Five-Level Format: Briefing Note With Summary

My briefing note is starting to get a little longer. It runs to two pages. I'm now going to add a new feature to make things easier for my readers: a summary. I use summaries consistently in the examples that follow. You'll find details on the role of a summary on page 3.

There may be times when you need to use an introduction instead of a summary. If you decide to do this, aim to include a summary in it.

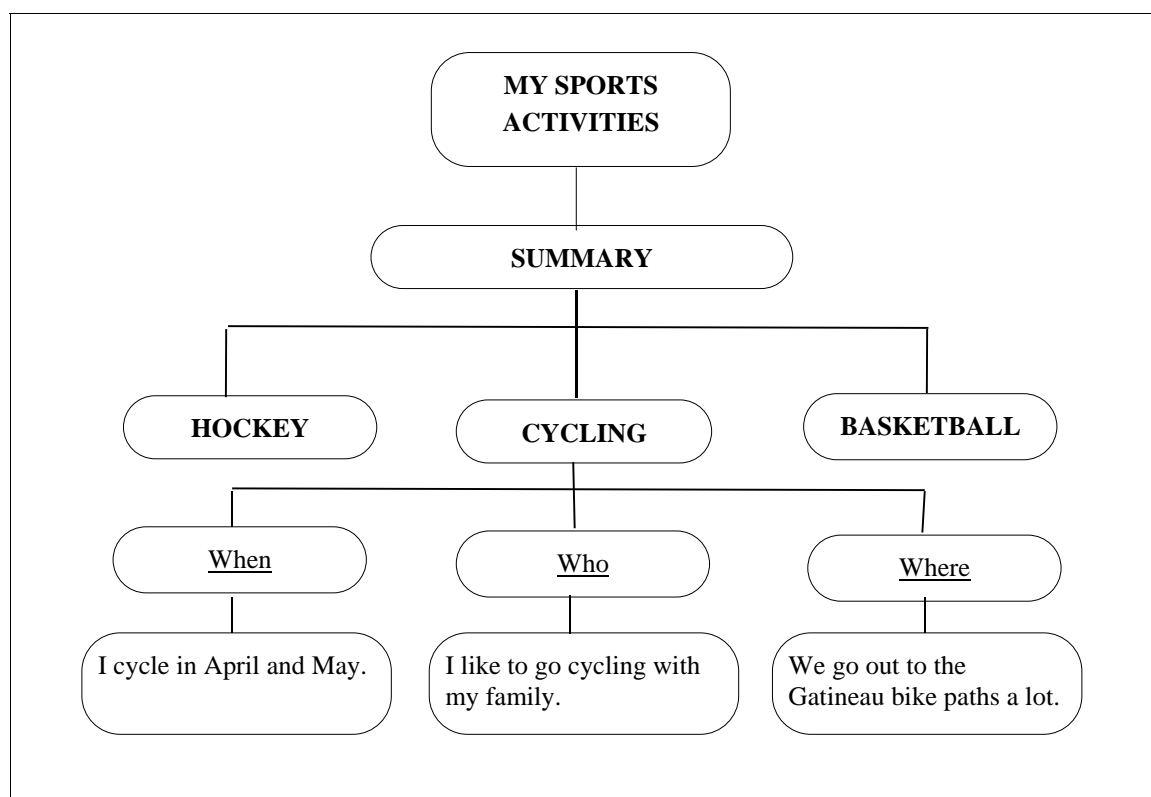Here's what the organization chart looks like for the five levels:

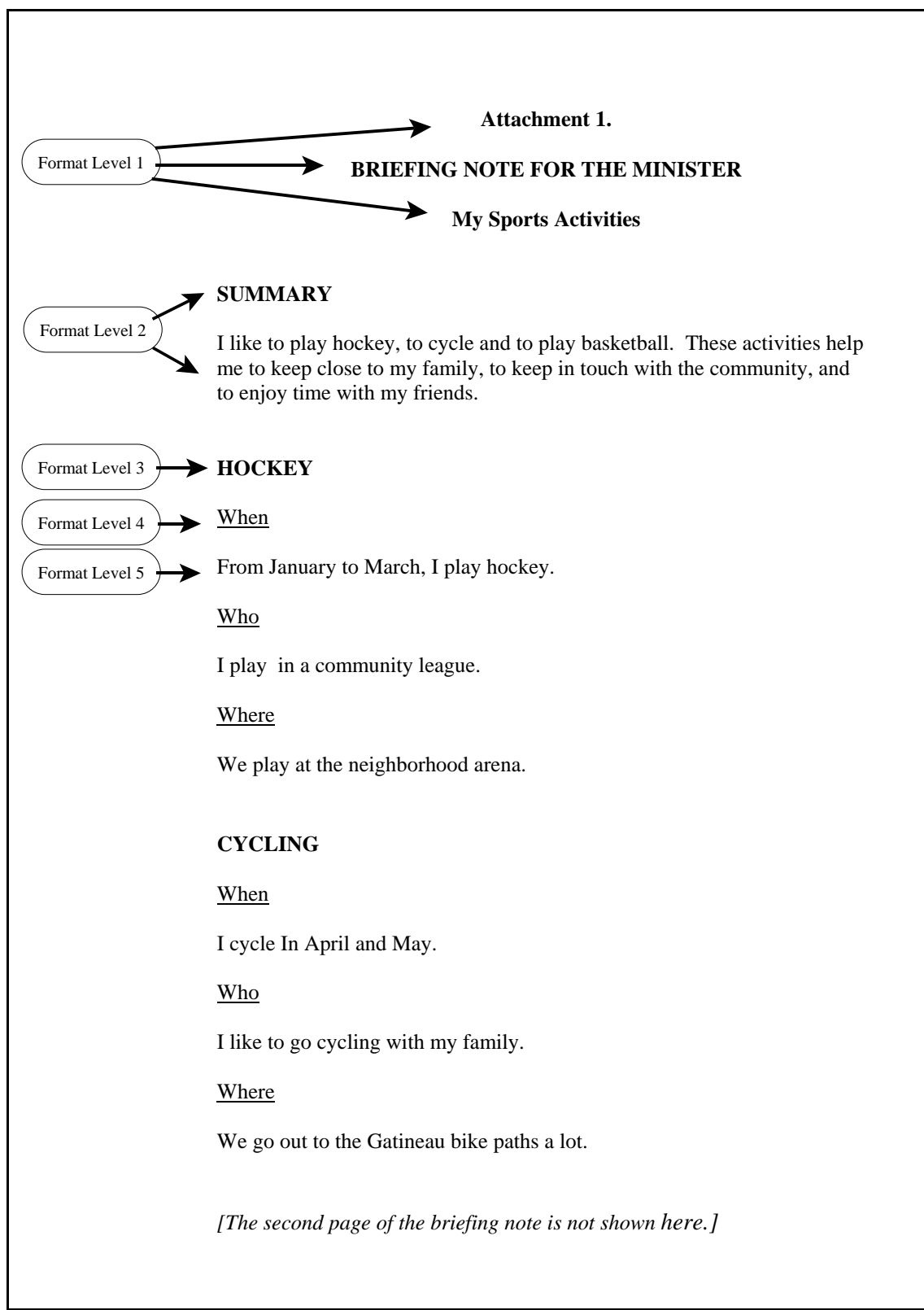**Figure 14**

As a briefing note, it would look like this:

Format Level 1 →

Attachment 1.

BRIEFING NOTE FOR THE MINISTER

My Sports Activities

Format Level 2 →

SUMMARY

I like to play hockey, to cycle and to play basketball. These activities help me to keep close to my family, to keep in touch with the community, and to enjoy time with my friends.

Format Level 3 → **HOCKEY**

Format Level 4 → <u>When</u>

Format Level 5 → From January to March, I play hockey.

<u>Who</u>

I play in a community league.

<u>Where</u>

We play at the neighborhood arena.

CYCLING

<u>When</u>

I cycle In April and May.

<u>Who</u>

I like to go cycling with my family.

<u>Where</u>

We go out to the Gatineau bike paths a lot.

[The second page of the briefing note is not shown here.]

Figure 15