

Prompt Pack — 10 Copy-Paste Templates for Daily Teams Work

Each template is ready to paste into Copilot Chat. Text in [BRACKETS] is what participants replace. Reminder to participants: anonymise customer data before pasting, and always review output before it leaves your hands.

T1 — Catch Up on Any Long Chat / Channel Thread

I am a [ROLE] at a bank. Summarise the Teams thread below in 5 bullets, then list all action items in a table (Owner | Action | Deadline) and any unanswered questions. Do not invent details.

--- [PASTE THREAD] ---

T2 — Draft a Reply to a Difficult Message

Below is a message I received in Teams from [A COLLEAGUE / MY MANAGER / ANOTHER DEPARTMENT]. Draft a reply that [ACKNOWLEDGES THEIR CONCERN / PUSHES BACK POLITELY / ASKS FOR MORE TIME]. Tone: professional, courteous, firm. Maximum [80] words. Give me 2 versions: one warmer, one more formal.

--- [PASTE MESSAGE] ---

T3 — Meeting Notes to Minutes

Convert my rough notes below into formal minutes with: Attendees, Matters Discussed, Decisions, Action Items (Owner | Action | Due Date), Next Meeting. Flag ambiguities with [TO CONFIRM]. Do not add anything not in the notes.

--- [PASTE NOTES] ---

T4 — Prepare for a Meeting in 5 Minutes

I have a meeting in 30 minutes about [TOPIC] with [AUDIENCE]. Based on the agenda/background below, give me: 3 likely questions I will be asked with suggested answers, 2 questions I should ask, and 1 risk I should be ready to address.

--- [PASTE AGENDA / BACKGROUND] ---

T5 — Status Update Post for a Channel

Turn the update below into a Teams channel post for [AUDIENCE]. Format: 1 headline, 3 bullets (progress / blockers / next steps), 1 line on when the next update comes. Max 100 words, tone: clear and confident.

--- [PASTE RAW UPDATE] ---

T6 — Explain a Technical / Regulatory Topic Simply

Explain [TOPIC, e.g., "the new eKYC verification step"] to [AUDIENCE, e.g., "branch tellers with no IT background"] in under 150 words, using one everyday analogy. Then give 3 FAQ-style questions and answers they are likely to raise.

T7 — Turn a Document into a Briefing (file upload)

Attach the file using the + / paperclip in Copilot Chat, then prompt:
Summarise the attached document for a [ROLE] in 5 bullets. Then list: 3 implications for [MY DEPARTMENT], and any deadlines or obligations mentioned, with dates.

T8 — Draft an Announcement in English + Bahasa Malaysia

Draft an announcement about [CHANGE, e.g., "new OTP process effective 1 August"] for [AUDIENCE]. Structure: what is changing, what you must do, where to get help. Max 120 words. Provide English first, then Bahasa Malaysia.

T9 — Sanity-Check My Own Draft Before Sending

Review my draft below as a strict but constructive editor. Check: clarity, tone for [AUDIENCE], anything that could be misread, and grammar. Show me the improved version, then list what you changed and why in 3 bullets.
--- [PASTE DRAFT] ---

T10 — Brainstorm Before You Have a Blank Page

I am a [ROLE] planning [TASK, e.g., "the Q4 service-quality townhall"]. Give me 10 ideas ranked by effort vs impact, in a table (Idea | Effort L/M/H | Impact L/M/H | First step). Then recommend your top 3 and why.