

Reading information versus taking action: a reply drafted but not sent

You practise this in the course

TO Supplier (demonstration)

SUBJECT Revised delivery date

Thanks for checking in. The revised delivery date is 17 November, with site access from 7 am.

I'll confirm the loading bay number by Friday.

Step	Type	Result
Read the supplier's message	Read	Done
Read project plan v3	Read	Done
Send the reply	Action	Declined: kept as a draft

YOU START WITH

A supplier's question in a demonstration mail service and the current project plan.

WHAT YOU PRACTISE

Recognising tools that change or send information, declining an action and keeping the draft for review.

THE PROMPT USED

"Draft a reply to the supplier with the revised delivery date from plan v3. Do not send it: I will review the draft first."

THE FINISHED OUTPUT CONTAINS

- A draft reply using the date from the current plan
- The send action declined
- A clear split between what was read and what was not done

STILL NEEDS HUMAN CHECKING

- The date against the current plan
- Who should send the reply, and when
- Approval settings for send tools

RELATED COURSE

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