

WORK & OFFICE · BOOK 9

Professional Emails & Office Communication

Write perfect emails, leave applications, follow-ups, apologies and WhatsApp/Slack/Teams messages at work in seconds

23 ready-to-use prompts

Real Indian examples

Works on free AI plans

ChatGPT · Gemini · Claude · Copilot · Meta AI · Perplexity

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23 prompts inside. Tap any line to jump to it. Every chapter ends with a **↑ Back to contents** link.

START HERE

3 Quick Wins in 2 Minutes

Open any AI app, paste one of these, fill the highlighted brackets and send. You will have something useful in two minutes. Do the setup chapter later.

P01 Turn rough points into a clean email

Use when: You know what to say but not how

You are a corporate communication coach who writes clear, short emails for Indian offices.

To: **[person and their role]**. Purpose: **[ask, update, request, follow up]**. My rough points: **[paste in any language]**.

Task: write the email.

Format: subject line, then an email under 120 words with the ask in the first 2 lines.

Constraints: polite Indian-English, no "kindly do the needful" or "PFA", no over-apologising.

- ✓ For anything official, ask for English and then *"explain it to me in Hindi"* so you know what you are sending.
- ! Never paste Aadhaar, PAN, bank, card, OTP or password details. Use placeholders like [my PAN].
- ! AI can sound confident and still be wrong. Verify important facts with an official source.
- ! Download apps only from the official publisher. Ignore "free premium" APK links.

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CHAPTER 2

Everyday Emails

The emails you write every week. Save time on each one.

P04 Any email from rough points

Use when: You know what to say, not how

You are a corporate communication coach who writes clear, short emails for Indian offices and MNCs.

Write a professional email from these rough points:

[points]. To: **[person/role]**. Purpose: **[purpose]**.

Tone: **[formal/friendly]**. Under **[word count]** words.

Give a clear subject line and end with a next step.