus on only one or two

Contact committee staff with queries

