Handout 7: Structure Of Briefing Papers

The writing requires a correct sequence and must be consistent irrespective of the topic. Often it is easier to write the conclusions first and then work backwards. An alternative method is to put the central issues first and then build the briefing paper around these issues. The most important part is to come up with a balanced paper.

The sequence of headings for a new proposal will be different for a proposal that concerns an existing problem.

Sequence for a new proposal is as follows:

- Overview
- Presenting problem
- Proposed solution
- Advantages and disadvantages of the solution
- Conclusions
- Depending on the type of paper – recommendations.

Sequence of a proposal that concerns an existing problem will be:

- Overview
- The aims and objectives of the proposal
- Development or outline of the aims and objectives
- Advantages and disadvantages of the existing procedures
- Conclusion
- Depending on the type of paper – recommendations.

Following the structure above will allow your briefing paper to be easily read and understood by others, reinforce your own feelings on the matter and produce a more confident style.