AI Business Writing Brief Pack

A source-first brief for proposals, SOPs, product copy, reports, FAQs, and people documents

Source brief

- [ ] Document type and reader: _____
- [ ] Decision or action the document should support: _____
- [ ] Facts, evidence, product details, or policy text it may use: _____
- [ ] Claims it must not make: _____
- [ ] Required sections, format, and length: _____

Source-only prompt

Draft a [DOCUMENT TYPE] for [READER] using only the source facts below. The result should help the reader [ACTION]. Do not invent prices, features, policies, results, customer claims, responsibilities, deadlines, or performance evidence. Mark missing information as [CHECK]. Use this structure: [SECTIONS]. End with a short verification list of every number, date, promise, and factual claim.

AI Business Writing Brief Pack - continued

Choose the right evidence

- [ ] Proposal: scope, deliverables, exclusions, price source, approval, and next step.
- [ ] SOP: trigger, owner, ordered steps, decision points, exception path, and test run.
- [ ] Product copy: material, dimensions, compatibility, care, proof for every claim, and prohibited claims.
- [ ] Status report: completed work, evidence, blockers, decisions, owners, and next period.
- [ ] Performance or job document: role expectations and specific evidence, not personality guesses.

Review before use

- [ ] Each claim is supported by the source material or marked [CHECK].
- [ ] Editorial judgment is separate from vendor, policy, or customer facts.
- [ ] The wording is concrete and sounds like a helpful person, not generic promotion.
- [ ] A responsible human approved commitments, people decisions, prices, and public claims.

Good business writing starts with a controlled fact set, not a request to make the draft sound impressive.

Continue on H5W

Source guide: https://www.h5w.com/how-to-write-a-business-proposal-with-ai/

Write a business proposal with AI: https://www.h5w.com/how-to-write-a-business-proposal-with-ai/

Write a simple SOP with AI: https://www.h5w.com/how-to-write-an-sop-with-ai/

Information last verified: October 18, 2026. This resource is general educational guidance. Check current official rules and professional advice when the decision is high impact.