



WORLD AFFAIRS COUNCIL
of Philadelphia

Effective Witness Testimony Worksheet

An effective witness testimony consists of a two to three-minute (approximately two double-spaced pages) prepared statement that addresses key facts or issues about the topic that will be addressed with the subcommittee. Remember that it is your job to represent your assigned witness' viewpoints accurately, not your own viewpoints.

A witness testimony includes the following components: 1) a short biography of you, the witness; 2) background information about the topic; and 3) future possibilities (FCIs) related to the topic *and* your recommendations for how the U.S. should shape its foreign policy decisions accordingly.

When planning your witness testimony, use the outline below to help you develop and organize your thoughts before you begin writing. Except where indicated below, please provide your responses clearly on a separate piece of paper.

- I. **INTRODUCTION:** Include your name, position, and organizational affiliation. For example, you may hold an academic position at a university, serve as the prime minister of a foreign country, etc.

Student Name:

Witness / Role Name:

Witness Position and Affiliation:

- II. **BIOGRAPHY:** Summarize why you are an expert on this topic by providing a brief biography of your relevant experiences. Such experiences may include research projects you have overseen, policy initiatives you have created, or legislation you have written. If relevant, include information about your education, awards/honors, and other notable accomplishments.

- III. **BACKGROUND:** Provide a clear and concise overview of your knowledge about this topic, focusing on your area of expertise. If, for example, the topic is energy and the global economy, you might provide background information about fossil fuels (if you are a research scientist) or about China's growing population and subsequent demand for oil (if you are a U.S. ambassador to China).

- IV. **FUTURE POSSIBILITIES (FCIs):** Offer your thoughts about future possibilities (FCIs) related to the topic that the U.S. may encounter. If, for example, the topic is energy and the global economy, you might suggest that senators consider the following FCIs when writing their resolution. For Example: (1) data indicate that we will have surpassed peak oil production by 2015; (2) data indicate that by the year 2018, the U.S. will fall substantially behind China, India and Japan in the development of new energy technologies; and (3) regional and global conflicts will continue to escalate over access to oil and gas supplies.

1. _____

2. _____

3. _____

- V. **CONCLUSION:** Offer your recommendations for how the U.S. should shape its foreign policy decisions accordingly in order to respond most effectively to the future possibilities (FCIs) that you have presented.