INAF 6209 EGovDiplomacy| Wichowski

Fall 2019

Assignment #1

**POLICY PAPER 🡪 TALKING POINTS CONVERSION**

The goal of this assignment is to convert policy language into plain English. The reason to do this is to help busy important people quickly understand what they’re supposed to be talking about WITHOUT having to read off a sheet of paper. Therefore, talking points should be written in the simplest and clearest possible language, with key points, facts or statistics highlighted.

This is hard! But it’s also excellent training for many kinds of writing. For this assignment, use the following two-step process (examples pg 2):

1. Choose **one topic** from the list below:

Accountability & transparency

Big data analytics

Bureaucracy reform

Censorship

Citizens rights

Civil society

Diplomacy and social media

E-government

Evidence-based governance

Information-sharing culture

Leaks

Messaging & damage control

Open government

Smart cities / states

Social media activism

Social movements

Technology adoption

1. Find the most recent and/or compelling policy report on that topic (10 page minimum)
2. Convert 4 headings and one example per heading into the simplest words possible, using the “The Up-Goer Five Text Editor” (<http://splasho.com/upgoer5/>). This tool only permits the most commonly used 1000 English words
3. Find the middle ground from policy-language to simple-language to write your talking points