POINT PAPER

ON

BRIEF SUBJECT ON POINT PAPER CONTENTS

- Point papers serve as a memory tickler or quick-reference outline to use during meetings or to informally pass information quickly to another person or office

- Information is presented in bulletized format, normally with one blank line between each bullet for ease of reading

-- No standard format; this illustrates space-saving format by making the use of headings optional (PURPOSE, DISCUSSION, RECOMMENDATION, etc.)

-- Usually formatted to conform to user’s desires

--- The Point Paper assumes the reader has knowledge of subject

--- Single dashes before major thoughts; multiple dashes for subordinate thoughts

--- Margins are 1 inch all around

-- Center title using all capital letters

-- Prepared in short statements (bullets); ending punctuation is not required

-- Avoid lengthy details or chronologies, limiting to one page when possible

--- If a second page must be used, enter the page number on the right margin 1/2 inch from the top of the page

-- Include writer’s identification line as shown below on first page only

--- Text in red should be completed by the author; when completed, all text should be changed to black

- Include conclusion or recommendations, if any, as last item