

Raw email	Raw instruction
<p>Dear James,</p> <p>I'd like to invite your to join ponding on [DATE]. Weather cold lately, recommend the wetsuit, gloves, woolly hat. Hope you can make it. Charles Campbell, the lifeguard, will also be joining us.</p> <p>John</p>	Rewrite using complete sentences.
<p>Sorry Alexander Thompson, my son, Frank Williams, can't attend, too young. Cancel registration & refund. Sorry for any inconvenience.</p>	Write in a formal tone.
<p>Benjamin, check attached delivery notice for item. Delivery person is Derek Johnson, arriving on December 14th between 10 am - 2 pm. Need signature from someone over 18 to accept delivery. Any questions, contact John Wilson.</p>	Make it longer and more polite.
<p>Dear Anna Barret, I am writing to request a change of class because I am currently in Kevin Smith's class and I think the teaching quality is very poor. Sincerely, Charles White</p>	Mention that I don't learn well with Kevin's teaching style.
<p>Dear Connor, I am writing today to request that you transfer my phone number from AT&T to T-Mobile. I have been an AT&T customer for over 10 years and have been very happy with the service. However, I recently switched to T-Mobile because they have a better data plan for my needs. I would like to keep my AT&T phone number so that my friends and family can still reach me. Please let me know if you need any additional information from me. Thank you for your help. Sincerely, Katherine Walker</p>	Makes it shorter.
<p>Hi Avery, I'm writing to request a refund for my valet reservation. Unfortunately, I've come down with a bad case of the flu and won't be able to travel. I'm so sorry for the inconvenience. I would really appreciate it if you could process the refund as soon as possible. Thank you for your understanding. Sincerely, Jerry Jones</p>	This is too formal, makes it more casual.
<p>Dear Liam, I hope this email finds you well. I'm writing to see if you're available to cat-sit for James again. My family and I will be away on vacation from December 20th to January 2nd, and we would love it if you could take care of him while we're gone. As you know, James is a very sweet and affectionate cat. He loves to be petted and cuddled, and he's always up for a game of fetch. He's also very good at entertaining himself, so you won't have to worry about him getting bored. We would be happy to pay you the same rate as last time. Please let me know if you're available and if you have any questions. Thank you, Fred</p>	Don't mention that we will pay Liam.
<p>Hi Hailey, I hope you're doing well. My name is Jerry Walker, and I'm currently in the process of purchasing a home in San Francisco. I was referred to you by George Wilson, who's a close friend of mine. I recently had the home inspected, and the inspector identified a few electrical issues that I'd like to get fixed before moving in. Would you be able to provide me with a quote for the repairs? I'm planning to use the quote in my negotiations with the home seller. Thanks in advance for your help. Best, Jerry Walker</p>	Make the second paragraph shorter.
<p>Hi Ava, Just following up on the insurance enrollment. I've been trying to reach Justin but no luck. Can u send me a written confirmation of my enrollment? Thx. Larry</p>	Soften the tone to make this request more appealing.
<p>Hi Ian, I will donate some SAS books, lmk if u want them. Best, Christopher</p>	Add that the SAS books are "SAS Survival Handbook" and "The Little SAS Book".
<p>Hi Andrew, My gmail chat stopped working!!! I tried to log out/in, nothing works. Help!!! Thx, Ariana</p>	Add structure and boilerplate sentences to this email to make it more professional.

Table 15: Examples (demonstrations) of raw conversational rewrite instructions used in Table 14.

Task: Modify the existing rewrite instruction to make it more specific. The modified instruction should provide clear and detailed guidance by specifying necessary entities, nouns, or details.

You will be given:

1. Natural Prompt: The original prompt given to the LLM.
2. Raw Generated Email: The initial email generated by the LLM based on the natural prompt.
3. Existing Instruction: The general rewrite instruction that needs to be refined.
4. Demonstrations: Examples showing how to modify general instructions to be more specific.

Instructions:

1. Read the 'Natural Prompt', 'Raw Generated Email', and 'Existing Instruction' carefully.
2. Refer to the provided 'Demonstrations' to understand how to modify an instruction to be more specific.
3. Modify the 'Existing Instruction' to make it more specific by including necessary entities, nouns, or details.

Demonstrations:

Example 1:

- Email: [EMAIL #1]
- Original Instruction: [ORIGINAL INSTRUCTION #1]
- Modified Instruction: [MODIFIED INSTRUCTION #1]

...

Example N:

- Email: [EMAIL #N]
- Original Instruction: [ORIGINAL INSTRUCTION #N]
- Modified Instruction: [MODIFIED INSTRUCTION #N]

Test example:

1. Natural Prompt: [NATURAL PROMPT]
 2. Raw Generated Email: [EMAIL]
 3. Existing Instruction: [ORIGINAL INSTRUCTION]
 4. Your Output (Modified Instruction):
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Table 16: Prompt template used to specify conversational rewrite instructions with more details. The [NATURAL PROMPT], [EMAIL], and [ORIGINAL INSTRUCTION] placeholders will be replaced by a given natural prompt, its raw generated email, and original instruction. The [EMAIL #1 → N], [ORIGINAL INSTRUCTION #1 → N], and [MODIFIED INSTRUCTION #1 → N] placeholders will be replaced by each of the N instruction refinement pairs.

Raw email	Original instruction	Modified instruction
Dear [Recipient's name], I hope you have a great holiday season and enjoy your time with your family.	Make it more specific and personal.	Make it more specific and personal by mentioning the holiday plans you know about, such as their planned visit to Hawaii.
Dear [Boss's name], Happy Mother's Day to you! I hope you have a wonderful day filled with love, laughter, and relaxation. I know that you are a great mother to your children, and I appreciate all that you do for them. You are always there for them, no matter what. You are a role model for them, and they are so lucky to have you. I also want to thank you for being a great boss. You are always supportive and understanding, and I appreciate your guidance and advice. I am lucky to have you as a mentor. I hope you have a very special Mother's Day! Sincerely, [Your name]"	Make it more personal and specific to my boss by mentioning her children's names or something special about her.	Make it more personal and specific to my boss by mentioning Eva, her daughter, and how she likes piggy-back.
Dear [Name], I hope this email finds you well. My name is [Your Name] and I am the event coordinator for [Event Name]. I am writing to you today to request a sponsorship from [Company Name]. [Event Name] is an annual event that raises money for [Charity Name]. Last year, we were able to raise over [Amount] for the charity. This year, we are hoping to raise even more money. We believe that [Company Name] would be a great fit for our event. Your company's products and services would be a great addition to our event and we believe that your customers would be interested in learning more about your company. In return for your sponsorship, we would be happy to provide you with a number of benefits, including: * Your logo would be prominently displayed on all promotional materials for the event. * You would have a booth at the event to promote your company. * You would be given the opportunity to speak at the event. * You would be invited to a VIP reception before the event. We believe that a sponsorship from [Company Name] would be a mutually beneficial relationship. We hope that you will consider our request. Thank you for your time and consideration. Sincerely, [Your Name]	Make the email more persuasive by highlighting the benefits of sponsorship for the company.	Make the email more persuasive by highlighting increased brand visibility, direct customer engagement at the event booth, and networking opportunities at the VIP reception.
Dear [Patient Advocate Name], I am writing to you today to express my concern about the lack of informed consent in my recent medical treatment. On [date], I was admitted to [hospital name] for [procedure]. Prior to the procedure, I was asked to sign a consent form. However, I was not given any explanation of the procedure, the risks involved, or the alternatives to treatment. I was simply told that I needed to sign the form in order to receive treatment. I feel that I was not given the opportunity to make an informed decision about my treatment. I had no idea what I was consenting to, and I feel that I was taken advantage of. I am requesting that you investigate this matter and take steps to ensure that all patients are given the opportunity to make informed decisions about their treatment. Thank you for your time and consideration. Sincerely, [Your Name]	Add details about the procedure and the risks involved.	Add specific details about a knee replacement surgery and the potential risks of infection, blood clots, and damage to surrounding tissues.
Dear Marketing Team, I hope this email finds you well. I'm writing to confirm that the account update has been completed. All of the necessary changes have been made to the account, and everything should be working properly. If you have any questions, please don't hesitate to contact me. Thank you for your cooperation. Sincerely, [Your Name]	Specify what account was updated and what changes were made.	Specify the account details such as client database, and describe the changes, like updated contact information, fixed email delivery issues, and added new segmentation tags.

Table 17: Examples (demonstrations) of specified conversational rewrite instructions used in Table 16.