08 Effective business writing with audience analysis

Scott Spencer | Columbia University



course overview, learn to drive change using data visuals and narrative





general course deliverable timeline

Individual Work

For learning data visualization and written narrative techniques

Sept 30	Oct 14	Oct 28	Nov 18	Nov 18	Dec 11	
Homework 1 graphics	Homework 2 graphics	Homework 3 writing	Homework 4 graphics	Proposal	Interactive Communication	Multimodal commu
10%	10%	10%	10%	15%	20%	15%
				Participation 10%		

Group work

For building graphics and narrative into interactive communications







next deliverables, individual homework three and group proposal

Individual Work

For learning data visualization and written narrative techniques

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Homework 1 graphics	Homework 2 graphics	Homework 3 writing	Homework 4 graphics	Proposal	Interactive Communication	Multimodal communication
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				Participation 10%		

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For building graphics and narrative into interactive communications





proposals — common components communicated

- I. Title
- II. Abstract
- III. Project description
 - A. Results from prior agency support
 - B. Problem statement and significance
 - C. Introduction and background
 - Relevant literature review
 - Preliminary data
 - Conceptual, empirical, or theoretical model
 - Justification of approach or novel methods
 - D. Research plan
 - Overview of research design
 - Objectives or specific aims, hypotheses, and methods
 - Analysis and expected results
 - Timetable
 - E. Broader impacts
- IV. References cited
- V. Budget and budget justification



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Title | accurately represents the *content* and *scope* of the proposal.



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Abstract | frames the goals and scope of the study, briefly describes the methods, and presents the hypotheses and expected results or outputs.

Sets up proper expectations, so be careful to avoid misleading readers into thinking that the proposal addresses anything other than the actual research topic.

Try for no more than two short paragraphs.



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Significance | begins with the big picture and then funnels the reader through the hypotheses to the goals or specific aims of the research.



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- II. Abstract

III. Project description

- A. Results from prior agency support
- B. Problem statement and significance

C. Introduction and background

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Literature review | sets the stage for the proposal by discussing the most widely accepted or influential papers on the research.

The **key** is to be able to show where the *proposed work would extend what has been done* or how the proposed *fills a gap* or resolves uncertainty, etc.

If the background literature does not help you accomplish either of those two points, you should question why you have it at all.





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Preliminary data | can help establish credibility, likely success, or novelty of the proposal.

But avoid overstating the implications of the data or suggesting you've already solved the problem.



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Research plan | The goal is to keep the reader focused on the overall significance, objectives, specific aims, and hypotheses while providing important methodological, technological, and analytical details.

Contains the details of the implementation, analysis, and inferences of the study.

Convince the reader that the project can be accomplished.



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Objectives, hypotheses, aims, methods | *Objectives* refer to broad, scientifically farreaching aspects of a study, while *hypotheses* refer to a more specific set of testable conjectures. Specific *aims* focus on a particular question or hypothesis and the *methods* needed and outputs expected to fulfill the aims.

Of note, these points will typically have already been briefly introduced earlier, *e.g.*, in the abstract. Bring in more detail here.



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Analysis and expected results | If early data are available, show how you will analyze them to reach your objectives or test your hypotheses.

If such data are unavailable, consider culling data from the literature to show how you expect the results to turn out and to show how you will analyze your data when they are available.

Complete a table or diagram, or run statistical tests using the preliminary or "synthesized" data. This can be a good way to show how you would interpret the results of such data.



content, structure, and details should adapt to our audience

our audiences | c-suite executives, general audiences, mixed audiences

Analytics Executives Lead an organization's data analytics strategy, driving data-related business changes to transform company into a more analytics-driven one.

Marketing Executives Lead responses to changing circumstances; shapes products, sales strategies, and marketing ideas, collaborating across the company.

Chief Executives

Leads management of company; responsible for maximizing company value, high-level decisions on policy and strategy; drives change.

General and **Mixed** Audiences The most challenging audiences to understand and develop persuasive messages.

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our audiences | c-suite executives, biases and guarding against them





self-interested bias

groupthink

overconfidence

anchoring bias

endowment effect

loss aversion

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affect heuristic

confirmation bias

availability bias

halo effect

sunk-cost fallacy

competitor neglect

disaster neglect



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our audiences | c-suite executives, biases and guarding against them

Make **analogies** and examples comparable to the proposal.

Genuinely **admit** uncertainty in the proposal, and recognize multiple options.

Present ideas from a neutral perspective.

Becoming too emotional suggests bias.

Consider multiple anchors in the proposal.

Identify additional data that may provide new insight.



reminder on how we use examples to improve our own work

learning from examples, don't copy — generalize from examples, then apply those generalizations to your work

and devise specific examples for generalities.

springboard for critical thought and deep understanding.

- An active learner asks questions, considers alternatives, questions assumptions, and even questions the trustworthiness of the author or speaker. An active learner tries to generalize specific examples,
- An active learner doesn't passively sponge up information that doesn't work! — but uses the readings and lecturer's argument as a





bringing teachings together — *draft* proposal as example

data in narrative, proposal as a multi-level narrative — title, headings, body, captions

Proposal for exploring game decisions informed by expectations of joint probability distributions

To: Scott Powers, Director of Quantitative Analysis, Los Angeles Dodgers From: Scott Spencer, Faculty and Lecturer, Columbia University

14 February 2019

Our game decisions based on current modeling do not maximize spend per win. We witnessed the mid-market Astros use analytics to overtake us in the 2017 World Series (Luhnow 2018ab). Our efforts also do not maximize expected wins. But we can. To do so, we need to jointly model probabilities of all game events and base decisions on expectations of those distributions. With adequate computing emerging, we can be first using the probabilistic programming language Stan and parallel processing. To demonstrate the concept, consider a probability model for decisions to steal second base, below, which suggests teams are too conservative, leaving wins unclaimed. This model allows us to ask, for example—should Sanchez steal against Sabathia? Or against Pineda?

1 Our current analyses do not optimize expected wins

Seven terabytes of uncompressed data generated per game overshadow the lack of situational data needed for decision-making that maximizes expected utility. Consider that pitchers, on average, only face10 percent of major league batters regardless of game state; the reverse is true, too. Or when deciding whether a base runner should attempt to steal against a specific pitcher and catcher in a state of play, say, we are lucky to have any data. Common analyses and heuristics for these situations are inadequate: they not only overfit the data (if any exist), but also offer no manner of estimating changes in probabilities for maximizing *expected* utility (winning the game).

Accurately quantifying probabilities, and changes thereof, in a given context enable us to answer counterfactuals, from which we can build strategies that maximize our objectives (Parmigiani 2002). This approach is possible at scale using Stan (Carpenter et al. 2017). It's time to jointly model probabilities of all events.

2 Modeling probabilities for steal success illustrates a broader benefit

To see the potential of implementing probability models, let's consider, again, the decision to steal bases, given a specific counterfactual

PROPOSAL FOR FXPLORING GAME DECISIONS INFORMED BY EXPECTATIONS OF JOINT PROBABILITY DISTRIBUTIONS 2

In a game against New York Yankees, should Milwaukee Brewers's Lorenzo Cain attempt to steal second base with no one else on base and two outs before the seventh inning, against Gary Sanchez as catcher and Michael Pineda as pitcher? What if against Sanchez and CC Sabathia as pitcher?

More specifically, how can we know the *expectation* that Cain's attempt in each situation increases the probability of expected runs that inning and by how much? Using Stan, I've coded a generative model that along with play outcomes considers various information (runner foot-speed, catcher pop-time) and player characteristics, like pitcher handedness. With the model, we have an answer that also shows the uncertainty. Given 2017 data, this model suggests Cain should steal against Pineda, not Sabathia:



Notably, we get these expectations without multiple trials of either scenario. More generally, this model suggests that on average team managers are too conservative, leaving runs unrealized:



The above is but one example of a more general approach that weighs probabilities of all possible outcomes to maximize expected utility. With broad implementation-jointly modeling the conditional probabilities of all relevant events-we can optimize decisions.

Figure 1. Of the two scenarios, Cain should only attempt to steal against the Sanchez-Pineda duo.

Figure 2. When the change in expected runs is zero, managers should be indifferent to attempted steals, saying go half the time.

The **black band** represents the range of variation across managers' decisions. At the intersection of indifference, managers tend to say steal only 10 percent of the time, leaving opportunity.

3 For value, compare an investment to free-agent costs

A fully-realized model will require significant effort from a team with deep experience in baseball, generative modeling, and Stan. To get the talent, we should compare cost to acquiring expected wins from free-agents. Each win above a *replacement-level* player costs about 10 million per year (Swartz 2017). As with free-agent value over replacement player, game-time decisions informed from more accurate probabilities should add wins over a season. The scope of what we can answer, moreover, goes beyond in-game strategy (player acquisitions, salary arbitration). More immediately, however, we can begin to implement this approach for specific events, with a scope closer to the example above, being mindful that information learnt are conditional upon unmodeled context.

4 For accuracy, compare model results to betting market odds

Measuring performance of a fully-realized model may seem tricky: we only see the outcome of our decisions. But we can, say, compare the accuracy of our estimates against the betting market where interested investors are trying to forecast game outcomes.

5 Conclusion

The mid-market Astros show teams can do more with information. Millions in additional revenue—and more wins—await discovery through a joint, probability model of all events from which we can maximize conditional expectations. Let's discuss how to draw the talent for a title worth our spend.

6 References

Carpenter, Bob, et. al. 2017. "Stan: A Probabilistic Programming Language." Journal of Statistical *Software* 76 (1): 1–32.

Luhnow, Jeff. 2018a. "How the Houston Astros are winning through advanced analytics." McKinsey Quarterly 13 June 2018: 1–9.

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Parmigiani, G. 2002. "Decision Theory: Bayesian." In International Encyclopedia of the Social Behavioral Sciences, 3327–34.

Swartz, Matt. 2017. "The Recent History of Free-Agent Pricing." https://www.fangraphs.com/blogs/the-recent-history-of-free-agent-pricing/.



data in narrative, example tries to maximize messages within constraints of the communication

Readability Statistics		
Counts		
Words	732	
Characters	4,083	I
Paragraphs	18	
Sentences	35	
Averages		
Sentences per Paragraph	2.9	
Words per Sentence	18.1	
Characters per Word	5.3	
Readability		
Flesch Reading Ease	33.2	
Flesch-Kincaid Grade Level	13	
Passive Sentences	0%	

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data in narrative, organized on a grid

"Orderliness adds credibility to the information and induces confidence. Information presented with clear and logically set out titles, subtitles, texts, illustrations and captions will not only be read more quickly and easily but the information will also be better understood."



— Müller-Brockmann, Grid systems in graphic design

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DINT PROBABILITY DISTRIBUTIONS 3	

data in narrative, applies typographic principles to separate hierarchies of information, improve readability

"Most readers are looking for reasons to stop reading. . . . Readers have other demands on their time.... The goal of most professional writing is persuasion, and attention is a prerequisite for persuasion. Good typography can help your reader devote less attention to the mechanics of reading and more attention to your message."

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data in narrative, messages first, details follow

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data in narrative, data graphics as paragraphs about data — linking narrative and data

"Words, graphics, and tables are different mechanisms with but a *single purpose*—the presentation of information. Why should the flow of information be broken up into different places on the page...?"

— Edward Tufte, *The Visual Display of Quantitative Information*

(runner foot-speed, catcher pop-time) and player characteristics, like pitcher handedness. With the model, we have an answer that also shows the uncertainty. Given 2017 data, this model suggests Cain should steal against Pineda, not Sabathia:

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Notably, we get these expectations without multiple trials of either scenario. More generally, this model suggests that on average team managers are too conservative, leaving runs unrealized:

Figure 2. When the change in expected runs is zero, managers should be indifferent to attempted steals, saying go half the time.

The **black band** represents the range of variation across managers' decisions. At the intersection of **indifference**, **managers tend to say steal only 10 percent of the time**, **leaving opportunity**.

The above is but one example of a more general approach that weighs probabilities of all possible outcomes to maximize expected utility. With broad implementation—jointly modeling the conditional probabilities of all relevant events—we can optimize decisions.

individual student example

individual student example, from memo to proposal

To: Martha Norrick

Acting Chief Data Analytics Officer Mayor's Office of Data Analytics City of New York

To educate the public, let's explore why

It has been almost a year since the workers, students, and tourists stay hon emptier streets, New Yorkers are dying announced Vision Zero (Berger & Jones,

Economic downturns are generally asso the COVID-19 recession is unprecedent fatalities is increasing nationwide alon et al., 2020). Let's find out if this is also o

Let's begin by analyzing NYPD collisio collisions, injuries, and fatalities. By ag determine which driving behaviors are upon our work by visualizing the data location, and ultimately share our finding

New Yorkers are counting on us to keep Vision Zero goal, we can use education die in car crashes.

Sincerely, Joy Chen

Berger, P. & Jones, C. (2020, December 19). Nev Wall Street Journal.

https://www.wsj.com/articles/new-york-city

Wagner, E., Atkins, R., Berning, A., Robbins, A traffic safety environment during the second National Highway Traffic Safety Administra

Yannis, G., Papadimitriou, E., & Folla K. (2014, March). Effect of GDP changes on road traffic fatalities. Safety Science. 63. 42-69. https://doi.org/10.1016/j.ssci.2013.10.017

Analytics
2021 February 2
y fatal collisions have increased during the pandemic.
COVID-19 pandemic began, and there's an eerie quiet as me to comply with social distancing guidelines. Yet despite ng in car crashes at the highest rate since 2014, when we , 2020). The public needs to know why this is happening.
sociated with lower traffic fatalities (Yannis et al., 2014), but ted. Preliminary research has shown that the rate of traffic ag with risky behaviors like speeding and drug use (Wagner occurring in NYC.
on reports from NYC OpenData, including the number of ggregating the contributing factors for each crash, we can e most likely to result in a fatal collision. Next, we will build a in Tableau, enabling us to analyze trends over time and ngs with the public.
ep them informed and keep them safe. Consistent with our a and transparency to create a city where New Yorkers don't
ew York City Traffic Deaths Rise During Covid-19 Pandemic. <i>The</i>
y-traffic-deaths-rise-during-covid-19-pandemic-11608382800
A., Watson, C., & Anderle, J. (2020, October). Examination of the d quarter of 2020: Special Report (Report No. DOT HS 813 011). ation. <u>https://rosap.ntl.bts.gov/view/dot/50940</u>

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individual student example, from memo to proposal

Proposal to analyze driving behaviors contributing to fatal vehicle collisions during Covid-19

To: **Martha Norrick**, Acting Chief Data Analytics Officer, City of New York From: Joy Chen, Applied Analytics Student, Columbia University

23 February 2021

We've read the newspaper reports of a surge of speeding and drag racing (Meyer, 2020) as New Yorkers die in car crashes at the highest rate since we announced Vision Zero (Berger & Jones, 2020). But we have data: we don't need to read the paper to know that the Covid-19 pandemic has shifted the landscape of traffic safety in NYC. With data, we can compare the traffic fatality rate to the pre-pandemic trend, allowing us to quantify how much the Covid-19 pandemic has set back our progress towards our Vision Zero goal of reducing traffic fatalities in NYC. Further, we can determine next steps for achieving Vision Zero by identifying driving behaviors that contribute to fatal collisions and sharing our findings with the Vision Zero Task Force and the public.

There is little research on NYC traffic fatalities during Covid-19 1.

Economic downturns are generally associated with lower traffic fatalities (Yannis et al., 2014), but not this time. Preliminary research has shown an increase in traffic fatalities nationwide during the Covid-19 pandemic (Wagner et al., 2020). Such research, however, is not specific to NYC and may overlook the subtleties and uniqueness of our transit environment and culture. Fortunately, the lack of NYC-specific research is not due to a dearth of data; all police-reported vehicle collisions are compiled and publicly available on the NYC OpenData website, including every injury and fatality.

Knowing the state of traffic safety can inform awareness and action 2.

Using NYPD collision report data, we can calculate the number of collisions and fatalities in 2020 and compare against previous years. Next, we will build upon our work by visualizing the data in Tableau, enabling us to analyze trends over time and location. We will also analyze the contributing factors for each crash as reported by the NYPD, like speeding, drug use, improper lane use, and weather conditions. By aggregating the contributing factors for each crash, we can determine which driving behaviors are associated with the highest likelihood of fatality, given a reported crash. We can then share our findings with the Vision Zero Task Force and the public so everyone can be part of the solution.

To illustrate the potential of analyzing collision data, let's consider the rates of car crashes and fatalities in the years after we announced Vision Zero. From 2014 to 2019, monthly crashes and fatalities fluctuated within historical norms. Following the declaration of the Covid-19 pandemic in March 2020, car **crashes** dropped to the lowest level we've seen in recent history. Yet despite the lower number of crashes, the **fatality rate** of collisions nearly doubled compared to previous years:

This change in the landscape of traffic safety is a threat to our Vision Zero strategy: we cannot be certain that our actions in the past will be effective at reducing traffic fatalities in the Covid-19 "new normal". Therefore, we should use data to re-evaluate our approach. We can begin by identifying which contributing factors are most likely to result in a fatal collision and recommending that the Vision Zero Task Force focus its efforts on mitigating those factors.

3. For value, compare an investment to data scientist salaries

As a government organization, we must economize resources to maximize value while minimizing the cost to taxpayers. We cannot assign a monetary value to human life or death, but we can estimate the value of this project by its labor cost savings.

An in-depth and robust analysis would require us to hire experts in traffic safety, data analysis, and data visualization. While salary data reflects a range of possible values, the average yearly salary of data scientists, as sourced from Glassdoor (2021), would be a suitable starting point for our comparison:

Data Scientist \$113,156

Assuming a project length of 18 weeks, or one semester, a team of two data scientists would cost the city over \$100,000 in salaries alone. On the other hand, Columbia University students could complete an initial analysis for free despite their lack of experience, resulting in nearly \$100,000 labor cost savings for New Yorkers.

For assessment, determine if findings are statistically significant 4.

Of course, our analysis cannot infer causality the way a randomized, controlled experiment can; we cannot arbitrarily separate New Yorkers into a control group and experimental group where one group is made to perform certain driving behaviors or actions while the other is not. We will therefore focus on factors that explain changes in fatalities, or in the case of a linear regression model, coefficients that are statistically significant.

Conclusion 5

Sometimes it feels as if the Covid-19 pandemic has placed us in new territory without a map, but we are not lost. We can use data to identify which driving behaviors explain the recent increase in fatalities, providing direction for the Vision Zero Task Force and the public to take the next step.

6. References

Berger, P. & Jones, C. (2020, December 19). New York City Traffic Deaths Rise During Covid-19 Pandemic. The Wall Street Journal.

https://www.wsj.com/articles/new-york-city-traffic-deaths-rise-during-covid-19-pandemic-11608382800

Glassdoor. (2021, February 5). Salary: Data Scientist Salaries. https://www.glassdoor.com/Salaries/data-scientist-salary-SRCH_K00.14.htm

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When we read prose, we hear it... it's variable sound. It's sound with — pauses. With *emphasis*. With, well, you know, a certain rhythm.

— Richard Goodman

We write a first draft for ourselves; the drafts thereafter increasingly *for the reader*.

— Joseph Williams

If you start your project early, you'll have time to let your revised draft cool. What seems good one day often looks different the next.

— Wayne Booth

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