



# How to Improve AI Writing & Documentation Output

Choose the right mode. Use the prompt. Edit the result.



Use AI for **speed** and **structure**. Add your **judgment**, **specifics**, and **final polish** before you send.



## Mode 1 — Documentation Mode

Use ASD-STE100

### 1 Use this mode for



- ✓ Work instructions
- ✓ Maintenance procedures
- ✓ Training material
- ✓ Operational documentation

### 2 Do this



1. Start with "Use ASD-STE100."
2. Name the exact document type.
3. State the audience and the task.
4. Require numbered steps, warnings, tools, and verifications.
5. Ask for short sentences, active voice, and no filler.

### 3 Paste this prompt



Use ASD-STE100.  
Write a [work instruction / maintenance procedure / training guide] for [task].  
Audience: [operator / technician / new hire].  
Format:  
1. Purpose  
2. Tools / materials  
3. Safety warnings  
4. Step-by-step procedure  
5. Verification / expected result  
Rules: short sentences, common words, active voice, numbered steps, no filler, no opinions.

### 4 Example



**Task:** Create a procedure to replace an air filter.  
**Ask for:** Required tools; Safety warning; Numbered steps; Final verification  
**Good output:** One action per step; Short direct sentences; Clear pass/fail end check



## Mode 2 — Copy Mode

Use for natural, human-facing writing

### 1 Use this mode for



- ✓ Emails and updates
- ✓ Reports and summaries
- ✓ Announcements and presentations
- ✓ Web or marketing copy

### 2 Do this



1. State the audience.
2. State the goal.
3. Give the key facts, names, dates, and numbers.
4. Ask for plain language and a natural tone.
5. Rewrite any vague or robotic lines.

### 3 Paste this prompt



Write a [email / update / announcement / summary] for [audience].  
Goal: [what it should achieve].  
Must include: [facts, names, dates, numbers].  
Style: plain language, natural rhythm, active voice, no clichés, no generic openers.  
If any sentence sounds vague or robotic, rewrite it.

### 4 Example



**Task:** Draft a launch announcement email.  
**Ask for:** Audience; Launch date; Key message; Next step / call to action  
**Good output:** Clear opener; Specific facts; Natural tone; Obvious next step

### Final check



Clear and specific



Right tone for the audience



Facts included



No filler or clichés



Ready to send or publish

Write clear. **Sound human.**