

Public Question Worksheet

Move from a broad frustration toward one careful, answerable public question.

PURPOSE Use the Observe - Identify - Document - Ask - Follow sequence. Do not include confidential information, private addresses or unsupported accusations.

01 Observe

What happened, where, when and to whom? Separate direct observation from what others reported.

02 Identify

Which institution, office, rule, budget, service standard or decision appears responsible?

03 Document

List dates, letters, receipts, photographs, published promises, reference numbers, meeting notes or responses.

04 Ask

Write one specific question that matches the evidence and gives the responsible institution a clear obligation to answer.

05 Follow

Who will submit it, through which route, by what date, and when will you return if no response arrives?

Question-quality check

- | | |
|---|--|
| ☐ Specific enough to identify the issue | ☐ Directed to a responsible institution or office |
| ☐ Matches the evidence currently held | ☐ Uses restrained language |
| ☐ Does not claim a crime without proof | ☐ Can be answered with information or action |
| ☐ Protects private and identifying information | ☐ Includes a return or follow-through date |

Final public question

Submission route and reference number
