

300

The AI Phrasebook

300 ready-to-copy prompts for ChatGPT, Claude and Gemini

Here is my message: **[message]**. Adapt it for **[list of platforms]**. For each platform, take into account the usual length, the tone, where links go and the dominant visual format. Present each version separately, with a one-line note on what was adapted and why.

How to use a prompt

- 1** Select the text in the box and copy it.
- 2** Paste it into ChatGPT, Claude, Gemini or another assistant.
- 3** Replace each highlighted **[variable]** with your own information, then send.

Before

Write a thank-you message to **[first name]** for **[what they did]**, in a **[warm or simple]** tone, in 80 words or fewer.

After

Write a thank-you message to Sara for her help with the move, in a warm tone, in 80 words or fewer.

The file reads on a phone, tablet or computer. To print it, choose "fit to page" on A4 or Letter paper.

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Work

Emails, meetings, minutes, organization, interviews: work is made of situations that come back every week. These prompts help you write faster, prepare for the moments that matter and keep a clear head. Always reread the result before sending it: you know your context better than the AI does, and you're the one who signs.

- 001** Write a clear professional email
- 002** Reply to a tricky email
- 003** Summarize a long email thread
- 004** Prepare a meeting agenda
- 005** Turn notes into meeting minutes
- 006** Turn notes into an action list
- 007** Prioritize your to-do list
- 008** Plan your week
- 009** Prepare for your annual review
- 010** Prepare to ask for a raise
- 011** Prepare for a job interview
- 012** Tailor your CV to a job ad
- 013** Write a cover letter
- 014** Write your professional profile summary
- 015** Give constructive feedback to a colleague
- 016** Respond to criticism
- 017** Turn down a request politely

001 Write a clear professional email

You need to write an important email and don't know how to phrase it.

You are a professional writing assistant. Write an email to **[recipient and their role]** whose goal is **[what you want to achieve]**. Context: **[situation in a few sentences]**.

Constraints: 150 words maximum, a precise subject line, a first sentence that states the topic, a clear request with a date if needed, a **[friendly, neutral or formal]** tone. Then suggest a shorter version.

Going further : Also paste in an old email you wrote so the AI can imitate your style.

002 Reply to a tricky email

You received an irritated or loaded email and want to reply without making things worse.

You are a professional communication advisor. Here is an email I received: **[email received]**. My position is as follows: **[what you want to say or defend]**. Write a calm, factual reply that acknowledges the other person's point of view, restates the facts, offers a solution or a next step, and avoids any wording that could read as sarcastic or defensive. 180 words maximum. Then point out the sentences in my position that might be badly received.

201 Plan the week's meals

You're tired of wondering every evening what you're going to eat.

You are a practical cook who helps families. Plan lunch and dinner for 7 days, for **[number]** people. Constraints: **[allergies, diet, foods refused]**, budget **[budget]**, maximum prep time **[minutes]** on weekdays. Ingredients easy to find in **[country or region]**. Reuse some ingredients from one meal to the next to limit waste, and include a leftovers meal. Present the menu as a table.

Going further : Then ask for the matching shopping list, sorted by aisle.

202 Make a shopping list

You have your menus and want a shopping list that forgets nothing.

Here are my menus for the week for **[number]** people: **[menus]**. What I already have at home: **[supplies]**. Make the shopping list with quantities, sorted by aisle (fruit and vegetables, chilled, pantry, frozen, toiletries). Group identical ingredients and flag the ones that could be replaced by a cheaper alternative.

Happy conversations

You now have 300 phrases to start a conversation, but real skill comes with practice. Over time, you'll notice that the best prompts all follow the same recipe: a role, some context, a precise task, a response format and a few limits. Then you'll be able to write your own, for your own situations.

Keep three habits. Reread: you're the one signing what you send. Check: an AI helps you think and write, but it doesn't replace a doctor, a lawyer or a teacher. Learn: when the assistant explains something, ask it questions rather than copying its answer.

To find a prompt again, search for its number (for example 047) with your PDF reader's search function. Happy conversations.

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