



## DRAFT OR REVIEW MEMOS

### BENEFIT

Using generative AI to draft or review a memo offers significant advantages, enhancing both accuracy and efficiency. AI can act as a writing partner suggesting topics or subtopics for your outline. It can help you overcome writer's block to quickly generate well-structured and coherent drafts. When reviewing memos, AI can identify errors, suggest improvements, and ensure compliance with organizational standards and guidelines. This allows professionals to focus on higher-level tasks and decision-making. In short, generative AI is a powerful tool to enhance productivity and maintain high-quality communication within an organization.

### EXAMPLES

- **Pre-writing:** Use AI to suggest topics.
- **Drafting:** Provide an outline or a blurb on a topic.
- **Reviewing:** Use AI to identify inconsistencies / suggest enhancements.

### BEST PRACTICES IN LEGAL

- Be iterative. Consider asking the generative AI solution to write or review one section of the memo at a time.
- Ensure that text drafted with generative AI is thoroughly reviewed, edited and validated to avoid situations where information may be conflated or misconstrued.
- Check the guidelines for your organization and/or client to ensure that leveraging generative AI for drafting is appropriate or permitted.

**WRITE BETTER  
MEMOS FASTER  
WITH AI  
ASSISTANCE.**

### FAQS

**Q. What is an example of a prompt to create a first draft for a memo?**

**A.** Example starter prompt: You are tasked with updating the client on [topic]. Write a detailed memo and include at least one paragraph on each subtopic. Organize the information by putting each subtopic in a new section with a section header. Follow the style of the following memos [memo examples—3-5 should produce the desired results].

**Q. Can I point the generative AI solution to specific content to be used for the memo?**

**A.** Yes. You can use your own files or website data.