

# **RESOLUTION WRITING AND PUBLIC SPEAKING**

*“Become the best delegate.”*



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## A. Resolution writing

### 1. What is a resolution

**Resolutions** are the main actions used by United Nations to take action or enforce policy. They represent what the UN or its committee has to say about the topic, whatever it may be, from approving a new member to imposing sanctions on a country. As such, resolutions come in variety of forms; recommendations (most frequently), opinions (usually condemnations or criticisms), treaties, conventions and executive orders including everything from budget appropriations to sanctions. They usually place only a moral pressure on nations due to the nature of the UN system whose parts (except Security Council or General Assembly) do not have executive decision-making authority. This system has both, its advantages – it makes easier to reach compromises and its disadvantages – your recommendation can be entirely disregarded by those for whom it is intended.

### 2. Format

Even though content determines the effectiveness and strength of a resolution, format is extremely important as well. **Technically, a resolution is a single sentence**, with the only full stop appearing at the very end. Everything else is separated by semicolons and commas. There are main components of a resolution: **the heading, the preamble (preambulatory clauses), and the operative clauses**. This is the format that real UN bodies use. Lines are single – spaced except for a double space between clauses. Clauses always begin with a capital letter (consider looking at sample resolution at the end of this chapter).

The heading of the resolution contains the name of the committee, the topic, resolution number and lists the sponsoring and signatory nations.

The preamble section, called the **preambulatory clauses**, refers to the background and facts of the topic, the past resolutions, actions and events. The language is by and large soft and typically uses the present participle form. Preambles are important because they give background information and state the purpose of the resolution. The preamble is not debatable and cannot be amended. For this reason it is imperative that no controversial or disputable clauses be used in writing this section. Preambulatory clauses are indented and end with commas.

The main section of the resolution contains the **operative clauses**, which are also called activating or actuating clauses. This is the policy, action or opinion section. Although you will typically have more than one clause, each dealing with single aspect, all clauses are supposed to follow a logical pattern and make sense as a whole. Each clause begins with an action verb (or an adverb plus a verb) in the third person singular, indented and underlined (real UN style is to use italics). Subclauses are lettered (a,b,c, etc.) and sub-subclauses are numbered (I,ii,iii, etc.). If using acronyms or abbreviations, write them out in full and define them first time you use them. Each operative clause ends with a semicolon except for the last clause, which ends with a full stop.

### 3. Preambulatory clauses

While not a complete list, perambulatory clauses typically start with the following words, which may be italicized (real UN style) or underlined.

|                   |                                 |                              |
|-------------------|---------------------------------|------------------------------|
| Affirming         | Expecting                       | Keeping in min               |
| Alarmed by        | Expressing it's<br>appreciation | Noting with deep concern     |
| Approving         | Fulfilling                      | Nothing with satisfaction    |
| Bearing in mind   | Fully aware                     | Noting further               |
| Believing         | Expressing its<br>appreciation  | Observing                    |
| Confident         | Fulfilling                      | Reaffirming                  |
| Contemplating     | Fully aware                     | Realizing                    |
| Convinced         | Further deplored                | Recalling                    |
| Declaring         | Further recalling               | Recognizing                  |
| Deeply concerned  | Guided by                       | Referring                    |
| Deeply conscious  | Having adopted                  | Seeking                      |
| Deeply convinced  | Having considered               | Taking into consideration    |
| Deeply Disturbed  | Having examined                 | Taking note                  |
| Deeply Regretting | Having received                 | Viewing with<br>appreciation |
| Desiring          |                                 | Welcoming                    |
| Emphasizing       |                                 |                              |

### 4. Operative clauses

Here are some words that typically begin operative clauses, but you can use other ones too.

|                       |                            |                   |
|-----------------------|----------------------------|-------------------|
| Accepts               | Expresses its appreciation | Further resolves  |
| Affirms               | Expresses its hope         | Has resolved      |
| Approves              | Further invites            | Notes             |
| Authorizes            | Deplores                   | Proclaims         |
| Calls                 | Designates                 | Reaffirms         |
| Calls upon            | Draws the attention        | Recommends        |
| Condemns              | Emphasizes                 | Regrets           |
| Confirms              | Encourages                 | Reminds           |
| Congratulates         | Endorses                   | Requests          |
| Considers             | Expresses its appreciation | Solemnly affirms  |
| Declares accordingly  | Expresses its hope         | Strongly condemns |
| Deplores              | Further invites            | Supports          |
| Designates            | Further proclaims          | Takes note of     |
| Draws the attention   | Further reminds            | Transmits         |
| Emphasizes Encourages | Further recommends         | Trust             |
| Endorses              | Further requests           |                   |

## Sample Resolution

Resolution GA/3/1.1

### General Assembly Third Committee

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, [use commas to separate preambulatory clauses]

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; [use semicolons to separate operative clauses]
2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. [end resolutions with a period]

- See more at: <http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/resolutions/sample-resolution#sthash.3TlFzIDj.dpuf>

## 5. Compromise

It is almost impossible for a single delegation to persuade the entire UN body to pass a resolution that contains all of the clauses that particular delegation likes with no clauses causing opposition by other states. Thus, compromise is necessary and inevitable. This does not mean, however, acting off policy or jeopardizing your nation's principles. Compromise means *amending* and combining resolutions in order to produce a coherent, logical and effective document that is acceptable to your nation and to a majority of others.

Unfortunately, this strategy may not always work, especially on controversial topics, because each delegation has its own agenda. You can debate a topic or a resolution forever, propose changes to it, amend it, combine resolutions, amend it again, but end up passing anything – and this is OK. **It is the process that matters.** Model UN is a learning experience with an element of reality in it and as long as you make best use of experience, you gained a lot of experience. This does not mean that resolutions do not matter. Of course they do, but it is better to go through an intense period of debate negotiation and lobbying than simply pass a resolution for the sake of passing it.

Even though compromise and cooperation are necessary in resolution writing, you should nevertheless write several *operative clauses* on the topics before you come to the conference. Write a whole range of them, from simple, neutral ones to more radical actions. They will come in handy in writing resolution and amending them with fellow delegates as well as when making speeches.

## 6. Working papers

*Working papers are your ideas about the future resolution.* They are the easiest way to get ideas on the floor in a written form. They provide the basis for debate and resolution writing. Because you do not have to worry too much about formatting and need not provide a comprehensive solution, getting working papers onto the floor is relatively painless. Depending on reactions of other delegates, you can write a generally acceptable resolution based on your working paper. Your working paper may be submitted during the conference.

## 7. Draft resolution

*Draft resolution is a resolution prepared by a delegate before the conference.* It is a good idea to make a draft of a resolution before the conference if you want to be successful. You should already have a list of *operative clauses* to use at the conference – this preparation makes further work much easier. Spend some more time on them and put some clauses together in a coherent and effective manner to form a draft. Have those points always on mind and ideally written down somewhere in order to be able to negotiate the final form of resolution and to make it the most convenient with your agenda.

## 8. Amendments

*Amendments are clauses, which you want to add or to be changed in a discussed resolution.* Amendments are a great way to gain more support for a resolution without having to write it from the scratch. You should use amendments in a positive way; make a resolution stronger, not weaker. If you do not like a resolution, your speeches and lobbying should be only weapons against it, not amendments to kill it. This applies not only because of diplomatic ethics but also for the practical reason to avoid getting tied down with too many amendments that will hinder debate. There will be tons of amendments on the floor anyway; most of them reasonable. It will take hours to debate and

vote on these, and eventually only a few will be adopted. The best way to amend resolutions is during *caucus*, by negotiation and compromise , and then to present the resulting document formally in the shape of an amendment already acceptable to the majority of the committee. Friendly amendments should be used whenever possible. This method of amending a resolution is better for the sake of debate and makes everyone's life easier.

## 9. How to write resolutions

- Important points:  
The language must be formal, yet clear, unambiguous, and easy to understand.
- Every word and clause must be there for a reason. Choose wisely.
- The resolution must not go off topic – keep it relevant to the issue.
- Shorter clauses are easier to understand, explain, modify, work with, amend and compromise on.
- Have a mix of details and general clauses, and ambitious and innocuous recommendations to appeal to a broad audience.
- Try to formulate your own clauses, but it is also fine to be influenced by and to borrow from past UN documents as long as you have a legitimate purpose in doing so and you understand the original text fully.
- Peaceful means are always preferable to non-peaceful measures.
- The *perambulatory clauses* should not recommend anything but only give a background account of the issue.
- Quote past UN resolutions, actions, and treaties whenever possible. Respect these because it is generally not a good idea to reverse or conflict with them.
- Bring concrete and feasible solutions and suggestions, and do not ramble on. When suggesting action, talk about the funding, means, purpose and other related themes. For example, if you are forming a new body such as an ad hoc working group, a standing committee, or a new commission, make sure you designate the membership structure of the body as well as its mission, mandate and funding.
- Be as objective and impartial as possible – remember this is a universal document.
- Be open-minded to other viewpoints – remember this is an international effort.

In real life, multiple resolutions, sometimes almost identical can be and are passed by a body (UN committee). Reflecting this practice, most Model UN conferences allow passing multiple resolutions on a topic. However, passing of a resolution is such a complicated and long-term procedure that usually there is not enough time for passing more than one. When that is the case, compromising and lobbying become even more important.

Writing a resolution can be motivating but also frustrating. No matter how great your ideas are and how wonderful your draft may be, it is practically impossible to get enough support for it in its original unamended form. **Every delegate coming to conference will have his or her own agenda, interests and ideas.** You have to consider their point of view and expect disagreements – **they will not like your word choices, find your resolution too soft, too strong, too idealistic, not determined enough...** Since there are so many opinions, what usually happens is that *working papers* and speeches lead to delegates working together to write a *draft resolution*. But even this does not mean things will run smoothly. There will be several voices all saying something different and possibly even opinion fights.

If you identify each delegate's style early on, you can use that to your advantage. IN each MUN conference you can find certain types and personalities. Delegates are different but they always play some typical roles. For example there is the type who wants to be the star, to be the one typing the resolution, the one coming with actual *clauses*, the one to neutralize strong delegates. He or she might be manipulative, annoying, noisy, running to dais (chairs) every five minutes, asking many questions... But there is the good news, you do not have to work with that delegate. In fact, it will be probably to your advantage not to work with this type of delegate – remember: every delegation has one vote and they all count the same.

Then there are also the delegates who are well prepared, speak only as much as necessary and are ready to compromise. They are straightforward, always telling you what they think and when they see the same sincerity in you, they will offer their help and knowledge.

Yet another type is a kind of “disinterested delegate” who hardly even speaks, may even skip sessions and while attending them, looks completely bored in the back row. Ask them what they think about the topic and your ideas. Ask them to give you input and get their support – their vote also counts. This type of delegate may be the most willing to sign your *draft resolution*. Remember, resolutions are usually recommendations and not international law. So the higher support for a resolution, the stronger its moral pressure - unanimity is, of course, the best alternative.



## B. Public speaking

Public speaking is an important part of any Model United Nations conference. You might have studied a lot about your topic but **without convincing and self-confident speech** your effort would be wasted. A good speech helps delegate convey their position, helps build consensus and start forming resolution. With good public speaking ability your position in committee can be strengthened.

One of the biggest obstacles for MUN delegates is fear of public speaking. 70% population has an intense fear of public speaking. Here is a video which can help you speak publicly and overcome your stress.

[https://www.youtube.com/watch?v=tShavGuo0\\_E](https://www.youtube.com/watch?v=tShavGuo0_E)

These public speaking tips help you realize crucial points you should take into consideration while MUN conference.

### PUBLIC SPEAKING TIPS

These public speaking tips help you realize crucial points you should take into consideration. Mr. Anthony Hogan, Model U.N. International, suggests the system of six “C’s” to improve your ability:

#### 1. Confidence

Confidence is portrayed by being as knowledgeable as possible on your subject and conveying this knowledge through the power of your voice and eyes. As a Model U.N. delegate, you are the authority and representative of your respective country. Research well and speak as if you know you are undoubtedly right. As the speaker, you must have confidence in yourself; otherwise the audience will have little confidence in you.

#### 2. Clear

A speaker can do many things before-hand to assist them in speaking clearly. Write an outline of the topics that are going to be said, and follow it when speaking. Always speak slowly. This will allow the audience to hear everything that is said. Know your terminology well beforehand to avoid fumbling with words. Try to enunciate words properly.

#### 3. Concise

A good public speaker presents his/her points in a clean and clear-cut fashion. Unnecessary words and information should not be used to fill in the speech. The speech should be brief and to the point—say what you have to say. Do not ramble on about the topic in order to appear knowledgeable.

## **4. Constructive**

An effective public speech needs to be constructed properly. Start with a solid foundation that brings together all of your ideas, present your points, and then connect them by reviewing what was said. There should be an introduction, a body, and a conclusion. It is a known fact that three is a magic number. Say it once, say it and review it, then say it again. This method will help the audience to remember what was said.

## **5. “Con Passion”**

It is always important to speak from the heart—with passion—hence the Spanish term “con passion”. Always maintain eye contact with the audience. In doing so the audience will feel connected to you and your speech. This is what you want. You want to grab and to hold the audience’s attention.

## **6. Critique**

It is better to critique than to criticize. Critiquing is constructive and allows for people to grow and improve. Criticizing brings peoples’ motivation and confidence down. A critique should be accepted positively, since it is a tool that is used to strengthen one’s public speaking.

## **ADDITIONAL TIPS:**

In order to make your speech clear and more understandable you should eliminate unnecessary speech fillers as much as possible. Fillers are words and phrases such as “umm,” “well,” “it is sort-a like,” “it’s kind-a like.” These take away form information you want to present and take time of your speech. Try to realize which of these you use during you are speaking. That is the first step to eliminate them.

Gestures and posture represent a great part of your speech. Do not be a statue. Use your gesture and posture to capture public’s attention. Consider occasionally exaggerating a gesture. Speaking from a platform is different than holding a one on one conversation. Use your whole body when you speak.

Speak with self-confidence. Make a conscious effort to express yourself confidently. Present yourself as a confident delegate. It makes a better impression even if you are not really into the topic. Moreover, delegates will consider you as a strong leader and it will be easier to collaborate with others.

<https://www.carthage.edu/model-united-nations/public-speaking-tips/>

<http://bestdelegate.com/how-to-make-a-speech-3-public-speaking-tips-on-what-to-say/>

<http://outreach.un.org/mun/guidebook/skills/speaking/>

<https://www.munplanet.com/articles/public-speaking/mun-public-speaking-tips-and-tricks>