

BASIC FORMAT FOR DEBATE MEMORANDUM

1. Introduction

This includes salutations / greetings and a brief overview of the proposition in relation to the topic (including FOR/AGAINST the motion).

2. Body

This is the main paragraph or the body of your proposition. Always begin with the meaning of the resolution or the explanation of the topic in not more than a line. Then, you may start quoting the issues by organizing your points.

In this part of the memorandum, it is very important to follow a specific sequence. It is possible that you have too many points or very few points. When you have a lot of varied points, it is advisable to begin with the best ones and write a line on each. In case you have very few already, explain them in at least two lines each.

Make sure you are clear with your thoughts in order for you to be able to put them into words unambiguously.

3. Solution- "For every problem, there is a solution."

This paragraph needs to be concise and direct to the point. You are expected to give a rational and practical solution with regard to the topic. You may also summarize the advantages of your proposition.

In case you are not able to figure one out, keep in mind a few general ones. It could involve spreading awareness, campaigns, stringent laws and their strict implementation, education, etc. You may also cite quotes or sample situations to support your claim.

4. Conclusion

This part involves clarification of your statement and stance along with thanking the audience for being such patient listeners. This paragraph needs to be short and precise.