

What can Copilot actually do?

Everything below works on the free version — right now, today.

FREE VERSION

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WRITING & COMMUNICATION

- Draft an email from a few bullet points
- Rewrite an email in a different tone
- Shorten a long message without losing meaning
- Write a holding reply when you don't have the answer yet
- Draft a tricky message you've been avoiding
- Suggest subject lines for an email
- Turn a complaint into a professional response
- Proofread and suggest improvements



SUMMARISING & UNDERSTANDING

- Summarise a long document (paste it in)
- Turn meeting notes into a clear summary
- Explain a complex topic in plain English
- Summarise a job description into what actually matters
- Pull key dates or numbers from pasted text
- Extract action points from notes or emails
- Give an overview of an unfamiliar concept or industry
- Explain what a term or acronym means



DATA & DOCUMENTS

- Spot patterns or anomalies in pasted data
- Convert a messy list into a clean table
- Give an overview of what a spreadsheet contains
- Pull figures or dates from a pasted screenshot or table
- Compare two sets of information side by side
- Reformat data into a different structure
- Summarise a report into the five things that matter
- Turn raw numbers into a written paragraph



IDEAS & CREATIVITY

- Brainstorm ideas for a project, event or campaign
- Suggest names, titles or taglines
- List words that rhyme with X
- Give ten different ways to say the same thing
- Help structure a presentation or argument
- Play devil's advocate on a plan
- Generate questions to ask in a meeting or interview
- Come up with icebreakers or team activity ideas



PLANNING & ORGANISING

- Write an agenda from a topic list
- Create a checklist for a process or project
- Help plan a project timeline from a brief
- Write instructions for someone covering your role
- Break a big task into smaller steps
- Prioritise a to-do list by urgency and impact
- Draft a job description from a rough brief
- Suggest questions to include in a survey or form



EVERYDAY SHORTCUTS

- Write a reference or recommendation letter
- Draft a bio or "about me" from a few facts
- Write a review from a list of notes
- Translate something into plain English
- Suggest a polite way to say something difficult
- Create a template you can reuse
- Write FAQs for a process or product
- Help you respond to feedback constructively

REMEMBER — ROLE + GOAL

Every prompt works better with a **role** and a **goal**.

Add context and format to upgrade the result.

EXAMPLE

"You are a project manager. Summarise these meeting notes into 5 bullet points. Focus on actions agreed. Plain English, under 100 words."