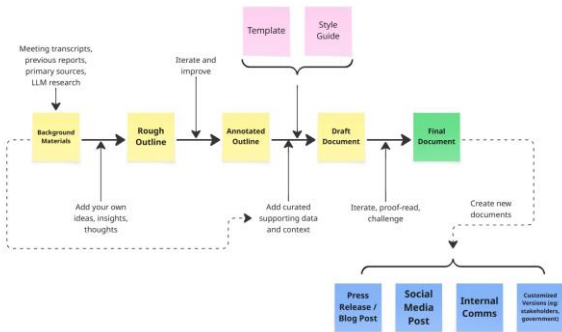


# Writing a Synthesis Memo

Budget 2025 example



Process Step	Activity	Example
1. Prepare Background Materials	<ul style="list-style-type: none"><li>Extract key elements of Budget 2025</li><li>Conduct media + stakeholder scan</li></ul>	Budget 2025 highlights: <a href="#">chat</a> , <a href="#">output</a>  Media/stakeholder scan: <a href="#">chat</a> , <a href="#">output</a>
2. Generate a rough outline of memo	<ul style="list-style-type: none"><li>Review and iterate</li></ul>	Rough outline: <a href="#">chat</a>
3. Generate an annotated outline of memo	<ul style="list-style-type: none"><li>Include data sources, references</li></ul>	Annotated outline: <a href="#">chat</a> , <a href="#">output</a>
4. Generate rough draft of memo	<ul style="list-style-type: none"><li>Optional: Apply a template and/or style guide</li><li>Review and iterate</li></ul>	Rough draft: <a href="#">chat</a> , <a href="#">output</a>
5. Generate final draft of memo	<ul style="list-style-type: none"><li>Review, proof-read and iterate</li></ul>	Do this in a word processor! 😊

# Generating Additional Documents

Extending our original memo to other documents



Document Type	Concept	Example
1. Blog Post	Applying a style guide	Creating a style guide: <a href="#">chat</a> Blog post: <a href="#">chat</a> , <a href="#">output</a>
2. Social Media Posts	Using examples	Social media posts: <a href="#">chat</a>
3. Article for The Economist	Using Claude Skill to apply a style guide	Creating Claude Skill: <a href="#">chat</a> , <a href="#">output</a> Writing article: <a href="#">chat</a> , <a href="#">output</a>
4. Slide deck	Experimental: testing the <a href="#">perplexity.ai</a> slide deck feature	Slide deck: <a href="#">chat</a> , <a href="#">output</a>