

## TESOL Policy Position Statement Template

### Overview

A position statement clearly and concisely states TESOL's position on a specific issue or policy area. All position statements should be able to communicate the following:

- The problem or issue at hand and how it is impacting the TESOL field
- The current practices related to the issue and any challenges they present
- Solutions or recommendations to address the issue or problem

### Structure

Any position statement should begin with a brief summary of what the issue is, providing a brief history if applicable, detailing who the key stakeholders are, and describing its impact on the TESOL field (positive or negative). The issue summary should be no more than one paragraph and be sure to clearly state what the issue is and why it's so important that there needs to be a formal position statement addressing it.

Following the summary, the next section of the position statement should focus on what TESOL proposes for a solution(s) to address the issue. These can range in number from just one to several, but the benefits of each should be discussed and it should be indicated how the solution will help address the central issue at hand. Throughout the position statement, research-based evidence can be used, which should be cited in the footnotes. Be careful not to overuse citations or evidence; remember, this is a position statement, not a policy brief or thesis, short and sweet is the goal. While the association occasionally releases position papers (4-5 pages and more in-depth), the PPPC should focus on position statements.

### Audience

Position statements are intended for the general public, which includes non-members of TESOL, policy makers and the media. Statements should be written with the general public in mind.

### Writing tips

- Be clear and concise; position statements are typically less than one page of text.
- Assume the reader is not an expert in the issue being addressed
- Be thoughtful in using citations, a position statement is not a policy brief
- Ensure that the issue has been defined, problems addressed and solutions offered.
- Use caution when making references that will unnecessarily date a statement, making it less effective in the future (e.g. "During these turbulent economic times, etc.).
- Do not include a resource list.