

Emails & Communication



HOW TO USE PROMPTS

- Open your preferred AI writing tool (e.g., ChatGPT, MS Copilot, Claude, or Gemini).
- Choose a prompt and add context such as the audience, purpose, tone, and desired outcome.
- Review the response for accuracy, clarity, and your own voice before sending.
- Remove sensitive or confidential information unless you are using an organization-approved AI tool that operates within your organization's secure, protected environment or firewall.

THE PROMPTS

01. Summarize an email thread

Prompt: Summarize the key points, decisions, action items, owners, and deadlines in this email thread.

02. Draft a professional email

Prompt: Write a clear email to [recipient] about [topic] in a [tone] tone. State the purpose and next step.

03. Proofread and improve an email

Prompt: Refine this email for clarity, brevity, tone, and professionalism while keeping my voice.

04. Reword for tone

Prompt: Rewrite this email in a [warm, diplomatic, confident, assertive] tone without changing the meaning.

05. Translate an email

Prompt: Translate this email into [language] and adapt it for a natural, professional tone.

06. Generate a follow-up email

Prompt: Draft a follow-up to [recipient] about [topic]. Briefly recap the context and include a next step.

07. Write a compelling subject line

Prompt: Generate 5 clear, professional subject lines for an email about [topic]. Avoid clickbait.

08. Create a response template

Prompt: Create a reusable email template for [situation] with editable placeholders for key details.

09. Request feedback politely

Prompt: Draft an email requesting specific feedback on [project/performance] and make it easy to reply.

10. Decline a meeting tactfully

Prompt: Draft a polite email declining this meeting and, if appropriate, suggest an alternative.

**AI works best as a communication partner, not an autopilot.
Give it context, review its suggestions, and make the final
message sound like you!**