

# **Simplify Playbooks using prompt Engineering**

**PRIME (context), PERSONA (role or expertise), PROMPT (essential tasks), PRODUCT (desired response), and POLISH (iterative refinement).**

1. Use plain language and avoid unnecessary legal jargon to ensure that all stakeholders, regardless of their legal expertise, can interpret and follow the guidelines.
2. Provide a simplified explanation of the following legal text. Use plain language and avoid any complex legal terms. Make sure that the explanation is accessible to all readers, regardless of their legal knowledge
3. Simplify and clarify the following legal text, making sure to remove any unnecessary legal jargon and complex sentence structures. The goal is to make the text understandable for a general audience
4. Transform the following legal text into plain language while preserving the original meaning. Ensure that the language is straightforward and accessible to all stakeholders, regardless of their legal expertise
5. You are a legal expert tasked with simplifying complex legal language. Please rewrite the following text in plain language while retaining all legal terms, obligations, and details. Ensure that it remains legally accurate and clear to someone without a legal background. Avoid legal jargon and make it concise. Preserve all critical information and context
6. You are a legal expert. Simplify the following legal text into plain language while retaining all legal terms, obligations, and details. Ensure it remains legally accurate and clear to someone without a legal background. Avoid legal jargon and make it concise. Preserve all critical information and context.
7. You are a legal expert. Break down the following legal text into a step-by-step explanation in plain language. Retain all legal terms, obligations, and details. Ensure clarity and accuracy while avoiding legal jargon.
8. You are a legal expert. Summarize the following legal text in plain language, retaining all key legal terms, obligations, and details. Ensure the summary is clear and legally accurate for someone without a legal background. Avoid legal jargon.
9. You are a legal expert. Rewrite the following legal text in a clear and concise manner, using plain language. Retain all legal terms, obligations, and details to ensure legal accuracy. Avoid unnecessary legal jargon and preserve critical information and context.

10. You are a legal expert. Simplify the following legal text by explaining legal terms and obligations in plain language. Ensure the text remains legally accurate and clear to someone without a legal background. Avoid legal jargon and maintain critical details.
11. You are a legal expert. Provide a comprehensive explanation of the following legal text in plain language. Retain all legal terms, obligations, and details. Ensure the explanation is clear, concise, and legally accurate while avoiding legal jargon.
12. You are a legal expert. Clarify the following legal text using plain language. Retain all legal terms, obligations, and details to ensure legal accuracy. Avoid legal jargon and make the text concise while preserving critical information and context.
13. You are a legal expert. Simplify the following detailed legal text into plain language while retaining all legal terms, obligations, and details. Ensure it remains legally accurate and clear to someone without a legal background. Avoid legal jargon and preserve all critical information.
14. You are a legal expert. Rewrite the following legal text in plain language while preserving all legal terms, obligations, and details. Ensure the rewrite is clear, concise, and legally accurate. Avoid legal jargon and maintain critical information and context.
15. You are a legal expert. Make the following legal text accessible by rewriting it in plain language. Retain all legal terms, obligations, and details to ensure legal accuracy. Avoid legal jargon and keep the text concise while preserving critical information and context.

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Compare to standard -

AI, compare the requested changes to [ xxx standard clause] and highlight any material differences that could impact our rights or obligations. Provide an assessment of the potential risks associated with accepting or rejecting these changes.

Payment terms - Please assess the payment terms to ensure they are 14 days.





Renewal - Review for any automatic renewal clauses and flag this as a potentially unfair contract term.



Liability and indemnity

- "Analyze the other party's proposed amendments to our indemnity clause. Assess the potential impact on our risk exposure and advise on any language modifications or additional safeguards we should consider."
- "AI, evaluate the requested changes to the limitation of liability provision. Analyze the financial implications and assess whether the proposed limits align with our risk tolerance and industry standards."

 Termination - "Review the proposed alterations to the termination clause and identify any potential pitfalls or imbalances in favor of the other party. Flag any that may need further negotiation or clarification."

 General review - Please assess for any other key risks or obligations