



THE CRAIG WEISS
GROUP

QUICK HITS • NO LESSON REQUIRED

Prompting Hacks: Tone, Style & Quick Fixes

Fast, copy-paste tricks for getting the tone right, matching a style, and catching your own typos — all inside Claude, no extra app required.

What This Is

The short one. No modules, no homework.

This isn't the deep-dive guide. That one already exists, and it's fine if you never read it. This one's for when you don't want a lesson — you just want the fix, right now, so you can get back to work.

Three things, covered fast: getting the tone and style you actually want, catching grammar and spelling mistakes without opening a second app, and a handful of general prompting hacks that make everything else easier. Copy any line in quotes. Paste it. Swap in your own details. Done.

GOOD TO KNOW

Every line in italics under “Try this” is a real, usable prompt. Not an example to admire from a distance. Steal it.

Tone & Style Hacks

Getting it to sound the way you want, fast

Just name the tone

Don't overthink it. Formal, casual, blunt, warm, playful — say the word, get the tone. You don't need a paragraph explaining what you mean by "casual." The word does the work.

Try this: "Rewrite this in a more casual tone."

Dial it up or down instead of rewriting

Got something close but not quite right? Don't retype the whole prompt. Just say how far off it is and in which direction.

Try this: "Same content, but about 20% more direct. Cut the hedging."

Match a sample you already have

Paste a paragraph you've written yourself and ask Claude to match it. This works better than describing a tone in words — the sample does the explaining for you.

Try this: "Match the tone of this paragraph: [paste your own writing]"

Borrow an archetype, not a person

Instead of describing a tone abstractly, reach for a character everyone already understands. Faster than five adjectives strung together.

Try this: "Write this like a no-nonsense coach giving a pep talk — short sentences, direct, no fluff."

Ask for three versions, then pick

Can't decide what tone fits? Stop guessing. Get options side by side and choose, instead of going back and forth one draft at a time.

Try this: "Give me this in three tones: friendly, formal, and blunt. I'll pick."

Catch Your Own Mistakes — No Extra App

Stop copy-pasting into a separate grammar checker

You don't need to write something, copy it, paste it into a separate grammar tool, read the suggestions, then paste it back. Claude's already reading every word you give it. Put it to work.

Just ask it to proofread

Paste your text and ask, plainly. No dressing it up.

Try this: "Proofread this email. List the mistakes, don't rewrite the whole thing."

Ask for errors only — protect your own voice

Left open-ended, AI will sometimes "fix" things that weren't broken, and your writing starts sounding like it. Shut that down up front.

Try this: "Only flag actual grammar and spelling mistakes. Leave my style and word choice alone."

Ask it to explain the fix, not just make it

Getting a correction is fine. Understanding why it was wrong means you stop making the same mistake next week.

Try this: "Point out each mistake and explain in one line why it's wrong."

Check if it reads naturally, not just correctly

A sentence can be grammatically perfect and still sound clunky out loud. Spell-check will never catch that. This will.

Try this: "Does paragraph two read naturally, or does something sound off?"

Check tone consistency across a long document

This is the one a red squiggly line can never do. Long documents drift — start formal, end casual, without anyone noticing while writing it.

Try this: "Does the tone stay consistent from start to finish, or does it shift somewhere?"

WHY SKIP THE THIRD-PARTY TOOL

One less app. One less copy-paste round trip. And Claude catches things a pure grammar checker never will — tone drift, awkward phrasing, a sentence that's technically correct but reads badly out loud. A spell-checker checks spelling. This checks the whole sentence.

General Prompting Hacks

Small moves that make everything else easier

Say what NOT to do

Sometimes the fastest way to get the right answer is ruling out the wrong ones first. Negative instructions work just as well as positive ones.

Try this: "Explain this without using any corporate jargon or buzzwords."

Set a hard length limit

Left alone, AI tends to write more than you need. Put a ceiling on it and it'll respect it.

Try this: "Answer in 3 sentences or less. No exceptions."

Ask it to explain it for a specific audience

"Explain simply" means something different to everyone. Naming the audience does the work of five extra instructions.

Try this: "Explain this like I'm a new employee with zero background in the topic."

Have it ask you questions first

Don't know exactly what you want yet? Say so, and let Claude pull the details out of you instead of guessing.

Try this: "Before you write anything, ask me whatever questions you need answered first."

Say "keep everything else the same"

When you only want one thing changed, say that explicitly. Otherwise you risk getting a whole new draft when you only wanted one line fixed.

Try this: "Just fix the closing paragraph. Keep everything else exactly as it is."

Ask it to critique its own answer

A quick second pass, no extra tool required. Surprisingly effective at catching weak spots the first draft missed.

Try this: "Now read back what you just wrote and point out its weakest part."