WRITING A POLICY BRIEF OUTLINE (WP7A)

Module
Writing for Policy Audiences (WP)

Format
Individual exercise

Purpose
This activity contributes to the module learning objectives by asking participants to apply elements of policy writing to their own work.

Time Required
- Varies

Activity Description
Assign participants to write an outline for a policy brief that they will develop based on their own research or chosen topic. The first page of the Policy Brief Outline worksheet asks for the same information participants will have completed in exercise SC2A: Strategic Communication I. Participants should build on their previous work, and may refine it for the exercise of writing a policy brief.

When assigning the policy brief outline, review the worksheet with participants and offer an opportunity for them to ask questions. Ensure all participants understand when the full outline is due. If you are including session WPS1G, participants will share and discuss their outline in small groups. If you are including session WP8A, they will then use the feedback they receive on their outlines to develop a full policy brief.

Key Learning Concept(s)
- Writing for policy audiences, using clear and simple language.
- Choosing appropriate messages and findings for a policy brief.

Materials Needed
- None
Associated Sessions

- Principles of Policy Writing (WP1L)
- Writing a Policy Brief (WP4L)
- Critiquing a Policy Brief discussion (WP5E)
- Strategic Communication I (SC1L)
- Working Group Session 3—Feedback on Policy Brief Outlines (WPS1G)
- Writing a Policy Brief (WP8A)

Associated Readings

- None