Challenges and Institutions in Global Security

Master in Global and International Studies



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American University
Syracuse University

Washington, DC

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Supporting Policy Through Actionable Analysis

Session 7: Communicating Analysis for Impact

What impact do you want to have? -

DATES / TIMES

Session 1	Wed	11 Dec	4pm-7pm
Session 2	Thu	12 Dec	4рт-7рт
Session 3	Fri	13 Dec	6pm-9pm
Session 4	Wed	o8 Jan	4рт-7рт
Session 5	Thu	og Jan	4рт-7рт
Session 6	Fri	10 Jan	10am-1pm
Session 7	Mon	13 Jan	10am-1pm
Session 8	Tue	14 Jan	10am-1pm

All times CET

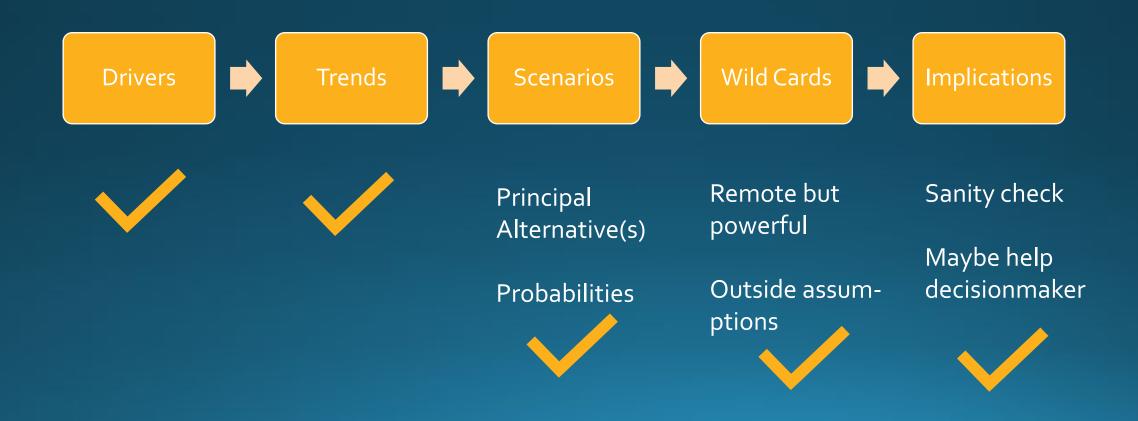
Questions or Comments from Previous Discussions? REVIEW

QUIZ

True or False or "Not confident of my answer" (T, F, NC) 1. Good analysis is often just common sense, but it is common sense that has validated through a thoroughly conscious process.
 Good analysis is often just common sense, but it is common sense that has
 The purpose of analysis is to help decisionmakers make decisions without showing a preference for one option or other.
 The model on the analytical worksheet can be applied to the topic of a thes Capstone research project.
 Not all elements of the model have to be included in the written and oral products you give policymakers.
Drivers and indicators are essentially the same thing.
 The people who make decisions are our bosses, so we should avoid giving analysis that they will find contrary to their wishes.
 We should respect decisionmakers' interest in making themselves look good public.
 If we're not comfortable with a question from a decisionmaker, we should suggest a rephrasing that we can be comfortable with.
9. The vast majority of issues worth analyzing can be approached the same w
10. Linear thinking is preferable in analytical products.
11. Brainstorming is helpful only when discussing scenarios.
12. Once you have identified the drivers of a situation, it is not appropriate to change them as you develop your scenarios.
13. Validating information – determining "real" and "fake" – is one of the first steps of an analytical project.
14. The implications of scenarios tell decisionmakers why they should care, an probabilities of scenarios communicate the urgency of the issue.
BONUS: It's OK for an analyst to have a bias on an issue as long as they're he and adjust their conclusions if the bias is not supported by the facts

Challenges and Institutions in Global Security

Let's finish our analytical model



WHY do an alternative scenario (or two)?

Helps test your drivers.

Helps test your main scenario.

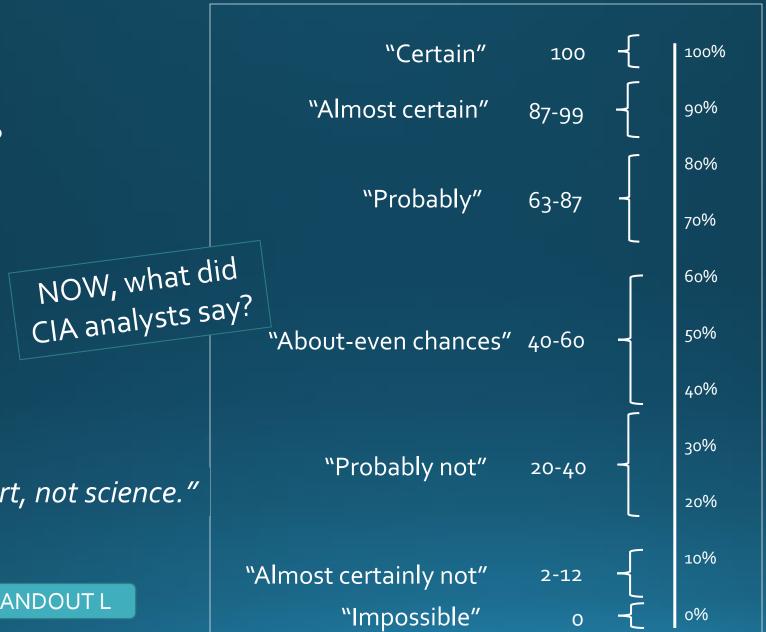
Raises sophistication, confidence in judgments.

Results in better product for decisionmaker?

Prepares them and educates them.

REVIEW

How do we state probability?



"It's art, not science."

HANDOUT L

Source: Informal CIA Working Paper

Approved for Public Release by ODNI on 09 January 2025 UNCLASSIFIED



NATIONAL INTELLIGENCE COUNCIL

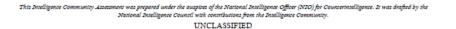


10 January 2025

ICA 2025-00008-B

Updated Assessment of Anomalous Health Incidents, as of December 2024

Released on 10 Jan 2025

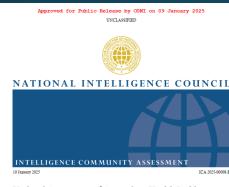




Updated Assessment of Anomalous Health Incidents, as of December 2024

This Intelligence Community Assamment was proposed under the assaption of the National Intelligence Officer (NIO) for Concentralligence. It was despited by the National Intelligence Community, according to the Intelligence Community.

UNICLASSIFIED In line with the 2023 Intelligence Community Assessment (ICA), most of the IC continues to assess that it is "very unlikely" a foreign adversary is responsible for the events reported as possible anomalous health incidents (AHIs).



Updated Assessment of Anomalous Health Incidents, as of December 2024

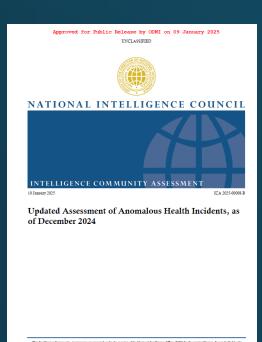
This Instillators Community Assummess was propored under the assiption of the National Smalligeness Community.

National Instillation Community.

UNILASSIFEED

In judging that it is "very unlikely" that a foreign actor is responsible, five IC components place emphasis on sensitive intelligence reporting continuing to point away from foreign involvement in AHIs, the IC's investigations of key incidents reported as possible AHIs, and a review of foreign intelligence and research regarding the development of novel weapons. Two components still have moderate-to-high confidence in this judgment, and three components still have moderate confidence. These components also judge it is "very unlikely" a foreign actor has used a novel weapon or prototype device to harm even a subset of the USG personnel or dependents who reported medical symptoms or sensory phenomena as AHIs.





In contrast, one IC component judges there is a "roughly even chance" a foreign actor has used a novel weapon or prototype device to harm a small, undetermined subset of the USG personnel or dependents who reported medical symptoms or sensory phenomena as AHIs. Another IC component judges there is a "roughly even chance" a foreign actor has developed a novel weapon or prototype device that could have harmed a small, undetermined subset It may look a little silly – and the reasons for it may be silly – but it's part of the USG personnel or dependents who raw

of the process of transparency. a ency evaluate to indicate that foreign actors are making progress in scientific research and weapons

development.

REVIEW

BRAINSTORMING

Purpose: Ensure analysis considers

all relevant information

and interpretations

Definition: Process of liberating ourselves from

established line, avoiding linear

thinking, and building confidence in the

completeness of our analysis.



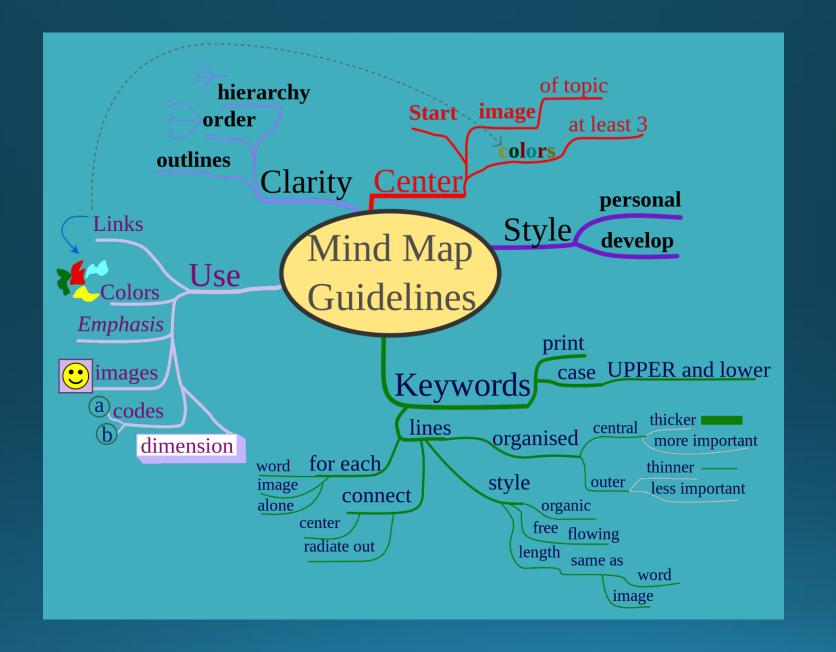
Neutral peer leader No judging

Quantity over quality No defending

Keep the ball moving Loose structure

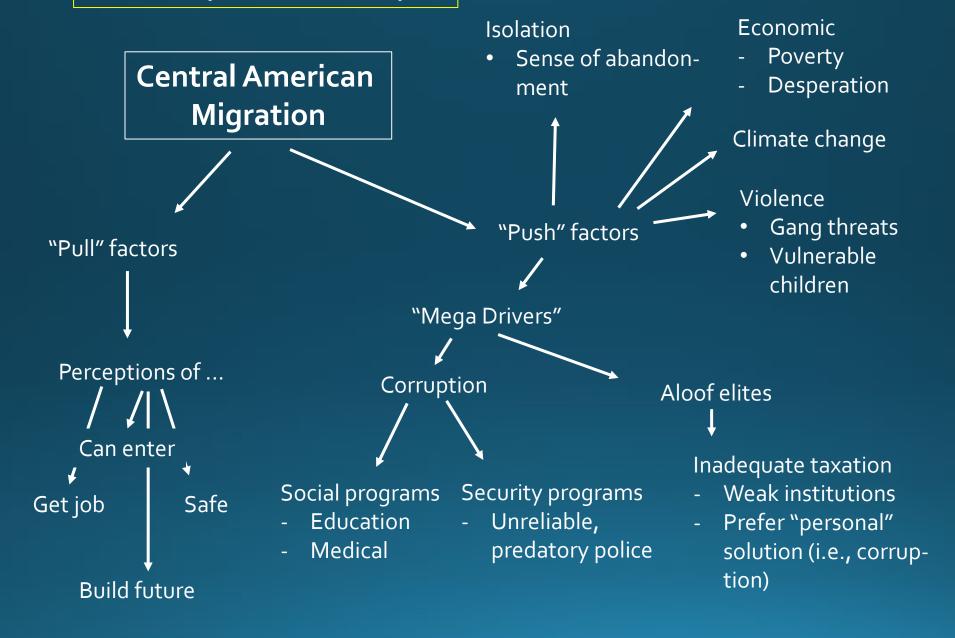
Everyone talks Keep it light





REVIEW

A Simple Mind Map



COMMENTS?

PREPS FOR TODAY: Communicating Analysis for Impact

PREPS: 1. Sections in the guide on Words, Grammar, Sentences
Technology of Writing
What about AI?
Principles and Tips
How to Write Analysis

pp. 77-126

- 2. Begin to finalize YOUR ANALYTICAL WORKSHEET.
- 3. Prepare BRIEFING PREPARATION FORM.

HOW COMFORTABLE ARE YOU?

Do you have a thesis?
What's your framing?
How do your drivers and trends
look?

What are your scenarios and probabilities?

What wild cards have you identified?

What implications do you see?

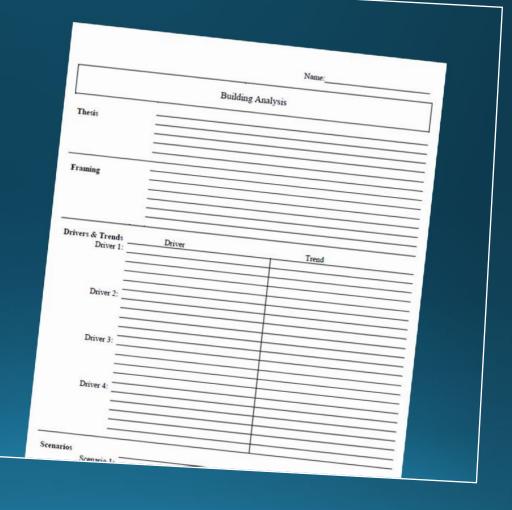


	Name:Building Analysis					
Thesis						
Framing						
Drivers & Trends Driver 1:	Driver			Trend		
Driver 2:						
Driver 3:						
Driver 4:						
Dilver 4.						

Let's do a little more BRAINSTORMING

- Lead a brief discussion
 - Brief current thinking
 - Look at drivers/ trends
 - Look at scenarios
- Prof will take notes

Do you have a thesis?
What's your framing?
How do your drivers and trends look?
What are your scenarios and probabilities?
What wild cards have you identified?
What implications do you see?





Session 7: Communicating Analysis for Impact

What is ANALYTIC WRITING?

Formats can vary, but ... purpose and tone do not.

Informs

Is objective

Explains / context

causes

(or at least transparent)

importance

"Shows," doesn't just "tell"

Almost always institutional

Empowers decisionmaker

IS "ACTIONABLE"

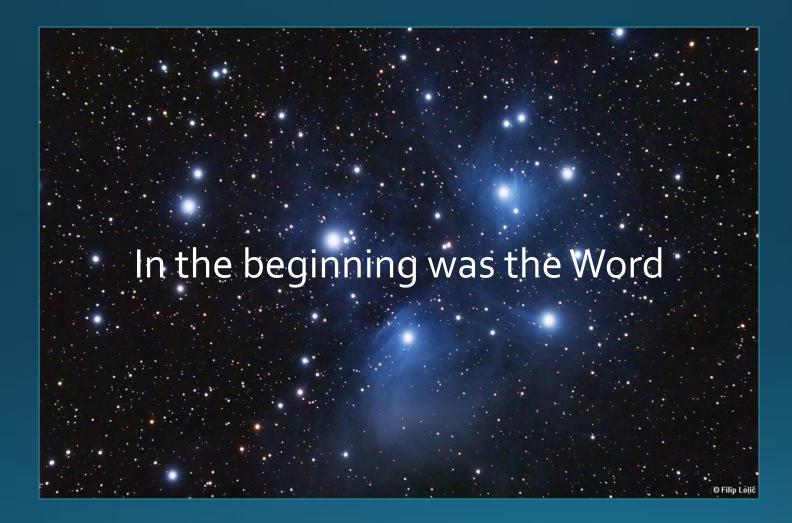
What other kinds of writing are common, and how are they different from analytic writing?

What is ANALYTIC WRITING?

The structure; style and tone; vocabulary are different as well.



And that is what we're focused on.



The power of words

make us know, remember

make us think, build ideas

make us feel, laugh, cry

What are we without words?

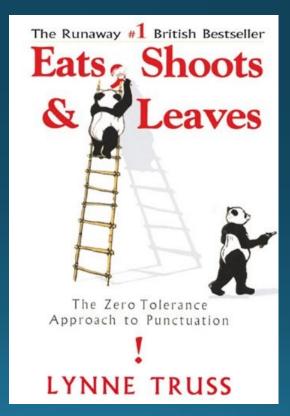
Have words
woken up
awareness or
consciousness
for you?

The DANGER of using the WRONG combination of words

"Let's eat, Grandma"

VS

"Let's eat Grandma"





The DANGER of using the WRONG words



The DANGER of using the WRONG words

numbers, including some that featured a bucket and bells brigade or performers with buckets and trash cans with drums sticks and hammer mallets. PHOTO BY JENNIFER STULTZ

MENTORING DAY

Students get first hand job experience

By Gale Rose

grose@pratttribune.com

Eager students invaded businesses all over Pratt Tuesday, October 24 as they looked for future job opportunities on Disability Mentoring Day.

The 97 students from 12 schools fanned out across Pratt and got first hand

be like to work at those 40 hands on experience with various operations.

High School, Gina Patton of Kingman High nandez of St. John chose and wanted to know more the Main Street Small An- about caring for hurt an-

for their business. Stubusinesses. They asked dents got a tour of the faquestions and got some cility, learned what happens in an examination, got to handle various an-Paola Luna of Pratt imals and watched a snake eat a mouse.

Luna said she was in-School and America Fer- terested in animal health

experience what it would imal Veterinarian Clinic imals. Patton likes all kinds of animals and said she learned a lot from the experience. Watching the snake eat the mouse impressed her the most.

> Fernandez wants to become a veterinarian and enjoyed learning everything that veterinarians

> > SEE MENTORING, 6



- Hospital Pharmacist for 41 years
- · 4 years Commissioner for Pratt Planning and Zoning Board of Appeals
- * 3 years Pratt City Commission
- · Graduate of Pratt High School and KU School of Pharmacy
- · Past Member and President of Civic Groups and Organizations
- · Experience and Knowledge of Financial Responsibility and Budgeting
- · Supports Family Values, Education, and Business Growth
- · Common Sense Approach for the Sustained Progress of Pratt

SATURDAY, October 28, 2017 # The Pratt Tribune # www.prattfribune.com

The Pratt Tribune 28 Oct 2017



Have mer mor more translated what Rickfied would be blue without bridges across the Rock River?" How would we get from seet to wood? Further exists he so accesses. but not a very practical one.

Bridges have belowd missland transmic waterways, cretaines and the like for bundreds and even thousands of years. And, Christophenet Shall Sister, Mridges have avolved from a emple below log across a narrow crowk to highly putiglish Headwark apatitiong makes of also have winterwisen, much as the 24-min-inig Lake Pontdurtmin Conservate passe Nove Orleans, La.

The next time your family visits

Cincovery Center Misseum, 8y to Sind the two different with bridges. and the supplement bridge in-Rook River Discovery-Purk, Fydy word to worn how originaters, hold bridges and buildings, you make want to perfect the buy appoint ing Exploring Architecture Currie. from \$ a.m. to now Medinalda. July 29, through froza, July 31. Court to unknown ages 5 to 11. the camp will explore engineering. and problembas with blocks.

worthquake father. Cell Discovery Certair Museum at 04046760 for admission fees and registration information.

To build your own bridge or building at home, you will result

- · Profinel states
- Guzh drook

To Dat

the pointing the profinel spicks in to the gian groups, you take onehect them together to create your town lith will until . How high com you Home a tower telech? How long of a spar car you give to a bridge?

Miracle cure kills fifth patient

By The Associated Press

dup from an experimental drugtouted as a minute over for hopatitle ft beyond medical reserve even as scientists unswealed the agretary of which went gravely wrong it a clinical trial.

Agonistingly, the first clust was in plain night a year ago, but rescarchers at the National Institotal of Health didn't know example about how the drug worked to mongrous what it meant, the study's lead attentist.

"Semething terrible happened and we missed it. Dr. Jer Hadragle said in an enotional trials.

interview describing the horne of readining the drug was killing. people months after they stopped taking it.

"The dreadful thing list wasting to see what will happen," he and, his woise trenbling, before learning of the most recent. death. "I just hope we're must the

The drug Finberidine, or FIAU, had shown great procedes. for fighting the hepatitle B virus, which sun cause deadly strebouts and liver canner, When days passed toxicity tests unharmed. the Ford and Drug Administration approved FIAU for human

Too lots, adict tiets would discover that in Luminata, FIAL steadthily ettacks the very building bineks of calls in liners, hidnerve and moreover.

Firs people treated with FLAU Supply dieed of lives and himney failure, sleepite liver transplatite for three of them. On Tuesday, a 55-year-old-warrant surrunded after two months in proting) condition and two liver transplants at the University of Vinginia Medical Center, One volunteer remains in services similities there, and snother is recovering from an Aug. 4 transplant at Emory University Hospital in Atlanta.

alle to believe below Resp. for family and

---Washington Street strength framework. The

Williams where it was

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Name of Street Street or other

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Andrews of the Park

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REGION

Homicide victims rarely talk to police

Section is not set the property they delige, pringle bear the county in course of the county of the last the county of legaling building many deal has been been dependent of the legaling many dealers for the legaling being been dealers for the legaling being bein the first is been did by the below to be about the beautiful to be of mode burdenistics, make of the length of their below that the first

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> Designable on Date of States NAME AND ADDRESS OF Spirit and the specimen of the

Bud - command of which is in common made in No. subsection in accomplished country begans not then

The Published Street In

Married Street, Spinster, Spinster,

Date Electrical Edition

Bridges help people cross rivers

By MICHELLE DWILLIE'S

City unsure why the sewer smells

By KRISTIN HAY H-P Consipondent

Stickland said he will discuss the strategy of putting a non-toxic smoke into the senier to desper the

Man Accused of Killing Lawyer Receives a New Attorney

SEN Staff Widow

Chapt in the marker of the famor atomes. Miguel Trajille has been appointed another attermy from the public defenders

July Reed, from the Public Definder's Department in Albuquerper, had no common, saying that she had just been given the case with no time to sprice

Togillo had needly rejected

An attempt from out of dis-

the attention working for 67 All Fire District Court Judges Public Definier's Departme! were dispedified from the hourout of Same Fe later Carlon VI large, with Judge Surpless Priction if, the most Tracilla is accorded if a proposed. The Septemb Count apmericing in a dive-by stone primed Second District Chart

Vigil was numbered Aug. 13, hopeopure to annue the hour-1999 a low blocks from his fischis. Juga Speet offer while walking to Disease Counties a terring.

Andreas Ditric Answery fries in presenting of a firmers. he proving contopound in Richel Salar and the front. Digitio plot not galle, the represent Trajillo to be found to

afin was him! Increase most of schedule the area bearing

Judge Not Contrions from A3-

Charge of morbot, two course of Direct Coun for a heating.

A Sine-press, early model executing a witness or winnesse; fruit picking was specied in the one charge of tempering with exarea finding frejith to the arms. Moreo; and one charge of being a

were walking for an atterney to floor up to Myrors exprised.



Parents keep kids home to protest school closure

SAN FRANCISCO (AP) - up even though most of the school students home from school for an entire day in a parent-organized protest of the district's plans to close the school.

Parents kept 200 elementary students didn't, and that it was largely business as usual for the remaining students who studied in small classes.

> "I know I'm the principal." the said "But I'm not gold



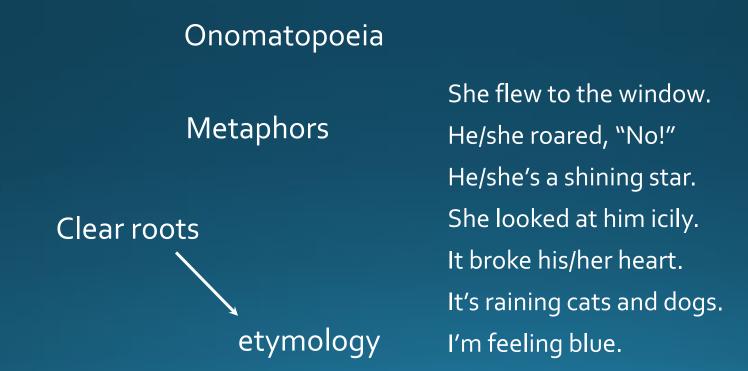
All words are arbitrary and conventional.

But not all words are created equal, of course.

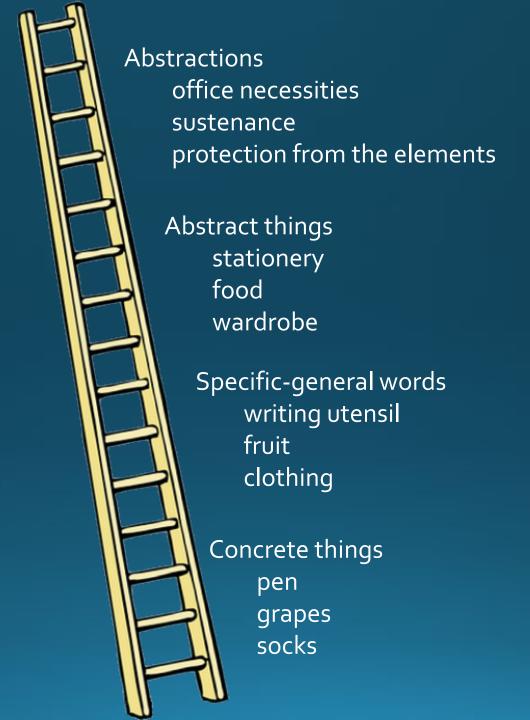
Onomatopoeia buzz, howl, etc. squirt boom giggle
Metaphors crash whiff splash honk

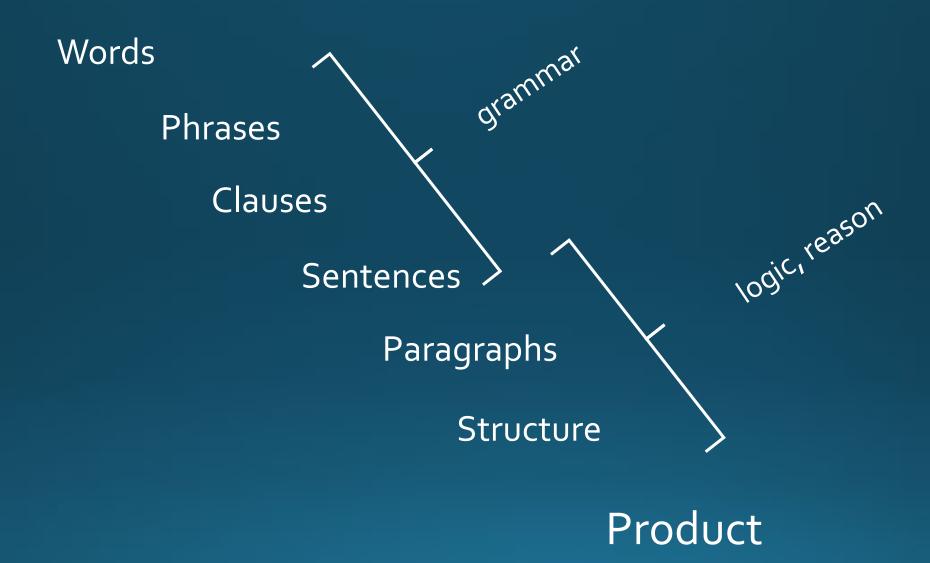
Clear roots etymology All words are arbitrary and conventional.

But not all words are created equal, of course.



On the opposite end: "Ladder of Abstraction"





How powerful can a few written words be?

World's shortest novel: "For sale: baby shoes, never

worn."

Haiku

Summer grasses

All that remains

Of great warriors' dreams.

Matsuo Basho (17th Century)

I want to see

And to meet you

Stepping on the thin ice.

Mayuzumi Madoka (1962-)



The Snowflake

What is a snowflake?

In 40 words,

Write a thesis or conclusion.

Write an argument or explanation.

Write something about the implications.



EXAMPLE

What does collapse of Afghanistan mean?

The Taliban victory in Kabul has created

conditions of repression and instability in

Afghanistan. ... Restoration of Sharia Law,

which international community rejects, has

provoked suspension of financial, humanitarian

aid, intensifying economic crisis and hunger. ...

Taliban reaction likely to result in collaboration

with terrorists.

BLUF

INFO / ARGU-MENTATION

PREDICTION / IMPLICATION

EXERCISE

В

Write a snowflake on your topic.

Thesis or conclusion or "main point."

Argument or explanation.

Something of predictions or implications.



Why invest time in a 40-word product?

"If you can't say it in 30 seconds, it's not ready for prime time."

Early thesis



It later becomes your "elevator briefing"

Discussion

Why do we write?

Most important means of communication in analytic/policy world

Oral communication can be great in a jam, but its foundation is written

To inform ... to persuade ... to educate ... to record

Writing and thinking are integrally linked

We think by writing, and we write by thinking

We build and hone our analysis by writing it

Old debate among linguists:

We can feel without words, but we can't think without them

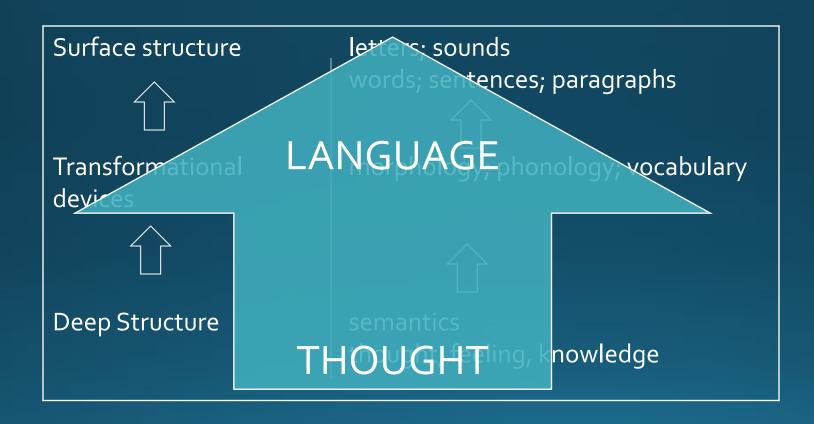
What happens when we write?

Multi-level process similar to any language production

Surface structure letters; sounds words; sentences; paragraphs Transformational morphology; phonology; vocabulary devices Deep Structure semantics thought, feeling, knowledge

What happens when we write?

Multi-level process similar to any language production



And it goes both ways.

Surface structure



Transformational devices



Deep Structure

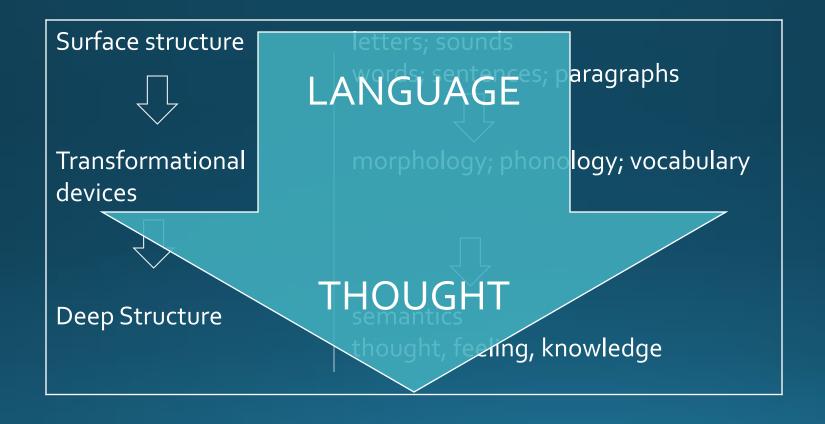
letters; sounds words; sentences; paragraphs



morphology; phonology; vocabulary



semantics thought, feeling, knowledge And it goes both ways.



CLEARER

LANGUAGE

LANGUAGE

CONCEPT: DRAFT AND SELF-EDIT

THOUGHT

CLEARER

One reason it's difficult often is that we try to write linearly.

Dead ends

No up-and-down flow

Slow our thought processes

Sometimes we don't have time ... or energy ... or drive to have the full dynamic, but ...

While each writer's brain operates differently, and while there's no magic solution, there are always ways to improve.

We can improve our products and our skills by starting with a good ...

BASIC STRUCTURE

BASIC NEEDS

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- IN /I	ain		V	_
IVI	alli	7	T	
	411 1	\smile .		

Satisfy your audience's need for:	
Brevity	Efficient; only detail with purpose
Conciseness	No ambiguity
Objectivity	Free of bias and opinion
Transparency	Honest (including on gaps)

BASIC STRUCTURE

		One sen		
Main STRUCTURE	l	/	·9· ¤p· ·	
Satisfy your audience's need for:	/	_		
Clear, meaningful summary	Thesis – BLUF	qu	rhaps one arter of yo per	_
Factual laydown, validation	What is really ne	eded	Perhaps	one half
Discuss causes and trends	Why and how it's	s happen	ning	
Scenarios and Implications	Why it's importa else could happe	· · ·	vhat	

Perhaps one quarter

BLUF (Bottom Line Up Front)

Main STRUCTURE

Clear, meaningful summary

Factual laydown, validation

Discuss causes and trends

Scenarios and Implications



December 19, 2016

Cuba: Preparing for President Trump

Cubans are already calibrating their expectations for relations with the United States under President Trump – hoping the normalization process does not unravel but preparing for a return to a sanctions-based policy from Washington. Conversations in Havana reveal deep concern that the President-elect's tweets and statements about Cuba, Mexico, and Latinos in the United States will translate into efforts to slow, stop, or reverse normalization. The past two years of dialogue have focused on mutual interests, without ignoring remaining differences between capitals but not allowing them to blot out hopes of mutually beneficial cooperation. Cuba will interpret a return to bombastic rhetoric, exaggerated conditions to reach a "deal," and the pressure tactics of the pre-Obama era as a sign of U.S. willingness to put bullying a small neighbor eager for improved ties ahead of its own national interests.

Cubans present the stiff upper lip in conversations and, not surprisingly, defiantly note that they've already survived decades of U.S. pressure, but their disappointment is palpable.

- Most concerned are entrepreneurs in Cuba's small but growing private sector, who depend on
 investment from U.S.-based relatives and friends. More than 100 Cuban private businessmen
 wrote a letter to Trump last week urging restraint.
- Nationalism has precluded Cubans from saying that normalization would be a major driver of
 their long-promised economic reforms, but few deny that improving ties with the United States
 would eventually present Havana important opportunities. U.S. retrenchment will remove
 important incentives for the government to move ahead with its reform strategy.
- Rumors about tensions between Cuban proponents of normalization and conservative opponents may have some merit, but Cubans across the spectrum will close ranks if Trump gets aggressive.

Cuba's reactions to Trump's election, including President Raúl Castro's congratulatory message to him, so far suggest that it will hold its tongue and resist being provoked. A U.S. return to full-bore Cold War tactics would not pose an existential threat to Cuba, even considering the country's difficulties dealing with unrelated problems such as the crisis in Venezuela. Popular reactions to the passing of Fidel Castro last month are being construed as evidence of residual political legitimacy for the government and support for it to deliver on promised improvements. Moreover, Cuba's progress in normalization; its effective contribution to the Colombia peace accord; its new political dialogue and cooperation agreement with the European Union; and the recent Havana visit of Japanese Prime Minister Abe have boosted the country's international image – and blame for collapse of normalization will surely fall solely upon the United States. However difficult it will be for the proud people of Cuba to resist rising to whatever bait the Trump Administration throws its way, showing forbearance in the bilateral relationship and moving "without hurry but without pause," as Raúl Castro said, with its national reform plan would protect the investment that Cuba has already made in normalization.

Our obsessive concern should be ...

What does my reader need most to understand the situation I'm writing about?

Especially if my reader is a decisionmaker, what do they need to know to adopt the <u>best possible</u> decision?

helps politically promotes interests achieves strategic benefit minimizes errors and costs

What is "analytic writing"?

Main PURPOSE	
Satisfy your audience's need for:	
Information	What, where, when
Validation/substantiation	How we know. Quality of info.
Feel for the dynamics	Why
- Causes	What next, how much
- Trends	momentum
Implications/Scenarios	Why it matters, what will happen

HANDOUT

HOW TO WRITE ANALYSIS

Writing analysis, like any writing, is a personal process. With experience, each writer discovers the best way that he/she prepares, drafts, and hones analysis. Nonetheless, there are seven basic steps to all analytic writing.

1. ASSESS what your reader needs.

Put yourself in your reader's shoes.

Think of the scope of the topic and key questions to answer.

Determine what the reader *really* needs – not just what is requested. Don't pander.

2. GATHER your information, ABSORB it, and CHALLENGE it.

Take only the level of notes that you need to establish landmarks in your data.

Don't build your information linearly; build it more like a Christmas tree.

Critique your sources as you read; ask how they're influencing you.

Mark questionable information.

Make note of information gaps.

3. LOOK FOR PATTERNS in your information.

Find common points and parallels in your data. Ask again if your sources lean one way or other. Identify gaps again.

Formulate your HYPOTHESIS and build your ARGUMENTS.

Draft your thesis sentence.

Write sentences capturing your main points.

Marshal facts to support your arguments.

Start building your paragraphs. (Tick formats work well.) Keep them soft, non-linear.

5. TEST and BUILD the bond between your hypothesis, arguments, and facts.

Ask yourself honestly if your thesis holds up.

Reorder data and make adjustments for maximum strength.

Go gather more information to test and strengthen your case.

Adjust, adjust, adjust.

6. Focus on LANGUAGE and STRUCTURE

Polish the thesis sentence and check it for consistency with arguments and facts.

Check the structure of sentences and paragraphs.

Edit, edit, edit.

7. Take a BREATH and REPEAT steps 4 and 5 until you're happy.

Basic, Simple Structure

- · Grab attention and give BLUF
- Identify drivers explaining what's happening and why
- · Say where things are headed
- · Name "wildcards" if meaningful
- Hit the reader between the eyes with the implications

Structure of a Simple-form Analytic Article Main, Basic Elements to Satisfy Your Audience's Needs

	Reader's Needs		Structural Element	
•	Clear, meaningful summary	→	Thesis – BLUF	One sentence or short paragraph
•	Enough facts to understand phenomenon	→	Factual snapshot, validation	Perhaps one quarter of paper
•	Grasp of why and how it's happening	→	Drivers and trends	Perhaps one half of paper
•	Idea of what will happen and what else could happen	→	Scenarios, Alternatives, and "Wild Cards"	Perhaps one quarter
•	Why it's important	→	Implications	quarcer

Questions? Comments? Concerns?

DISCUSSION: GOOD WRITING

WISDOM OF THE WRITERS

On writing the first draft

"Write a shitty first draft and edit the shit out of it later."

- Anne Lamott, Novelist and Fiction Writer

"It is perfectly okay to write garbage — as long as you edit brilliantly." - C.J. Cherryh, Novelist

"So the writer who breeds more words than he needs, is making a chore for the reader who reads."

- Dr. Seuss

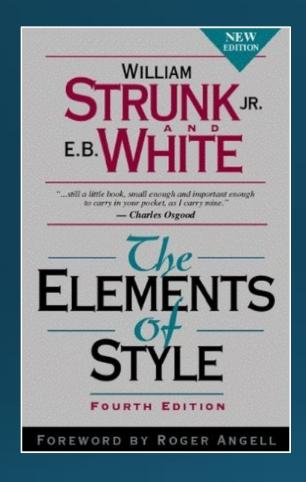
"All you have to do is write one true sentence. Write the truest sentence that you know. ... If I started to write elaborately, or like someone introducing or presenting something, I found that I could cut that scrollwork or ornament out and throw it away and start with the first true simple declarative sentence I had written."

- Ernest Hemingway

"You've got to work it over. The first draft of anything is shit. ... It's the hardest work there is. I like to do and can do many things better than I can write, but when I don't write I feel like shit. I've got the talent and I feel that I'm wasting it."

- Ernest Hemingway

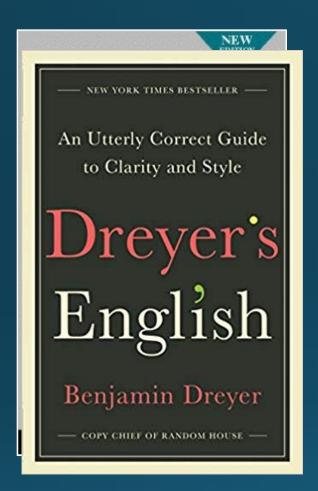
"Get a pillow for your ass." - AOA



GOOD ANALYTICAL WRITING MUST BE GOOD WRITING FIRST.

ADVICE
from
Strunk and White
with a few
additional thoughts

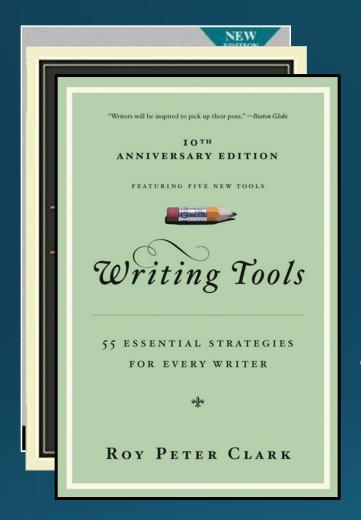
- 1. Elementary rules of usage
- Elementary principles of composition
- 3. Wisdom from E.B. White



GOOD ANALYTICAL WRITING MUST BE GOOD WRITING FIRST.

ADVICE
from
Strunk and White
with a few
additional thoughts

by
Benjamin Dreyer

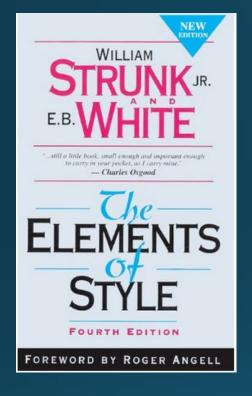


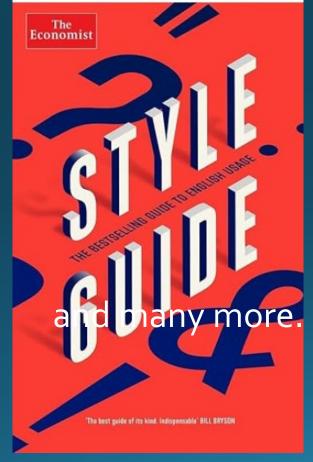
GOOD ANALYTICAL WRITING MUST BE GOOD WRITING FIRST.

ADVICE
from
Strunk and White
with a few
additional thoughts

WRITING TOOLS from Roy Peter Clark

Don't forget your style manuals





The Chicago Manual of Style

SEVENTEENTH EDITION

AP

MORE THAN 2.5 MILLION COPIES SOLD

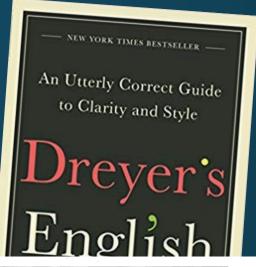
THE ASSOCIATED PRESS STYLEBOOK

56TH EDITION

THE INDUSTRY'S BESTSELLING REFERENCE
FOR MORE THAN 30 YEARS,
ESSENTIAL FOR JOURNALISTS, STUDENTS, EDITORS
AND WRITERS IN ALL PROFESSIONS

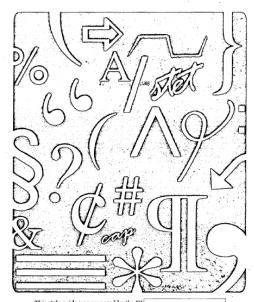
2022-2024

FULLY UPDATED WITH MORE THAN 200 NEW AND REVISED ENTRIES



STYLE MANUAL & WRITERS GUIDE

Eighth Edition, 2011



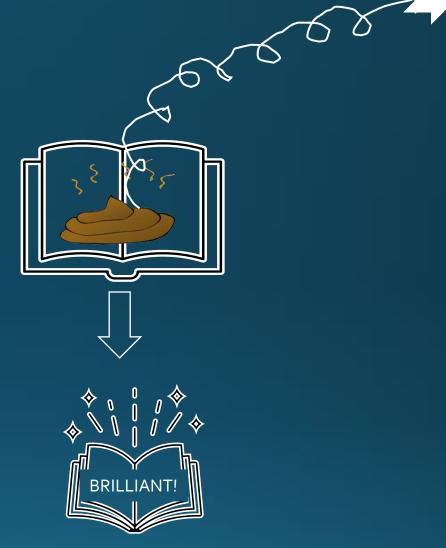
This style guide was prepared by the DI

APPROVED FOR RELEASE DATE: 28-Feb-2012 The importance of SELF-EDITING cannot be overstated.

The first draft of every written product is, almost universally, una m___a.

The difference between a good and bad report is that the writer has removed

la m___a
through a process of rigorous self-editing.



Catch the weasels!

Weasel word:

a word used in order to evade or retreat from a direct or forthright statement or position

Refers to any term intended to give the impression that everything is fine when the speaker is really trying to avoid answering a question, telling the truth, or taking the blame for something.

Words and phrases include "may," "might," "could," "can," "can be," "virtually," "up to," "as much as," "help," "like," "believe," "possibly" ...

CATCH ME IF YOU CAN!

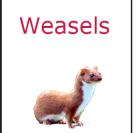


In writing, weasels are bad!

As we self-edit, we have multiple villains to look out for.

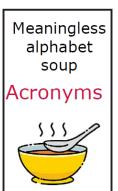
ENERGY-SAPPING LANGUAGE

Words and phrases that undermine clarity, meaning. Weasels. Jargon. Acronyms. Sensationalism and exaggeration.



Sesquipedalians; fancy inside terms; show-off words.

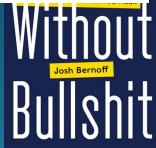
Jargon



OMG! OMG!

Sensationalism and Exaggeration

Yikes! Wow!



adapted from:

grammarly

good or bad?



good or bad?

Is

Remember the importance of your THESIS or

BLUF or

MAIN CONCLUSION

Your thesis is the "mission statement" (not just a summary) of your paper (AU Writing Center)

- What are you trying to prove or show?
- Why is your paper important?

Your thesis is your main point.

• It's an argument – a thought not everyone holds but you're going to defend

It is the roadmap for the reader.

- It tells where you're taking him/her.
- It reassures that you have a plan.
- You must follow it.

And ... the paragraphs' topic sentences are your signposts – moving the story along the way for you.

FORM: Grammatical, natural, interesting.

Conforms to other rules of good writing.

Declarative sentence.

Often reflects structure of analysis.

"Hamburgers are more nutritious than pizza."

"The economy is (or appears) headed toward a crash."

"The riots in the streets spell big trouble for the regime."

"She won the election by a landslide, but the people's unrealistic expectations and splits in her own party pose major challenges."

Thesis or not a thesis?

- With new technologies, coal will become the cleanest fossil fuel.
- Wyoming: 375.8 (42%)
 West Virginia: 95.6 (11%)
 Kentucky: 61.4 (7%)
 Illinois: 56.1 (6%)
 Pennsylvania: 50.0 (6%)
- Wyoming is America's biggest coal producer.
- William Howard Taft was the most obese president in U.S. history.

340 pounds

 FDR did more to help the American people than any president in U.S. history.

Thesis or not a thesis?

- Obamacare brought 20 million people into health insurance plans.
- Obamacare is a disaster that almost certainly will be replaced.
- Canada's border with the U.S. is two and a half times longer than Mexico's.
- Security along Mexico's border with the U.S. is much more tenuous than along Canada's border.

It is the main analytical hypothesis/conclusion – developed as you research and think.

Main hypothesis

Various security, historical, political factors

Research Evidence supporting each factor

Main conclusion

Judgment about importance of factors, probabilities, etc.

Thesis statement Concise statement of key conclusion(s)

Or, simply put, the thesis sentence is the concise, validated, substantiated answer to your analytical question.

It is written in the voice you think is most appropriate for your ...

<u>CLIENT</u>	<u>REQUIREMENT</u>	<u>INSTITUTION</u>
his/her needs	scope	mission/ mandate
his/her options	level of technicality	corporate style

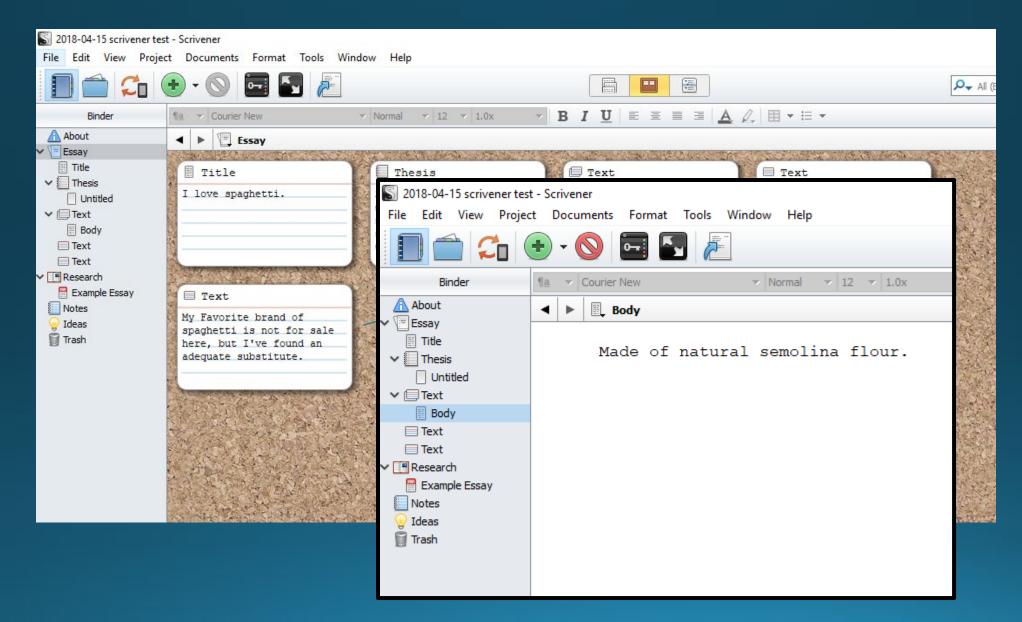
EXAMPLES?

How best to manage our information and organize our paper?

(And not index cards)

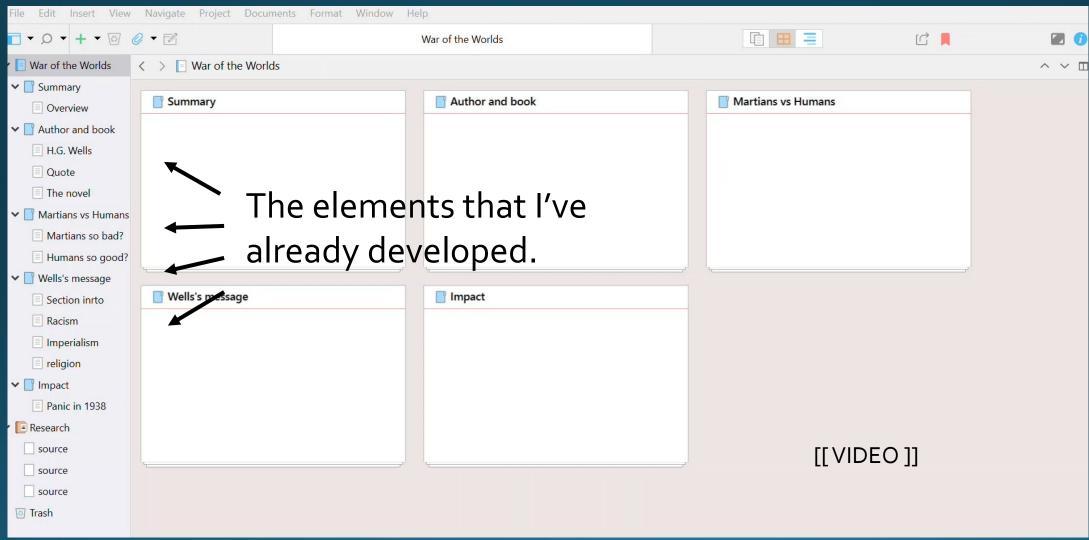
Scrivener and similar software



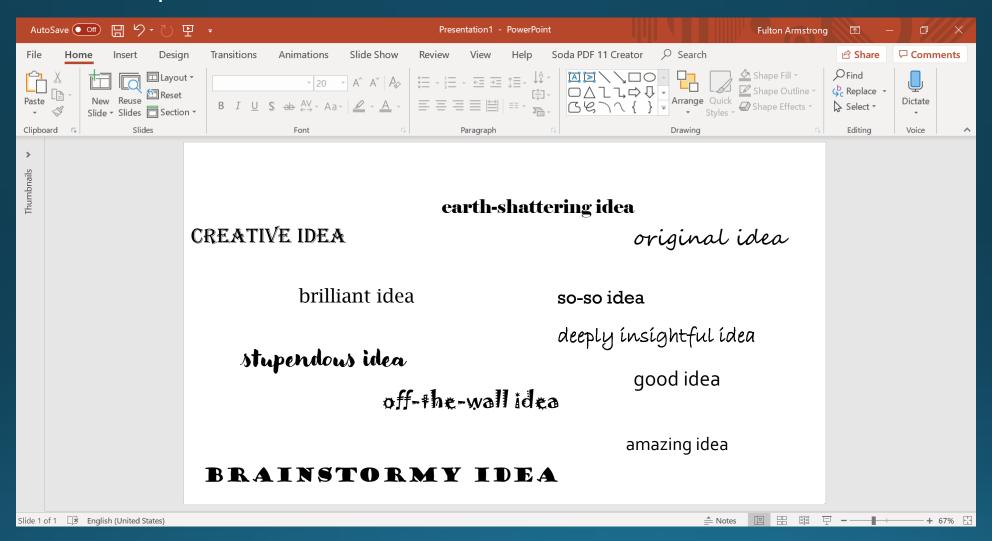


Simple demonstration





Powerpoint



Do you have any tricks to share?

Next Class: TOMORROW

14 January 10:00am CET

ROOM 253A

Arming the Policymaker for Action now ... and in the Future

PREPS: 1. Sections in the guide on

Pulling it all together Other challenges Institutional cultures Maintaining morale

pp. 127-131

- 2. Bring your ANALYTICAL WORKSHEET to near-final form
- 3. Prepare a five-minute BRIEFING, per the form.

FOR EXERCISE

ALMOST READY?

	PLANNING A BRIEFING	
Briefer(s):	Topic:	
Decisionmakers:		
BLUF		
Minute 1:		
Minute 2:		

Minute 3:		
Williace 5.		+
		-
		1
		+
		-
Minute 4:		
		1
		+
		+
		-
Minute 5:		
		1
		1
		+
		-
	2	-

- BLUF
- Be prepared for interruptions.
- Remember it's for decision.
- Remember drivers.

MY GUIDANCE TO FÁTIMA

Role-play a busy decisionmaker in the U.S. National Security Council. This decisionmaker is obvious a smart person but not specialist on the issues. He/she has to brief the President on the issues and possible positions in one hour.

- You can let them start the briefing but, if they don't give you a "bottom line up front" (integrated analytical conclusion), you should interrupt them after 30 seconds and say something like, "What's your main point?"
- You can interrupt them any time they use a fact, concept or word that you don't understand.
- You can show impatience and ask questions if they're taking too long to tell you what you need to know.
- You must stop them at the five-minute mark. (I will help you keep time.)
- You will then receive the second and third briefings in the same way.
- If you would like, you can offer them feedback after the third briefing.

Challenges and Institutions in Global Security

Master in Global and International Studies



Fulton T. Armstrong

American University
Syracuse University

Washington, DC