

QSGWord: Improve an Existing Document Without Losing Your Voice

Purpose: This SOP explains how to use Microsoft Copilot to improve clarity, tone, and structure in an existing Word document while preserving your original voice.

When to Use This SOP

Use this SOP when:

A draft already exists	The message feels unclear
Tone needs refinement	You want targeted improvements

Step-by-Step

Step 1. Open the existing document.	Step 2. Open Copilot.
Step 3. Use prompt below in Copilot to ask for specific improvements.	Step 4. Review changes carefully.
Step 5. Accept or revise.	

Example CRAFT Prompt

[CONTEXT] I need to improve this document without changing how I sound. [ROLE] Business Owner. [AUDIENCE] Clients or stakeholders. [FORMAT] Revised document. [TOPIC] Clarity, tone, and flow.

Common Decisions After Reviewing

Accept edits selectively	Restore original phrasing
Prepare for sharing	

Common Mistakes to Avoid

Blindly accepting edits	Letting tone drift
Over-polishing	