Only 7 Steps in Under 5 Minutes to Your First Useful Prompt

1. Access the webpage, enter your name
2. Search for a keyword or scroll down to the Table of Contents
3. Find an example of the work you actually do
4. View sample ‘Cards’ that match your work tasks
5. Click to save this ‘Card’ - Click ‘My Collection’ to print
6. Modify your collection as required
7. Print to paper or as a PDF or keep the app open on your desktop

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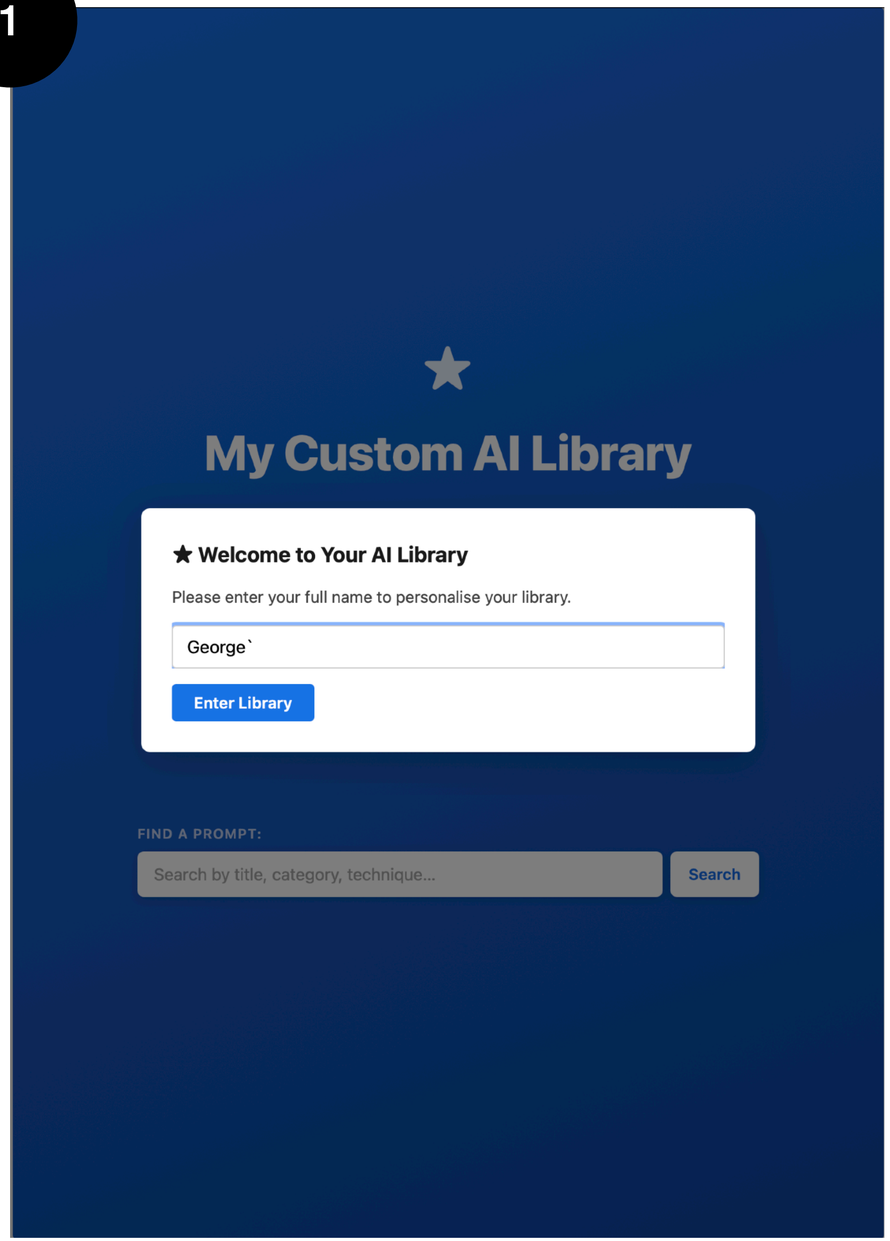

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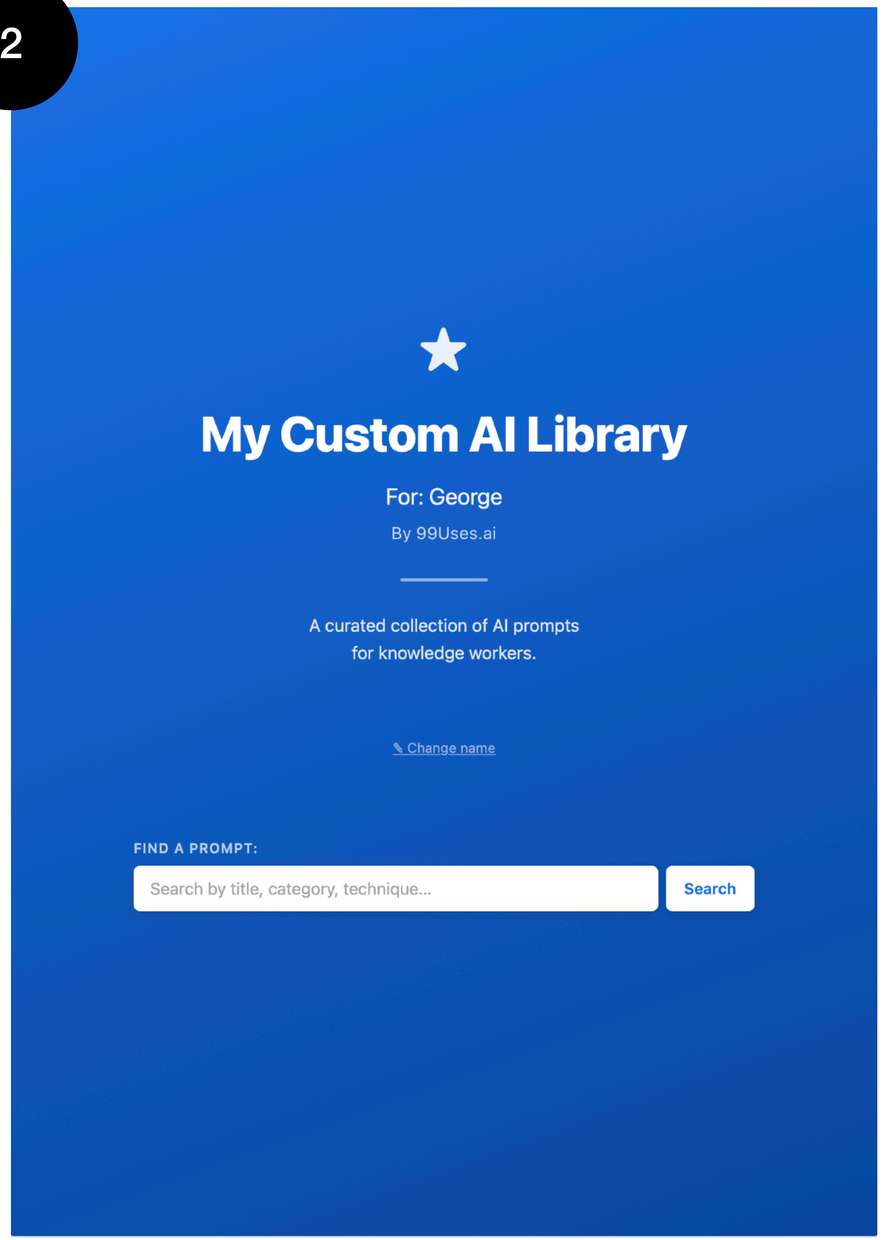

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01 Draft a Professional Email



Beginner Message

Quickly draft a clear, polite, and professional email - whether you're replying, following up, or starting from scratch.

CORE PROMPT

```
Draft a professional email to [recipient/job title]. The goal is to [state purpose]. Keep it clear, polite, and under 150 words.
```

Copy

OPTIONAL ENHANCEMENTS

Ask:
- Suggest a subject line
- Make the tone more casual or formal

Add:
- Include a request for a response by Friday
- Add a brief personal opener

Follow up:
- Now draft a follow-up email if I don't hear back in 3 days
- Rewrite this in a more casual tone for an internal team message

PROMPTING TECHNIQUES

Output Structuring Role Definition

RELATED USE CASES

→ 02 – Draft a Press Release
→ 03 – Draft Social Media Posts
→ 21 – Draft Talking Points for Media

5

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★ My Collection 6

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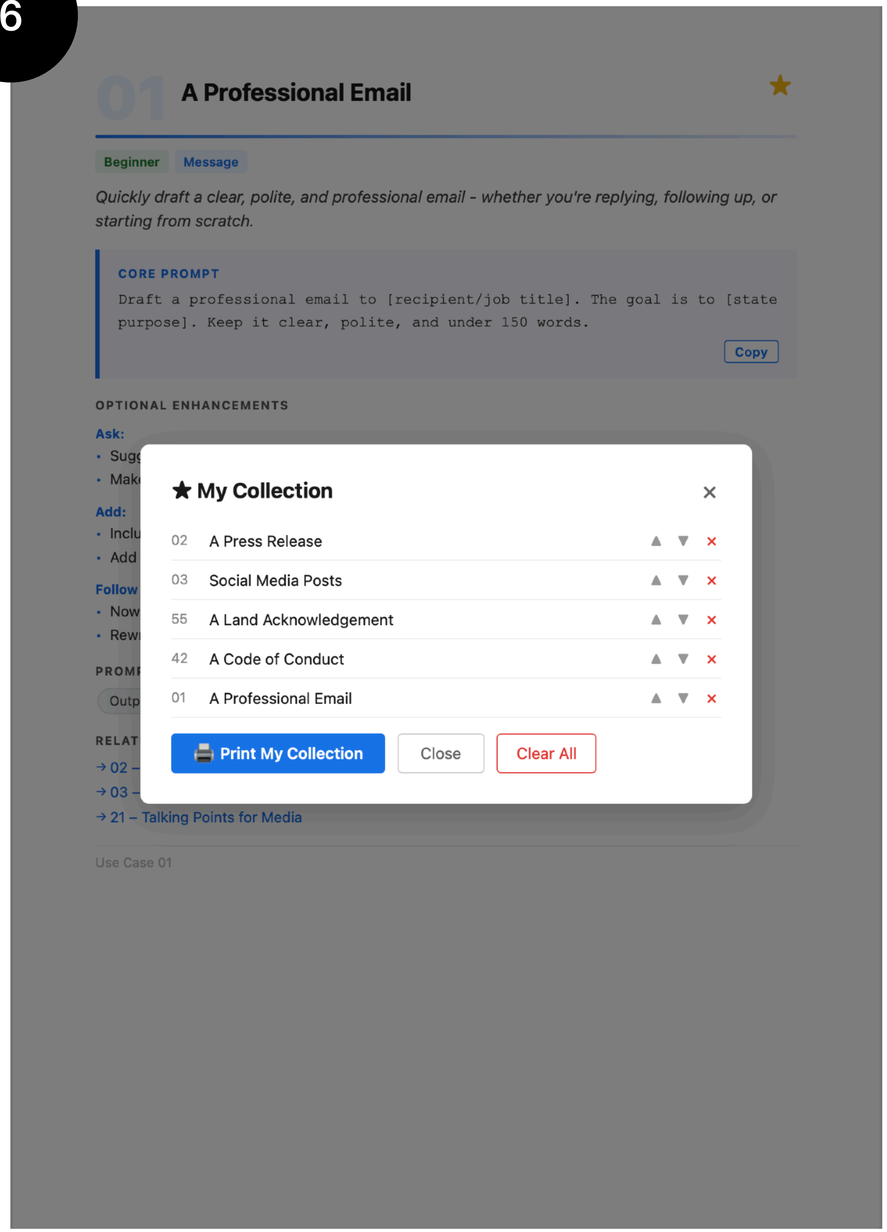

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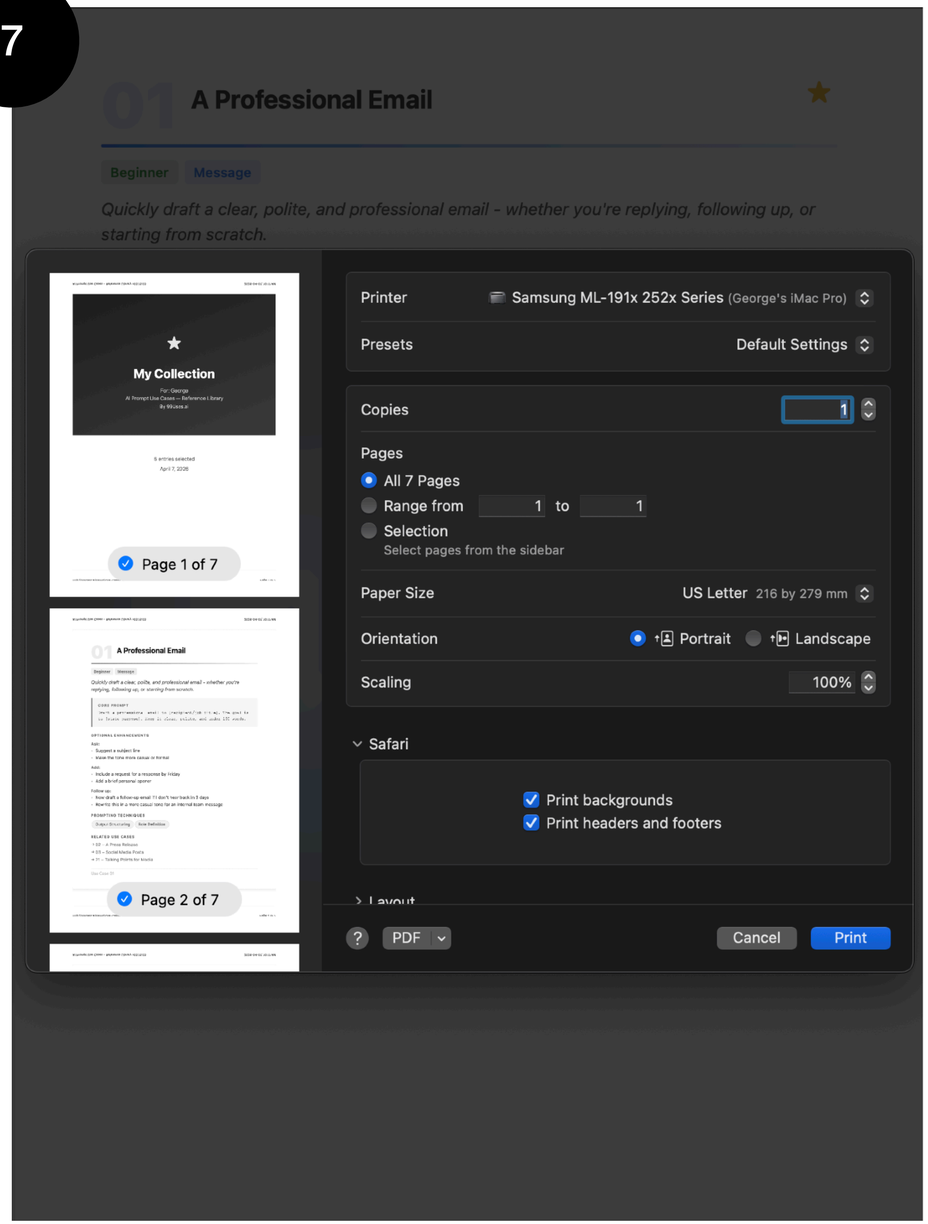

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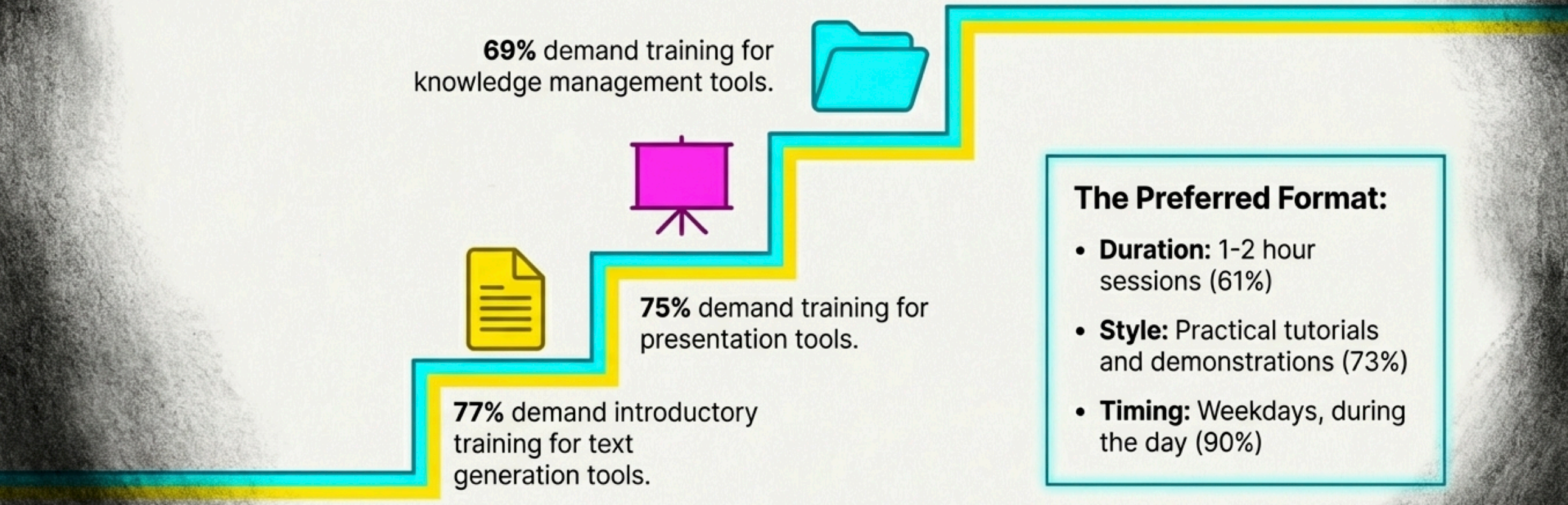
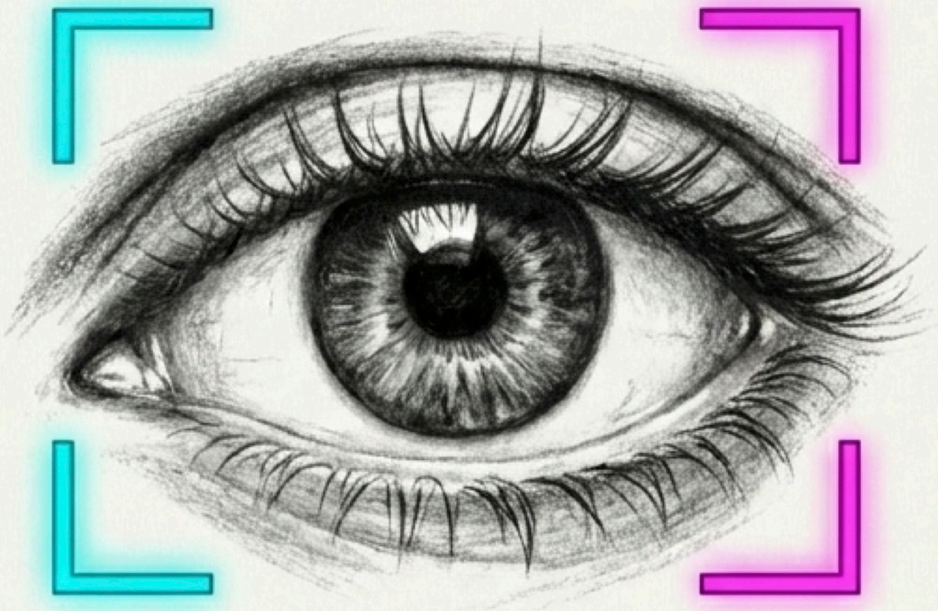
The Overwhelming Demand: Foundational, Practical Training



The Preferred Format:

- **Duration:** 1-2 hour sessions (61%)
- **Style:** Practical tutorials and demonstrations (73%)
- **Timing:** Weekdays, during the day (90%)

NotebookLM



“The future of the sector depends on our ability to understand and integrate artificial intelligence tools while preserving our values and cultural specificities.”

Pascale Landry, Executive Director, Compétence Culture

The sector does not want to become machines. They want 1-hour tutorials to master the machines, so they can get back to creating culture.

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