

## AI Prompt to Check Your Subject Selection Message

I am a/an \_\_\_\_\_ major who is writing a neutral-news email message (good-news up front, details in the body, cordial close) that identifies and supports my topic choice for the semester-long Ut Prosim project, which asks me to research, write, and design a series of interconnected documents about a subject rooted in my major that serves others and contributes to the greater good.

I am uploading my draft. Please help me check for the following criteria, but do NOT make any changes or revisions to the document. Just tell me if the document meets the following criteria.

My project identifies and supports my topic for the Ut Prosim project in a neutral-news message (good-news up front, details in the body, cordial close).

My message uses email headings (to, from, subject) followed by the message body. The subject is clear and specific. The message includes a greeting (or salutation), a closing, and a clear signature block. The message has a clean and professional appearance.

The first paragraph of the message states the topic and purpose of the message. It does not include a heading before the paragraph.

The second section of the message begins with the heading “Scope & Feasibility” (without the quotation marks). The paragraph below the heading explains the importance and feasibility of my subject. It includes guiding questions for the topic.

The third section of the message begins with the heading “Audience Analysis” (without the quotation marks). The paragraph below the heading identifies and analyzed a real non-expert audience for the Ut Prosim project.

The fourth and final section of the message politely closes the message with a request for approval, thanks, and contact information.

The message uses a clear, objective, professional tone and plain language throughout. It is reader-friendly and easy to understand.

The message uses strong document design by following the required four section layout. It includes the required headings, which contrast well with the rest of the text in the message. Paragraphs are single-spaced. An additional line is skipped between paragraphs.

Review my draft based on these requirements. Remember to provide revision suggestions only. Do not rewrite any of my draft.