SALESEDGE FIELD GUIDE / ENGLISH EDITION

CLAUDE FOR PROFESSIONAL WORK

Clear briefs, reviewed drafts and thirty reusable prompts.

READ / APPLY / REVIEW

Complete English guide + editable source text.

Individual personal and professional use.

FIELD GUIDE / ENGLISH EDITION

CLAUDE FOR PROFESSIONAL WORK

Apply the SCOPE brief and thirty prompts across consulting, sales, management and independent work.

CHOOSE A TASK, NOT A BRAND CONTEST

Claude is an AI assistant from Anthropic. Its usefulness for a particular professional task depends on the version, available features, input and review process. This guide does not claim that it is universally more accurate, more human or better at long documents than another product.

Evaluate it on work you can judge. Choose a representative task, define an acceptable output and compare the complete process with your current method. Include preparation, checking and correction time. A fluent first answer is only one part of the result.

The guide provides a briefing method and thirty prompt templates. It does not include a Claude account, subscription, software integration or guarantee of results. Use the tool and data access approved for your work.

FIVE USEFUL TASKS TO TEST

Review a document you wrote. Ask for clearer structure and wording while preserving facts, qualifications and your intended voice. Compare the revision with the original so that a polished sentence does not conceal a changed commitment.

Summarise a complex source. Request a structured summary with page or section references. Check important points in the original. Large documents can contain omissions, inaccessible sections or conflicting details; do not infer complete understanding from a confident summary.

Generate options within constraints. Supply the actual problem, resources, deadline and exclusions. Ask for distinct alternatives, assumptions and a small test for each. Treat the options as proposals, not validated solutions.

Draft a difficult communication. Give the verified facts, recipient, purpose and authorised next step. Ask for direct, respectful wording. Review whether the draft makes a promise, assigns blame or implies knowledge you do not have.

Prepare a meeting or presentation. State the audience, objective, confirmed context and unresolved questions. Ask for an agenda, evidence to prepare and useful questions. A predicted objection is a hypothesis, not proof of another person's intentions.