No. 115

AI TOOLKIT SERIES · THE METHOD

Your Report Written

Turn your notes into a clear report, from outline to final proofread.

Six cues to give the AI, and your report writes itself in the right order.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, AI assistants read your notes and tables and draft a structured report in minutes. Three cues before you start.

1. **The AI shapes the form, not the facts.**
   It writes fast, but the content comes from you: your figures, your observations, your sources. With no material, it makes things up.

2. **Check everything it shows.**
   Figures, quotes, names and dates are verified one by one. Ask the AI to flag with an asterisk anything it is unsure about.

3. **Protect your data.**
   Never paste names, amounts or confidential details into an unverified AI. Replace them with brackets, then put them back at the end.

Good reflex: the AI holds the pen, you stay responsible for the facts.

THE METHOD

The Method

Five steps, ten prompts ready to copy. A report is built in order.

1 **Frame**
01 The Brief · 02 The Outline

2 **Gather**
03 Notes In Order · 04 Numbers That Speak

3 **Draft**
05 The Section Written · 06 The Executive Summary

4 **Refine**
07 The Right Tone · 08 Sharper Clarity

5 **Make it solid**
09 The Critical Review · 10 The Final Touch

THE COSTAR RECIPE

Every prompt follows the same recipe: Context, Objective, Style, Tone, Audience, Response. Copy the structure, change the brackets.

PROMPT 01 · FRAME

The Brief

PROMPT TO COPY

Context: I must write a [progress report] on [topic], from my notes.
Objective: clarify the report's purpose before writing.
Style: short questions, one idea each.
Tone: plain and direct.
Audience: [my manager], not an expert on the topic.
Response: ask me 5 questions to pin down the key message, the reader and the decision expected.

WHAT YOU GET

The right questions before you write a single line. You avoid the off-topic report and gain a clear plan in your head.

PROMPT 02 · FRAME

The Outline

PROMPT TO COPY

```
Context: a [type] report on [topic], for [reader].
Objective: get a detailed outline before writing.
Style: clear, numbered headings.
Tone: professional.
Audience: [the reader].
Response: an outline in parts and sub-parts, one sentence
per section saying what it holds.
```

WHAT YOU GET

A full skeleton to fill in. You write section by section instead of staring at a blank page.

PROMPT 03 · GATHER

Notes In Order

PROMPT TO COPY

Context: here are my rough notes on [topic]: [paste your notes].
Objective: sort these notes along my outline.
Style: bullet points, grouped by theme.
Tone: neutral.
Audience: me, preparing to write.
Response: file each note under the right section, flag the gaps and the duplicates.

WHAT YOU GET

The mess becomes material ready to write. The gaps show up before it is too late.

PROMPT 04 · GATHER

Numbers That Speak

PROMPT TO COPY

```
Context: here is my data: [figures or table pasted].
Objective: draw the report's key findings from it.
Style: short sentences, one finding per line.
Tone: factual.
Audience: a busy [reader].
Response: 3 to 5 findings, and for each the simple chart
that would show it best.
```

WHAT YOU GET

Your data finally says something. You know what to highlight and which chart to draw.

PROMPT 05 · DRAFT

The Section Written

PROMPT TO COPY

Context: write the [title] section from these points: [your bullets].
Objective: a clear, flowing text.
Style: short paragraphs, simple transitions.
Tone: [professional and calm].
Audience: [the reader].
Response: the section written, inventing no facts; flag with an asterisk anything to check.

WHAT YOU GET

A clean first draft in seconds. You edit instead of writing from scratch.

PROMPT 06 · DRAFT

The Executive Summary

PROMPT TO COPY

Context: here is my full report: [paste the text].
Objective: a summary for those with no time to read it all.
Style: half a page at most.
Tone: clear and confident.
Audience: [leadership], busy decision-makers.
Response: the context, the 3 key findings and the recommendation, in half a page.

WHAT YOU GET

The page your reader will actually read. The essentials fit in a few lines, decision included.

PROMPT 07 · REFINE

The Right Tone

PROMPT TO COPY

Context: here is a passage from my report: [paste the text].
Objective: match the tone to the right reader.
Style: same meaning, reworded.
Tone: [more formal] or [simpler], your choice.
Audience: [a ministry] or [a partner] or [a team].
Response: the passage rewritten in that tone, facts kept intact.

WHAT YOU GET

The same content, in the right voice. One report adapts to each reader.

PROMPT 08 · REFINE

Sharper Clarity

PROMPT TO COPY

```
Context: here is a paragraph that is too heavy: [paste the text].
Objective: make it clear and easy to read.
Style: short sentences, simple words.
Tone: direct.
Audience: a non-specialist reader.
Response: a lighter version, jargon explained, repetitions cut.
```

WHAT YOU GET

A text that reads in one go. Less jargon, more ideas that land.

PROMPT 09 · MAKE IT SOLID

The Critical Review

PROMPT TO COPY

```
Context: here is my report: [paste the text].
Objective: spot its weak points before my reader does.
Style: a list of notes ranked by priority.
Tone: honest and constructive.
Audience: me, the author.
Response: the gaps, the claims with no evidence and the
unclear parts, each with a suggested fix.
```

WHAT YOU GET

A fresh eye that sees what you no longer notice. You fix it before your reader spots it.

PROMPT 10 · MAKE IT SOLID

The Final Touch

PROMPT TO COPY

```
Context: my report is ready: [paste the text].
Objective: finalize it before sending.
Style: a concrete checklist.
Tone: rigorous.
Audience: [the final reader].
Response: a clear title, a table of contents, and a
checklist (figures, sources, formatting) to tick off.
```

WHAT YOU GET

The report goes from finished to ready to send. Nothing forgotten, title and contents included.

No. 115

YOUR TURN

Keep your hand

You now know how to turn a pile of notes into a clear report: frame, gather, draft, refine, make it solid. Ten prompts, one recipe to reuse.

The AI shapes the form, you check the facts and you sign.

Join the SYSTINFO community to get a card like this one every day.

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