

The following table lays out a standard for giving written and/or oral evidence.

Quality	Credibility	Authority	Presentation
Brief legal adviser and be prepared	Give facts not opinions where possible	Record as close as possible to the events	Clarity of evidence and knowing what issues to highlight
Organise evidence and know the case	Ensure accuracy of evidence	Record clearly	Make connections between elements of evidence
Consider what ifs and prepare for awkward questions	Build a picture and process of the case around key events and the chronology	Use research to support the evidence	Have a structure – beginning, middle and conclusion
Consider alternative perspectives on the evidence, being clear where the evidence may be strong or uncertain	Practise techniques for managing being put on the spot	Offer research and knowledge informed judgements rather than opinion	Avoid jargon but eschewing yes/no answers when it is necessary to show the complexity of practice
Describe clearly, for example any recommendation and the rationale for it	Ensure practice conforms to policy and practice guidance	Base evidence on assessment frameworks	Maintaining clarity of purpose, staying focused
Demonstrate facts	Be organised with your legal adviser so that your evidence tells a clear, ordered story	Be up to date with relevant research and thinking	Reflect on how to make a good impression – dress, respect to others, taking time when answering
Go back to an answer if you wish to correct or explain it	Seeing cross examination as an opportunity to review and restate	Respond by being reflective, open, thoughtful and firm	Provide the best answer possible to the question asked