



Use AI to elevate your writing, proofreading or to generate ideas in just a few seconds!

Use these prompts with Microsoft Copilot or ChatGPT. Copilot integrates seamlessly with Word to enhance your documents.

Best Practices

- ChatGPT and Copilot are not always accurate, so double check and verify your responses.
- Provide clear and direct instructions.
- Request sources to go along with your content.

Generating Ideas

- Give me two or three options to start a business proposal.
- List five potential topics for our next blog post on industry trends.
- Provide five different ways to say, 'Thank you for your time'.
- Give me three to five writing prompts on [topic].
- How can I make this product description more compelling?

Generating Content

- Write a formal letter to apologize for a mistake.
- Create an email introduction to a new client.
- Draft a meeting agenda for the quarterly sales meeting.
- Write an engaging open paragraph for my sales brief.
- Give me two blog articles on [topic].

Editing and Proofreading

- Check this text for grammatical errors and suggest improvements.
- Make this paragraph more concise.
- Proofread this text for spelling errors.
- Change the tone of this text from casual to professional

Formatting and Structure

- Organize this report into clear sections with headings and subheadings.
- Create a bullet-point summary of this document.



- Make this email sound more formal.
- Condense this text into two or three sentences.
- Convert this text into bullet points.

Business Writing That Works Courses:

Looking to develop your foundational writing skills? Start out with [Business Writing That Works Level 1 \(Basic\)](#)

Need to build upon and refine your writing? Go for [Business Writing That Works Level 2 \(Advanced\)](#)

Explore our two-day comprehensive course - [Business Writing That Works Complete](#)

Explore Our Copilot Courses:

Just got Copilot at work? [Copilot for the Modern Workplace](#)

Wondering how Copilot integrates with Microsoft apps? [Getting Started with Copilot and Your Microsoft Applications](#)

Explore AI and Copilot Pro to enhance productivity. [Mastering Copilot and AI in the Modern Workplace](#)

Get [in touch](#) to explore custom and private training options!