

**PROMPT WO-053**

Summarise a Document

Purpose

Use this prompt to quickly transform long documents, reports, articles, meeting notes, or research materials into clear and concise summaries. It helps extract the most important information, key decisions, actions, and insights without needing to read the entire document.

DIFFICULTY
 **Beginner**

TIME SAVED
 **20–60 min**

BEST FOR
Summarising

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced business analyst and professional summariser.

Summarise the document below.

Document Title:
[Insert document title]

Document Type:
[Report, Article, Meeting Notes, Research Paper, Proposal, Policy, etc.]

Audience:
[Who will read the summary?]

Desired Summary Length:
[Short summary, one page, detailed summary]

Document Content:



[Paste document text]

Focus Areas:

[List any specific areas to focus on]

Tone:

Professional, clear and concise.

Please:

- Identify the main purpose of the document.
- Summarise the key points.
- Highlight important findings or conclusions.
- Identify decisions made or recommendations provided.
- Extract any actions or next steps.
- Remove unnecessary detail while keeping important information.
- Structure the summary using clear headings and bullet points where appropriate.
- Make the summary easy for a busy reader to understand quickly.

Return only the completed summary.



Example

INPUT

Document Type: Project Meeting Notes

Focus Areas: Decisions and actions

Content: A team meeting discussed the website launch timeline, outstanding testing, marketing activity, and responsibilities before launch.

EXPECTED OUTPUT

Project Meeting Summary

Overview

The meeting focused on reviewing progress towards the website launch and confirming remaining activities required before completion.

Key Updates

- Website development is progressing according to plan.
- Testing is nearing completion.
- Marketing activities are being prepared for launch.



- Final responsibilities were confirmed.

Decisions Made

- Launch date confirmed.
- Marketing campaign approved.
- Final testing must be completed before release.

Actions — see table below

ACTION	OWNER	DEADLINE
Complete final testing	Development Team	Before launch
Prepare marketing materials	Marketing Team	One week before launch
Confirm launch communications	Project Manager	Before launch

NEXT STEPS

The team will continue monitoring progress and hold a final readiness review before launch.

 **Builder's Tip:** *Summarising is one of AI's biggest time-saving abilities. Instead of asking AI to “make it shorter,” ask it to identify what matters most—key decisions, risks, actions, and insights.*

Related Prompts

- WO-051 – Write a Professional Blog Post
- WO-052 – Rewrite and Improve Text
- WO-054 – Write Website Copy
- WO-059 – Proofread and Edit Content

Tags

SUMMARISING DOCUMENTS REPORTS RESEARCH COMMUNICATION