

AI FOR EMAIL TONE

PROMPT CARD

Quick Prompts to Fine-Tune Your Message Using AI Tools

Tone Checker

“Does this email sound too direct or cold?”

“Can you assess the tone of this message and suggest improvements?”

“How might this email come across to the recipient?”

Rewrite with Warmth

“Rewrite this email to sound more collaborative and friendly.”

“Make this message sound professional but warm.”

“Can you soften this language without losing clarity?”

Reframe & Rephrase

“Suggest alternative ways to say this more tactfully.”

“Turn this sentence into a question instead of a directive.”

“Replace this line with something that sounds less critical.”

Empathy Enhancer

“Add a line of appreciation or encouragement to this note.”

“Help me express disagreement in a respectful, constructive tone.”

“Suggest a way to follow up without sounding pushy.”

Prompt-to-Polish Example

You type: “I need this by Friday.”

Ask AI: “Make this sound more collaborative.”

AI Suggests: “Would you be able to get this to me by Friday? Let me know if that timeline works for you.”

Pro Tip: Save Your Favorite Prompts

Keep a doc or note with your go-to prompts, and use them whenever you're unsure how your message might land.