

Write with ChatGPT

- 7 good practices for using ChatGPT to write better business texts while keeping your own authentic style

Make the best use of ChatGPT

It's so easy to get ChatGPT to write everything for you. And it's almost inevitable that it ends up sounding like ChatGPT – or, even worse, like everyone else!

So, don't do that. Instead, make ChatGPT work to help you sharpen and fine-tune your own ideas, messages, and opinions. You'll have much more impact that way.

These 7 good practices apply to writing texts like emails, speeches, presentation scripts, LinkedIn posts, and other social media updates – basically any text where you want to reflect your personal style and build rapport with your audience.

Thank you for reading,
Anett:)

13. November, 2024



Start with your own words

Write the initial draft yourself, then ask ChatGPT to review it.

If ChatGPT writes it for you, you risk losing the personal touch and unique style that make your communication authentic.

Get help to outline or structure ideas

If you're struggling to organize your thoughts, use ChatGPT to create an outline or suggest a structure before you begin writing.

Use a simple prompt like: "Could you help me outline key points for [topic]?"

This can give you a good starting point with key words or messages to help you start writing.

But remember Good Practice #1: writing the first draft yourself helps maintain your authentic style.

Request a review, not a rewrite

When asking for a review (not a rewrite), use a prompt like:

“Here is my text for [purpose]. Could you review it for grammar and errors and provide an updated version, along with a list of the changes you made?”

This prompt helps ensure ChatGPT refines your text without completely reshaping it.

And it helps you learn from seeing the changes made.

Ask for feedback

Ask ChatGPT to assess the quality of your text by including “What do you think?” in your prompt.

This gives you a sense of whether the text reads effectively, needs improvement or is somewhere in between.

Prompt for specific help

If you need e.g. 3 examples in your text but can only think of 2, insert a placeholder and write “XXX – please provide an example.”

ChatGPT will then suggest an additional example for you.

Ask for alternative phrasing

If a certain part of your text doesn't feel quite right, you can ask ChatGPT for different ways to phrase specific sections.

Use prompts like: "Can you suggest a different way to say [sentence/phrase] that's still in my style?"

This allows you to fine-tune your language while keeping your authentic tone in the overall text.

Keep related texts in one thread

Organize similar types of texts, such as all your LinkedIn posts or key promotional emails, in a single thread.

ChatGPT remembers content within each thread and can build on previous posts, making its corrections more aligned with your personal style over time.

Summary

1. Start with your own words
2. Get help to outline or structure Ideas
3. Request a review, not a rewrite
4. Ask for feedback
5. Prompt for specific help
6. Ask for alternative phrasing
7. Keep related texts in one thread

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Thank you for reading!

The text in this document was written using good practice #1, #3, #4 and #7 (not the others as I had all the ideas and structure before I started writing).

I'd love it if you drop me a line on your experience with business writing with ChatGPT or any feedback to the 7 good practices.

Reach me here:

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