



# Make Chat GPT Your Writing Coach

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Here's a set of prompts tailored for adult professional students who want to improve their English writing skills while learning actively. These prompts emphasise *understanding, reflection, and skill-building* rather than just rewriting.

## 1. Feedback and Reflection

- "Here is my email: [insert text]. Can you highlight specific areas for improvement and explain why they need to change?"
  - "Please analyse my writing for tone, grammar, and style, and suggest how I can improve each area."
  - "Break down my paragraph into sentences and comment on each one. Where could I use better grammar, vocabulary, or structure?"
  - "Can you explain why my sentence is unclear and suggest ways to rewrite it?"
  - "What are the strengths of this writing, and how can I build on them?"
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## 2. Grammar and Style

- "Look at my email: [insert text]. Which grammatical structures did I use incorrectly, and how can I fix them?"

- "Could you rewrite my sentences with better grammar and explain why your version is more accurate or professional?"
  - "Can you identify where my word choices might seem too casual or informal for a professional context? Suggest formal alternatives."
  - "Find any overly complex sentences in my text and show me how to simplify them while keeping the meaning intact."
  - "Please suggest three alternative ways to phrase this sentence professionally: [insert sentence]."
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### **3. Developing Formal and Professional Tone**

- "Does my writing sound professional? If not, what specific changes can I make to adjust the tone?"
  - "This is a draft of a business email. Could you rewrite it to sound more formal? Please explain each change you make."
  - "Give me examples of phrases I could use to make my requests sound polite but firm."
  - "What are some professional ways to express disagreement in English? Use my draft as a reference."
  - "Can you suggest ways to make my opening and closing lines more engaging or professional in this email?"
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### **4. Structure and Organisation**

- "Does my email have a clear structure? If not, how should I organise it better?"
  - "Can you identify where my argument loses focus and suggest how I can make it more coherent?"
  - "Please provide a better structure for this report while keeping my key points."
  - "Do my paragraphs flow logically? If not, suggest transition phrases I could use."
  - "Break this email into distinct sections (e.g., introduction, main points, closing) and tell me how to improve each part."
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### **5. Vocabulary Building**



- "Which words in my email are repetitive or too simple? Suggest professional synonyms and explain how they fit the context."
  - "Can you recommend advanced vocabulary to replace these phrases in my text: [insert phrases]?"
  - "What are some industry-specific terms I could use to sound more credible in this context?"
  - "Could you highlight any vague or ambiguous words in my writing and suggest alternatives?"
  - "Teach me a few advanced collocations related to [topic] and show me how to use them in my email."
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## 6. Scenario-Based Practice

- "I need to write a follow-up email after a meeting. Can you guide me on how to structure it and give me key phrases to use?"
  - "Help me write a polite email declining a proposal. Explain why each phrase you suggest is appropriate."
  - "Create a draft reply to a customer complaint. Then explain how I could adjust it for tone and professionalism."
  - "How can I write an email requesting a deadline extension without sounding unprofessional? Use my context: [insert context]."
  - "Write an example of a professional LinkedIn message for [purpose, e.g., networking, job application]. Explain the tone and structure."
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## 7. Active Learning with Corrections

- "Correct the errors in this paragraph, but explain each correction so I can learn from it."
- "Show me how to rewrite this sentence three different ways: one formal, one concise, and one persuasive. Explain the differences."
- "Ask me questions about my writing that will help me identify the mistakes myself."
- "Rewrite this sentence using advanced grammar or vocabulary, and then explain what makes it advanced."
- "Highlight all passive voice in my writing and help me rewrite those sentences in active voice where appropriate."



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## 8. Practice for Email Writing

- "Give me five example opening sentences for an email requesting information. Explain when each would be appropriate."
- "Suggest ways to conclude an email that leave a professional impression. Show examples for different contexts (e.g., requesting, thanking, confirming)."
- "Can you simulate a professional email exchange with me? Write an email, and I'll reply. Then critique my response."
- "What are some overused phrases in professional emails, and how can I replace them with fresher alternatives?"
- "Please assess my subject line: [insert subject line]. Is it clear and professional? Suggest improvements if needed."

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## 9. Learning Through Examples

- "Could you show me examples of formal, neutral, and informal writing styles for this situation: [insert situation]?"
- "Explain the difference in tone between these two versions of a professional email: [insert examples]."
- "Provide an example of a poorly written business email and explain how to improve it."
- "Can you give me a template for writing a meeting summary email? I'll adapt it and share my version for feedback."
- "Write a professional email for [specific situation]. Then quiz me on the key phrases used and their purpose."

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## 10. Self-Reflection and Goal Setting

- "Based on my writing, what are the top three areas I should focus on improving? Suggest exercises or strategies for each."
- "Please compare my draft with a more professional version and highlight what I did well and what I need to work on."
- "How can I set measurable goals for improving my writing? For example, what should I aim to achieve in terms of grammar, tone, or vocabulary?"



- "What are common mistakes professionals make in English writing, and do you see any of these in my text?"
  - "Can you suggest daily writing activities I can do to improve my professional English over time?"
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## How These Prompts Encourage Learning

1. **Explanation Focus:** Students are prompted to ask "why" something is incorrect or improved, encouraging understanding.
2. **Variety:** The prompts engage students in multiple skills (grammar, tone, vocabulary) in real-life contexts.
3. **Active Participation:** Students adapt and reflect on examples, rather than just receiving corrections.
4. **Customisation:** Students can apply these prompts to their specific industries, ensuring relevance.

## Last but not least, a SUPER PROMPT

Here's a **super prompt** that combines multiple elements into one dynamic and highly customisable request for students who want ChatGPT to act as their English writing coach:

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**"I want to improve my professional English writing skills. Here's a piece of writing I've done: [insert text]. Can you:**

1. **Analyse** my writing for grammar, tone, vocabulary, and structure, and explain in detail any areas for improvement.
2. **Correct** the mistakes while providing clear explanations for each change, so I understand why it's better.
3. **Suggest** alternative phrases or words where my writing could sound more professional or precise, and explain why they're appropriate.
4. **Provide** examples of how I could rewrite key sections in different tones (e.g., formal, neutral, or persuasive).
5. **Recommend** follow-up exercises or strategies to help me practise the skills I need to improve based on this text.



6. **Challenge me** by asking questions about my writing to encourage self-reflection and deeper learning (e.g., 'Why did you use this phrase here?' or 'How else could you structure this sentence?').

Let's focus on making my writing not just correct but also impactful and professional. Make it interactive and guide me step by step through the process.