

LESSON 05

AI FOR WORK

Write, organize, and communicate professionally.



GOAL

Learn how to use AI for emails, task lists, meeting notes, and professional messages.



LEVEL

A2-B1



TIME

45-60 MIN

SKILLS
TODAY
A BRIGHTER
TOMORROW

YOUR MISSION

Use English for real work tasks.



MISSION

In this lesson, you will use AI to write clear work messages, organize ideas, and sound more professional in English.

PEOPLE
IDEAS
AI
A BRIGHTER
TOMORROW



TRY THIS STARTER

Write a polite email to a customer about a delayed reply.

MAKE IT BETTER

01



Be polite.

02



Be clear.

03



Ask for the result
you need.



BETTER ENGLISH. BETTER WORK.

BETTER
WORDS
BRIGHTER
OPPORTUNITIES

IDEAS
MESSAGES
PEOPLE
PROGRESS

LANGUAGE
BUILDS
OPPORTUNITY

KEY VOCAB

Work words that help you communicate clearly.

01



EMAIL

a message sent online.

02



SUBJECT

the title of an email.

03



CUSTOMER

the person you serve.

04



REPLY

an answer to a message.

05



POLITE

showing respect.

06



PROFESSIONAL

suitable for work.

07



DEADLINE

the time something must be finished.

08



PRIORITY

the most important task.

09



SUMMARIZE

say the main points briefly.

10



ORGANIZE

put things in order.

11



ACTION POINT

a task to do next.

12



FOLLOW-UP

a message sent after the first one.



“Clear work English creates **better results.**”

LANGUAGE TOOLS

Useful phrases for hooks, captions, and scripts.



IDEAS & HOOKS

- › Give me five hook ideas.
- › Make the first line stronger.
- › Give me three creative angles.
- › Make it more interesting.



CAPTIONS

- › Write a short Instagram caption.
- › Use a fun youthful tone.
- › Keep it under 35 words.
- › End with a call to action.



SHORT SCRIPTS

- › Write a 15-second video script.
- › Start with a strong hook.
- › Make it easy to say aloud.
- › Try another version.

CREATE FASTER. SPEAK BETTER. POST SMARTER.

BETTER
PROMPTS.
BRIGHTER
RESULTS.

PROMPT LAB

Turn simple work prompts into smarter prompts.

AI
SKILLS
FOR A
BRIGHTER
TOMORROW

IDEA
PROMPT
IMPROVE
RESULT

CLEARER
ENGLISH
GREATER
OPPORTUNITIES

GOOD
PROMPTS
BETTER
WORK



BAD PROMPT

Write an email.

Too vague.



BETTER PROMPT

Write a polite email to a customer.

Better, but still missing details.



PRO PROMPT

Write a polite 80-word email to a customer explaining a delayed reply. Apologize briefly, thank them for their patience, and ask if they need anything else.

Purpose + audience + tone + result = stronger work English.



PURPOSE + AUDIENCE + TONE + RESULT =
SMARTER WORK PROMPTS

AI CHALLENGE

Use AI for a real work task.

SKILLS
TODAY
A BRIGHTER
TOMORROW

REAL
TASKS.
REAL SKILLS.
REAL PROGRESS.



- ☒ Ideas
- ☒ Drafts
- ☒ Feedback
- ☒ Results

PEOPLE
IDEAS
AI
A BRIGHTER
TOMORROW

GOOD
IDEAS
BETTER
WORK

01

CHALLENGE

Complete the steps to use AI for a real work task.



1. Choose one
real work task.



2. Ask AI
to help you.



3. Improve
the answer.



4. Use the
final version.

02

COPY THIS PROMPT

Use this prompt with an AI tool. You can change the details to fit your work.



Write a polite email to a customer about a delayed reply.
Keep it clear, short, and professional.

03

QUICK REVIEW

Answer the questions. You can discuss them or write your answers.

- ① What does polite mean?
- ② What is a deadline?
- ③ Give one phrase for summarizing notes.
- ④ Why is tone important?
- ⑤ How can AI help at work?

SMALL
STEPS
BIGGER
OPPORTUNITIES



SPEAKING

Explain how AI can help you at work.