

AI for Business Writing and Communication

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Business Email Writing

- Use prompts to generate professional emails quickly.

Scenario

You need to remind employees to submit timesheets.

Prompt

Write a professional email reminding employees to submit their monthly timesheets by Friday. Use a polite but firm tone.

Result

- Professional structure
- Appropriate tone
- Time-saving
- Easy to customise

Adjusting Tone

AI Can Rewrite the Same Message

Original Request

Submit your timesheet by Friday.

Formal

Please ensure that your timesheet is submitted by Friday.

Friendly

Just a friendly reminder to submit your timesheet by Friday.

Urgent

Immediate action is required. Please submit your timesheet by Friday to avoid delays.

Executive

Timely submission of timesheets is essential for payroll processing.

Summarising Documents

- Convert long documents into concise bullet points and executive summaries.
- Extract key points, deadlines, and actions from lengthy reports.

Before

- 2-page policy document

AI Prompt

- Summarise this policy in 5 bullet points.

Meeting Minutes

- Generate structured meeting minutes from notes.
- Create tables of actions, responsible persons, and deadlines.

Language Translation

- Translate content into French, Kreol Morisien, Arabic, and more.
- Prompts can be English but you can specify your output to be in different languages.

Responsible Use of AI

- Verify outputs and avoid sharing confidential information.

Do	Don't
✓ Verify information ✓ Review outputs ✓ Use clear prompts ✓ Apply human judgment	✗ Share confidential information ✗ Upload personal data ✗ Assume AI is always correct ✗ Copy content without checking

Top 10 AI Prompts for Administrative Staff

- Draft a professional email regarding _____.
- Summarise this document in 5 bullet points.
- Extract action items from these notes.
- Create meeting minutes from this text.
- Translate this into French.
- Translate this into Kreol Morisien.
- Correct grammar and spelling.
- Rewrite this in a more formal tone.
- Create an executive summary.
- Simplify this document for the public.

Key Takeaways

- **AI Can Help You**
- ✓ Write faster
- ✓ Communicate more effectively
- ✓ Save time on repetitive tasks
- ✓ Improve quality and consistency
- ✓ Work across multiple languages

Remember: AI is a powerful assistant—but human review remains essential.