Fix This Writing!
Tips

Proofread effectively using GenAI tools.

Tip 01

Bundling Prompts

If the document is short, it's OK to bundle your prompts and fix spelling, punctuation, and grammar all at once. If the document is long or if it's in rough shape, unbundle to fix one error type at a time.

Tip 02

Explanations

Prompt the GenAI to list the changes it suggests or it made. Do this if you're trying to improve your writing skills or need to explain to someone else how the document was changed.

Tip 03

Consistent Style

Give the GenAI tool your house style guide's rules and ask it to check the document for consistency with those rules.

Tip 04

Fact Checking

Tell the GenAI tool the facts (or a source for identifying them) and ask it to check the document for consistency with those facts.

Tip 05

Change Management

If the document is more than one page, ask the GenAI tool to check it in sections so you can more easily review the results.

Tip 06

More Change Management

Ask the GenAI tool to make its changes in boldface to make it easier for you to identify the changes it made.

Tip 07

Wise Delegation

Rely on the GenAI tool for tasks you hate or aren't good at. Hate checking citations? Yeah, the GenAI should check those for you.

Leslie O'Flahavan
E-WRITE
leslie@ewriteonline.com

Kim Sydow Campbell, PhD
Pros Write
dr.kim@proswrite.com