

**PROMPT WO-052**

Rewrite and Improve Text

Purpose

Use this prompt to transform existing writing into clearer, more professional, and more engaging content. It helps improve grammar, structure, tone, readability, and impact while keeping the original meaning intact.

DIFFICULTY
 **Beginner**

TIME SAVED
 **15–30 min**

BEST FOR
Editing & Copy

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced professional editor and copywriter.

Rewrite and improve the text below.

Original Text:
[Paste your text]

Purpose of the Content:
[Email, website, report, social media post, article, proposal, etc.]

Target Audience:
[Describe the audience]

Desired Tone:
[Professional, friendly, persuasive, conversational, formal, etc.]

Main Message to Keep:



[Explain the key message]

Please:

- Improve grammar, spelling and sentence structure.
- Make the writing clearer and easier to understand.
- Improve flow and readability.
- Remove unnecessary repetition.
- Strengthen weak wording.
- Maintain the original meaning and intent.
- Adjust the tone to suit the audience.
- Make the content more engaging and professional.
- Suggest improvements where the message could be stronger.

Return only the improved version of the text.

Example

INPUT

Original Text:

“We need to improve our customer service because customers have been waiting too long and we need to make things better. The team are working hard but we need more ideas.”

Purpose: Internal communication

Tone: Professional and positive

EXPECTED OUTPUT

Customer Service Improvement Update

We are committed to improving our customer service experience by reducing response times and continuing to provide the high level of support our customers expect.

The team has been working hard to manage current challenges, and we are now exploring additional ideas and improvements to help us work more efficiently and deliver an even better service.

By working together and sharing suggestions, we can continue to improve the experience for both our customers and our team.

 **Builder's Tip:** *The best writing is rarely perfect on the first attempt. AI is especially useful as an editing partner—helping you refine ideas, improve clarity, and communicate your message more effectively.*

Related Prompts



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- WO-051 – Write a Professional Blog Post
 - WO-053 – Summarise a Document
 - WO-054 – Write Website Copy
 - WO-059 – Proofread and Edit Content

Tags

EDITING

WRITING

COPYWRITING

COMMUNICATION

CONTENT
CREATION