

● | AI Writing Assistant

Emails & Communication



HOW TO USE PROMPT

1. Open your preferred AI writing tool (e.g., ChatGPT, Microsoft Copilot, or Google Gemini).
2. Copy and paste one of the prompts, filling in any necessary details (e.g., topic, recipient).
3. Review and refine the AI-generated response before sending or using it.
4. By integrating these prompts into your workflow, you can save time, reduce effort, and improve communication clarity while gaining confidence in using AI.

THE PROMPTS

01. Summarize an email thread

Prompt: Summarize the key points from this email thread and highlight any action items.

02. Draft a professional email

Prompt: Write a professional email to [recipient] about [topic]. Keep it clear and concise.

03. Proofread and improve an email

Prompt: Review and refine this email to improve clarity, professionalism, and tone.

04. Reword for tone

Prompt: Rewrite this email to sound more [formal, polite, assertive, casual].

05. Translate an email

Prompt: Translate this email into [language] while keeping the tone professional.

06. Generate a follow-up email

Prompt: Draft a follow-up email to [recipient] about [meeting, proposal] to keep the conversation going.

07. Write a compelling subject line

Prompt: Suggest a subject line that increases open rates for an email about [topic].

08. Create a response template

Prompt: Generate a reusable email template for responding to [customer inquiries, meeting requests].

09. Request feedback politely

Prompt: Write an email requesting feedback on [project, performance] in a professional way.

10. Decline a meeting tactfully

Prompt: Draft a polite email to decline a meeting request while offering an alternative solution.

AI is not here to replace you, it is here to assist you. The more you use it, the more comfortable and effective you will become. Start with these simple prompts, explore different AI tools, and discover how AI can support your professional success.