

Politics 458, Fall 2006: Assignment for Executive Summary

Due by 10:00 a.m. on Monday, Nov. 27 – EMAIL and PRINT COPY; to both KATHLEEN HUTCHISON (hutchiks@whitman.edu) and PROF. APOSTOLIDIS

Style. The purpose of writing an Executive Summary is to maximize the audience for your research. The main idea is to write something very brief – just one page (single-spaced; no going over!) – that conveys the key points about your research project. Imagine someone reading this who is curious about your work, but not yet sure she or he is curious enough to want to read your whole report – that’s the person for whom you want to write this document. This could be a professional in some other field, or an ordinary student or community member who comes to our Public Meeting. Don’t “dumb down” your ideas, but make sure they are accessible and try to make this person want to learn more!

Content.

Making it Personal

Right below the title and your name, please place (in *italics*) a single quotation from one of your interviews. The quotation should be no longer than five lines, single-spaced; it can certainly be shorter. This should be a statement that you think will have real impact on the casual reader of this document by expressing something vital about your project such as the reason why your main question is important, or the basic problem in people’s lives that you have learned about. Include the person’s name (if anonymous, say so) and give them an identity (e.g., “farm worker in Walla Walla County”).

Showing your Expertise

The remaining content should consist of these things, in this order & with these headings (in bold, just as I have them here):

- **Topic:** Articulate your specific research question(s), doing so in language that is **accessible** and that the reader can connect with something in the interview quotation.
- **Methods:** Explain in one or two sentences the key ideas you took from scholarly, SECONDARY literature and how they led you to seek certain kinds of information through your own primary research. Then state in one or two sentences HOW you conducted your PRIMARY research: which data you collected and analyzed, what case study/studies you conducted, and what kinds of people you interviewed.
- **Findings:** Summarize your main conclusions or findings; three points maximum.
- **Recommendations:** Summarize the policy and activist responses you are recommending on that basis. Provide no more than three recommendations.
- **Community Partner:** Provide the name of your Community Partner(s) and his/her organization.

Formatting. You should freely and creatively use bullet-lists, **boldface** type, underlining, and *italics* to make your core ideas **stand out visually**, and to convey visually how the report is

organized into different sections. Let's keep a few things standard, however, so that these documents will make up a coherent whole when they are all put together:

(over)

- Use the content headings above, in **bold**.
- Put the **TITLE** of your Final Report at the very top, in bold capital letters, centered on the page; your name centered and in normal type (not bold, not all capitals) beneath it, followed by a comma, space, and then "Whitman College"; and beneath your name, put "Executive Summary" followed by a comma, space, and then the date November 28, 2005. So the top will look like this, for example:

**HEALTH AND SAFETY PROBLEMS AMONG LATINO MEATPACKERS
IN THE STATE OF WASHINGTON**

Jane Doe, Whitman College
Executive Summary, November 27, 2006

- Single-space your document, but be sure there is white space between each paragraph (just as I have formatted this assignment).

Models. For a ROUGH model, see the Executive Summaries written for last year's report, on the Politics Dept. website – BUT NOTE that these documents did not include the personal quotations we want to include in this year's documents, and some of the content information required last year was different from what we're looking for this year.