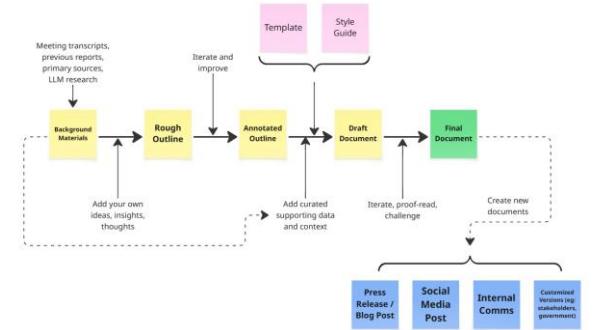


Writing a Synthesis Memo

Budget 2025 example



Process Step	Activity	Example
1. Prepare Background Materials	<ul style="list-style-type: none">• Extract key elements of Budget 2025• Conduct media + stakeholder scan	Budget 2025 highlights: chat , output Media/stakeholder scan: chat , output
2. Generate a rough outline of memo	<ul style="list-style-type: none">• Review and iterate	Rough outline: chat
3. Generate an annotated outline of memo	<ul style="list-style-type: none">• Include data sources, references	Annotated outline: chat , output
4. Generate rough draft of memo	<ul style="list-style-type: none">• Optional: Apply a template and/or style guide• Review and iterate	Rough draft: chat , output
5. Generate final draft of memo	<ul style="list-style-type: none">• Review, proof-read and iterate	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: chat Blog post: chat , output
2. Social Media Posts	Using examples	Social media posts: chat
3. Article for The Economist	Using Claude Skill to apply a style guide	Creating Claude Skill: chat , output Writing article: chat , output
4. Slide deck	Experimental: testing the perplexity.ai slide deck feature	Slide deck: chat , output