

AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

Say who reads it, show an example, name the format, give the source, ask what it assumed.



Before

- **"Write a memo about the new leave policy."** That is the whole prompt.
- **What you get:** a plausible memo about a policy the model invented, in a shape your office does not use.
- **Why:** it cannot see who reads it, what good looks like, what shape you need, or what the policy says. What it cannot see, it guesses.

After

- **The job.** "Draft a memo announcing the attached leave-request changes."
- **Reader.** "E-3 to O-4, skimming on a phone; the CO will sign it."
- **Example.** "Match the tone and structure of the attached memo."
- **Format.** "Under 250 words: what changed, what to do, who to ask."
- **Source.** "Use only the attachment. Mark anything missing [CONFIRM]. List your assumptions."

Then iterate

- 1 **Read the draft against the source** before you read it for style.
- 2 **Correct one thing per turn.** "Item 3 is not in the instruction; the date in paragraph 2 should be 14 March."
- 3 **Ask what it assumed.** The list is a checklist you can read in a minute.
- 4 **Start fresh when it drifts,** with only the source and the request that still matter.

TAKE AWAY

Reader, example, format, source, assumptions. Put those five in the prompt and the first draft is usable; edit in turns and the third is yours.

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