**Practice Prompts – Go To Market: Marketing & Insights**

**Corporate Communications**

**Copilot in Outlook:**

* Draft a company-wide announcement about the new remote work policy
* Summarize the key points from the latest board meeting minutes
* Create an email template for the monthly newsletter
* Write a follow-up email for the recent town hall meeting
* Generate a reminder email for the upcoming all-hands meeting

**Copilot in Teams:**

* Post a summary of the new remote work policy in the general channel
* Share the key takeaways from the latest board meeting in the leadership channel
* Create a draft for the monthly newsletter to be reviewed in the communications channel
* Write a follow-up message for the recent town hall meeting in the announcements channel
* Generate a reminder message for the upcoming all-hands meeting in the events channel

**Marketing**

**Copilot in Outlook:**

* Draft an email campaign for the new product launch
* Summarize the latest market research report for the marketing team
* Create an email template for customer feedback requests
* Write a follow-up email for the recent marketing webinar
* Generate a reminder email for the upcoming product demo

**Copilot in Teams:**

* Post a summary of the new product launch campaign in the marketing channel
* Share the key insights from the latest market research report in the strategy channel
* Create a draft for customer feedback requests to be reviewed in the marketing channel
* Write a follow-up message for the recent marketing webinar in the events channel
* Generate a reminder message for the upcoming product demo in the announcements channel

**Insights**

**Copilot in Outlook:**

* Draft an email summarizing the latest sales performance data
* Summarize the key findings from the recent customer satisfaction survey
* Create an email template for sharing quarterly business insights
* Write a follow-up email for the recent data analytics workshop
* Generate a reminder email for the upcoming insights presentation

**Copilot in Teams:**

* Post a summary of the latest sales performance data in the sales channel
* Share the key findings from the recent customer satisfaction survey in the insights channel
* Create a draft for sharing quarterly business insights to be reviewed in the strategy channel
* Write a follow-up message for the recent data analytics workshop in the learning channel
* Generate a reminder message for the upcoming insights presentation in the events channel