

































## **Delivering the Message**

## DO:

- Know to whom you are speaking
- Know your message(s)
- Stick to your agenda
- Make it a conversation/dialogue
- Anticipate difficult questions
- Be in control

## **Delivering the Message**

# DON'T:

- Use jargon or acronyms
- Speculate or guess
- Answer questions on areas outside your expertise
- Position your personal platform as that of the Institute
- Argue
- Repeat the negative
- Over-answer
- Comment on rumors
- Say, "no comment"

## **Bill of Rights**

#### You have the right to:

- Ask about the scope and general direction of the interview.
- Ask who else will be interviewed and included in the story.
- Refer the reporter/ producer to others to whom they may want to speak.
- Have someone with you during the interview.
- Set the length of interview and stick to it.
- Steer and direct the interview and to otherwise get your messages across.
- Correct factual errors after a story appears (even if it's just an email to the reporter for the record).

### How to Avoid the "No Comment"

Never say "no comment" or "I can't comment on that." Instead, try one of the following:

- "I learned a long time ago never to speculate on such matters. However it is appropriate to note that..."
- "There simply isn't enough information available at this time to answer that, but we believe..."
- "Those studies are not complete, so it wouldn't be appropriate for me to respond at this time. What we do know..."
- "Several analysts have commented on that and the prevailing view seems to be (cite expert opinion)..."
- "While I can't predict if history will repeat itself, historically (fill in the blank) has happened..."