
How to Write a Policy Brief

A policy brief is a 1–2-page summary of relevant information on a topic to guide non-environmental health specialists in policymaking. It is an alternative to the long policy reports made for environmental health experts. You can use them to provide data, recommend next steps, and suggest legislation to decision-makers, politicians, and nongovernmental organization advocates. Refer to our How to Communicate with Decision-Makers fact sheet and comic for guidance.

Before considering writing a policy brief, contact your policy staff if you have them. They can provide the best guidance for your organization and situation.

Tips to Write a REALLY GOOD P

. Keep brief s sborter than 4 pags.

- Make it **SIMPLE**. Avoid jargon or include definitions if necessary. Use simple number statistics and provide an easy to follow argument. Be professional.
- Make it **SPECIFIC**

- b. Ask yourself which main points your reader should know if they only read the abstract.
- c.

