

Worksheet

Today's Practice

1. Write a polite email requesting information from a company.
2. Ask AI to improve your draft.
3. Ask AI to make it friendlier.
4. Ask AI to make it shorter.
5. Ask AI to translate it into another language (optional).
6. Which version do you prefer, and why?

Checklist

- ☐ I wrote an email with AI.
- ☐ I improved an existing message.
- ☐ I changed the tone.
- ☐ I corrected spelling and grammar.
- ☐ I practised translating a message.
- ☐ I saved time by using AI.

Prompt Library

Email

Write a polite email asking...

Friendly Message

Help me write a warm message for...

Formal Letter

Write a professional letter requesting...

Complaint

Write a polite complaint about...

Invitation

Help me write an invitation for...

Thank You

Write a sincere thank-you note for...

Rewrite

Improve this message while keeping my meaning the same.

Tone

Make this sound friendlier.

Grammar

Correct the spelling and grammar without changing the meaning.

Translation

Translate this into Afrikaans while keeping the tone natural.

📌 Members-Only Bonus

50 Ready-to-Use AI Writing Templates for Everyday Life

Include templates for:

- Emails
- Complaint letters
- Birthday greetings
- Sympathy messages
- Invitations
- Holiday greetings
- Banking requests
- Insurance letters
- Medical appointment requests
- Travel enquiries
- Church and club notices
- Thank-you notes

This downloadable pack will become a valuable resource that members can use again and again.

□ **Matt's Tip**

Don't aim for perfection on the first try. Ask AI to create a first draft, then refine it with simple follow-up prompts like *"Make it warmer," "Shorten it,"* or *"Use simpler language."* A few quick adjustments can turn a good draft into a message that sounds just like you.

□ **Try This Today**

Choose one real email, letter, or message you need to send this week. Ask AI to write the first draft, then personalise it before sending. Time yourself—you'll probably be surprised at how much faster and easier the process becomes.