

AI FOR BUSY PROFESSIONALS

Chapter 4 – It's Not What You Ask - It's How You Ask It Quick Reference Guide



Checklist for a Strong First Prompt

- Purpose of the document
- Audience and reading level
- Tone or style reference
- Non-negotiable details
- 3–5 key messages

Transforming Text Formats

- ✓ Bullet Points
- ✓ Numbered Steps
- ✓ Summary Paragraph
- ✓ Professional Layout
- ✓ Audience Rewrite

Chain of Thought Prompts

- Before rewriting, list the problems affecting clarity and tone, then rewrite using your improvements.
- Identify the key point first, then explain how to strengthen it, then provide the improved version.
- Please start with a summary, then provide the body of text, then a conclusion and finally an executive summary.

Persona Prompting

- Act as an experienced executive assistant and draft a clear, polite, and concise email to [audience] about [topic].
- Act as a senior account executive and review this financial summary, highlighting any key insights, concerns, or trends.
- Act as an HR professional and draft a clear, supportive, and professional email to an employee about [topic].

Restrictive Prompting

- Use only the information in the text provided. Rewrite this clearly and accurately.
- Based on the content below, list the 3 most important insights without adding new information.
- Create a short summary using only the approved facts included here.

Best practice prompting is about keeping things simple:

- ✓ One clear goal at a time
- ✓ Short instructions that remove confusion
- ✓ Specific guidance on tone, audience or format
- ✓ Give Copilot one clear output format
- ✓ Provide constraints (e.g. length, tone, audience)
- ✓ Check the result and refine your prompt if needed