

# AI FOR BUSY PROFESSIONALS

## Chapter 6 – Using AI in Word: Your New Writing Partner Quick Reference Guide



### Rewrite & Improve Clarity

- Improve clarity and remove repetition while keeping the meaning the same.
  - Make this more concise and easier to read for a general audience.
  - Improve sentence flow and fix any grammar issues without changing the core message.
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### Tone & Audience Changes

- Rewrite this for a customer audience using friendly, supportive language.
  - Rewrite this for senior leaders using a confident and professional tone.
  - Adapt this for a non-technical audience. Remove jargon and explain key terms simply.
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### Structure & Document Flow

- Identify anything unclear or out of order, then suggest a better structure with headings and rewrite using your improvements.
  - Reorder this content so the main message is stated clearly first, followed by supporting details.
  - Strengthen the argument by highlighting the key point and adding evidence if needed.
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### Summarisation & Key Points

- Summarise this into 5 bullet points, focusing on the main ideas only.
  - Create an executive summary of this content in 3 short sentences.
  - Highlight only the key actions someone needs to take after reading this.
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### Format Transformation

- Convert these bullet points into a short paragraph suitable for a report section.
  - Turn this content into a professional email update for the team.
  - Rewrite this as a friendly newsletter update for staff.
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## Personal Writing Starters

- Rewrite this message in a warm and friendly tone for a friend or family member.
- Help me express this more clearly and kindly.
- Turn this into a short message for social media using simple, positive language.
- Help me write a polite response to this message while staying true to my feelings.
- Rewrite this as a short thank-you note.

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### The building blocks of a strong FIRST prompt:

Instruction + Audience + Tone + Format + Constraints = High-quality output

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### The building blocks of a strong ITERATION prompt:

Clarify The Goal + Context + Constraints + Role Specifics = High-quality output

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#### Summarising & Rewriting Content

- Adjust tone so it is more formal or more friendly
- Reorder paragraphs to improve structure
- Add transitions to link ideas
- Strengthen arguments by adding evidence
- Clarify headings to match the content
- Standardise formatting, bullet styles and spacing
- Expand areas missing detail
- Ensure tone and terminology stay consistent
- Use clear headings to support scanning
- Create bullet summaries for fast reading
- Short paragraphs for quick overviews
- Executive summaries for decision makers

#### 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