

Rough call notes become a clear follow-up email

You practise this in the course

TO Priya Shah <priya@harbour-supplies.example>
SUBJECT Next steps on the March order

Hi Priya,

Thanks for your time on the call today. To confirm what we agreed:

Delivery: the March order will now arrive on **14 March**.

Purchase order: we will send it by **Friday** so the current price holds.

Price: the current unit price applies to orders of 500 units or more.

One question: will the new packaging change the carton size? It affects how we store the stock.

Thanks again,
Sam

YOU START WITH

Five lines of shorthand notes from a supplier call.

WHAT YOU PRACTISE

Drafting from rough notes in your own voice, then editing for tone, length and accuracy.

THE PROMPT USED

“Turn these call notes into a short follow-up email to Priya, a supplier. Confirm the delivery date, the PO deadline and the price condition, and ask about packaging. Friendly, plain English, under 120 words.”

THE FINISHED OUTPUT CONTAINS

- A specific subject line
- The confirmed date and deadline
- The price condition in one sentence
- One open question, clearly asked

STILL NEEDS HUMAN CHECKING

- Dates and quantities against your own notes
- That nothing confidential went into the prompt
- The tone suits this supplier relationship

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