INAF 6209 TechTactics | Wichowski

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 process:

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

Accountability & transparency

Data analytics

Bureaucracy reform

Civil society

Digital government

Political philosophy

Psychology & persuasion

Evidence-based governance

Open government

Smart cities / states

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