**Policy Brief Overview**

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| **Steps in Policy brief** |
| Overarching purpose/ message |
| 3 key findings/ recommendations |
| Argument for recommendations |

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| **Key Elements in Policy brief** |
| **Topic:**  | **Authors:**  |
| **Structure** |
| *Element* | *Percent* | *Pts* | *Details* |
| Exec statement | 5 |  |  |
| Intro/Entry point(s) | 5 |  |  |
| Methodology | 5 |  |  |
| Results & Conclusions | 25 |  |  |
| Implications/ recommendations | 25 |  |  |
| References/resources | 10 |  |  |
| For the eye – titles, graphs, text boxes, side bars | 25 |  |  |
| Summary Evaluation |  |