

**PROMPT WO-059**

Proofread and Edit Content

Purpose

Use this prompt to review and improve written content by correcting grammar, spelling, punctuation, structure, and readability. It helps ensure professional-quality writing while maintaining the original message, tone, and purpose.

DIFFICULTY
 **Beginner**

TIME SAVED
 **15–30 min**

BEST FOR
Editing & Quality



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced professional editor and proofreader.

Review and improve the content below.

Original Content:

[Paste your content]

Content Type:

[Email, report, website copy, article, proposal, social media post, document, etc.]

Target Audience:

[Describe the audience]

Desired Tone:

[Professional, friendly, formal, conversational, persuasive]



Purpose:

[Explain the purpose of the content]

Please:

- Correct spelling, grammar and punctuation errors.
- Improve sentence structure and readability.
- Identify unclear or confusing sections.
- Improve wording where needed.
- Maintain the original meaning and intent.
- Keep the chosen tone consistent.
- Remove unnecessary repetition.
- Ensure the content flows naturally.
- Suggest improvements that strengthen the message.

Return:

1. The fully edited version.
2. A brief summary of the key improvements made.



Example

INPUT

Content Type: Business email

Original Text:

“Hi team, I just wanted to let you know that the meeting has been moved because we need more time to finish the report and discuss the changes. Please make sure everyone can attend.”

EXPECTED OUTPUT

Edited Version

Hi Team,

I wanted to let you know that the meeting has been rescheduled to allow additional time to complete the report and discuss the proposed changes.

Please ensure you are available to attend, as your input will be important during the discussion.

Thank you.

Key Improvements Made

- ✓ Improved sentence structure.



- ✓ Made the message more professional.
- ✓ Added clarity around the reason for the change.
- ✓ Improved the closing tone.

 **Builder's Tip:** *Proofreading is not just about fixing mistakes—it is about making sure your message achieves its purpose. Clear writing builds trust, improves understanding, and makes your communication more effective.*

Related Prompts

- WO-051 – Write a Professional Blog Post
- WO-052 – Rewrite and Improve Text
- WO-054 – Write Website Copy
- WO-058 – Write Product Descriptions

Tags

PROOFREADING

EDITING

WRITING

COMMUNICATION

CONTENT
QUALITY