To: Dr. Priyanka Ganguly

From: Madison Hogan

Date: February 14, 2025

Subject: Document Design Analysis: 2020 National Space Policy

Introduction

The *2020 National Space Policy* document was issued by the United States Government and outlines the country's objectives and regulations regarding space exploration and security. The intention of this document is for policymakers, industry professionals, and international stakeholders. The document is overall lengthy and highly structured. It relies heavily on technical language and tone to communicate.

Readability

The document holds a formal and precise writing style. This ensures accuracy and clarity for professionals who are familiar with space policy already. There are some changes which might make the readability easier.

The text is densely packed which can reduce the readability for non-specialists who may need to get information out of it. The paragraphs are predominantly very long, making it hard to scan the document for key words and sections. The longer paragraphs dominate the shorter paragraphs, making them feel lost or unseen. The font and spacing are consistent, but they lack visual breaks, like highlights, quotes, etc.

While the document is densely packed with necessary information, it lacks simple terminology for those who may be less versed with prior knowledge in the field looking for material. This creates a less-accessible space for general readers.

The ends of key sections lack a summary or "key takeaways". This could hinder anyone needing a quick overview of certain sections, rather than having to read through everything to find the information they need.

The document does not include any real-world or relatable examples. This makes it harder to clarify abstract concepts which generally helps keep the readers engaged while simultaneously reinforcing key messages.

Lastly, the policy uses a very monotonous tone, and while this is appropriate for government documentation, it could be improved just by using varied sentence lengths and structured emphasis on the key takeaways.

C.R.A.P. Principles

Contrast

The *2020 National Space Policy* document lacks strong contrast, which makes it overall visually monotonous. The headings and the subheadings were formatted very similarly to bold text, which could make them less distinguishable. If they were to increase contrast by using larger or bolder headers, varied font sizes, and color accents, it could possibly improve navigation and emphasis on key points. Additionally, the text doesn't effectively highlight critical policies and statements versus non-critical ones.

Repetition

The document applies repetition very well into its structure. It uses consistent formatting for headings and bullet points. However, the repetitive structure of sentences and phrasing across multiple sections can lead the reader to fatigue or getting bored. For example, reusing the phrase "The United States shall" throughout the document reinforces authority, but it doesn't do a good job of maintaining engagement and readability.

Alignment

The document is left-aligned very consistently. This ensures an organized and professional layout. This gives the document an easy flow or readability. Keeping the consistence of the left-alignment was a smart choice. The writers did a good job of indentions and alignment keeping the document smooth.

Proximity

All related information is grouped well throughout the document. Everything is listed under its appropriate headings which ensures a logical flow when reading. However, some sections could benefit from more spacing between paragraphs and lists. Lists of principles and policies are densely packed, which could cause key details to be overlooked. Adding more white space to the document could clearly divide sections resulting in enhanced clarity and usability.

Headings and Lists

The document contains a well-defined heading structure which lays the content out logically. This makes it easier for readers to locate key sections. Additionally, it contains bullet points, which are used effectively to list principles and goals, breaking up dense blocks of text. Lastly, the order of headings and subheadings follows a logical progression, helping reader's comprehension.

However, some of the headings may be too broad, making it difficult to identify certain details quickly. Revising them to be more descriptive could improve usability and readability. The table of contents at the beginning of the document is helpful, but it could use hyperlinks to improve

digital navigation. The lists in the document tend to be long and packed together, which can make it harder to scan quickly if needed. Adding more spacing between bullet points or switching to numbered lists (if appropriate) could improve clarity as well. Key points in the lists are often written in full sentences. While this is appropriate, it could improve readability by using concise phrasing (if applicable).

Figures and Tables

The document is very text-heavy and includes no visual elements like tables, charts, or infographics to help readers comprehend. Because this document is already so lengthy, it could benefit from diagrams or tables to help break up text and illustrate key points for the reader.

Conclusion and Recommendations

The *2020 National Space Policy* document is overall well-structured and adheres to professional standards. However, several improvements could help enhance the readability and usability for readers.

These improvements include:

1. Shorter paragraphs and/or varied font styles (bold/italics).
2. Improved white space usage.
3. Utilizing color, bolding, or varied font styles for key headings and subheadings.
4. More descriptive subheadings.
5. Including tables or graphics.
6. Transforming the table of contents to use hyperlinks for easier navigation.
7. Summarizing key takeaways at the end of major sections.
8. Adding real-world applications or examples to enhance engagement.

By implementing these recommendations, the *2020 National Space Policy* could achieve better clarity, accessibility, and engagement while continuing to maintain its authoritative tone and professional standards. These changes could allow for a more user-friendly experience, allowing more people to gain information from the document. Simpler terminology could ensure that key information is conveyed more effectively. The well-structured document will not only improve comprehension for its intended audience, but also for those who may not have a background in the field. Additionally, by incorporating visual elements and refining the structure, the document can better-align with modern readability standards, ensuring it is accessible by all types of readers. It also ensures that the document stays relevant in both print and digital formats.