This guide contains clear, simple prompts to help you write better emails, proposals, and responses at work.

Use these prompts every day to improve your writing quickly. Start simple, then add more details as you get better.

Prompt 1: General Text Rewrite – Basic Enhancement (CRIT Method)
Goal: Make any text clearer, kinder, and more professional. Useful for emails, notes, or messages.
Materials: Your first draft of the text.

Method:

1. Think about what the text is for and what you want to improve.
2. Use CRIT: Context (situation), Role (who the AI acts as), Instruction (rules), Task (what to do).
3. Put the prompt into AI (like ChatGPT).
4. Check the result and change small things to match your style.

Example Prompt:

Context: This is a work message that needs to be polite and clear.

Role: Act as a helpful editor.

Instruction: Make it kind, add clear steps if needed, keep it short.

Task: Rewrite this text in a friendly and professional way, under 150 words.

Original text: [Insert your text].

Sample Output:

"Thank you for waiting. I know this delay may have caused problems. We have fixed it and will finish by the end of the day. How can we help you more? Best regards."

Upgrade Tip:

To make it better, add: "Use simple words for people who do not speak English as first language." This helps the text work well in international teams.

Prompt 2: General Content Expansion – Intermediate Persuasive Writing (CARE Method)

Goal: Turn short notes into clear, strong text for reports, proposals, or summaries.

Materials: Your short notes or bullet points.

Method:

1. Decide what the text should do (e.g., explain or persuade).
2. Use CARE: Context (background), Action (what to do), Result (what you want), Example (how to start).
3. Put the prompt into AI.
4. Read it and make small changes.

Example Prompt:

Context: Expand these notes into good professional text for work.

Action: Show benefits, use easy English, make it organised.

Result: A clear piece under 300 words that people can read easily.

Example: Start with a short introduction, list main points, finish with next steps.

Notes: [Insert your notes here]."

Sample Output:

"Introduction: Many companies now use training to improve skills.

Benefits: Teams speak better English and make fewer mistakes. This helps build good relationships with clients.

Next steps: Contact us to learn more about our courses."

Upgrade Tip:

To make it stronger, add: "Include one or two simple numbers or examples from real work." This makes the text more interesting and believable.

Prompt 3: General Response Crafting – Advanced Resolution (CRIT Method)

Goal: Write good answers to questions, feedback, or problems. Builds trust and shows you care.

Materials: The message or feedback you received.

Method:

1. Read the message and note the main points.
2. Use CRIT: Context, Role, Instruction, Task.
3. Let AI make the first version.
4. Add your own words to make it personal.

Example Prompt:

"Context: This is a reply to work feedback or a question.

Role: Act as a kind and professional manager.

Instruction: Say sorry if needed, give solutions, be polite and short.

Task: Write a clear reply under 200 words.

Input: [Insert the message here]."

Sample Output:

"Thank you for your message. We are sorry for the problem. We are now working on a better way to help. We will finish this by next week. Please tell us if you need anything else. Regards."

Upgrade Tip:

To make it more advanced, add: "Suggest a small next step and ask for their opinion." Example output: "We will check response times every day. Does this plan work for you?"