

MS-02 — Your Rough Words In

Academy · The Message You Still Send · Core lesson · 15 minutes

Never type or paste these into a chat

- Passwords or codes
- Social Security, bank, card, account numbers, or barcodes
- Health details
- Kids' names, schools, teams, or where they will be
- Full addresses, birthdays, or other people's contact details

Use stand-ins: [Landlord], [Teacher], [Kid A], [my street].

1 — Health

No symptoms, medicines, or test results. Write questions on paper. Emergency: 911.

2 — Today's price

Read the shelf tag, store page, or call.

3 — Rules and law

Use the real page or office. Court, eviction, custody, immigration: lawyer or legal aid.

4 — Tax, benefits, scams

No tax, benefit, SSN, or income details.
Password, code, gift card, wire, crypto, or bot-money promise: stop.

My ask — copy this pattern

Help me write a short, polite message to [role].
Use only what I say below. Do not add dates, amounts, rules, or promises.
Plain words, no bold, no lists. 3 to 5 short lines.

[my rough words]

1. Filled example

Help me write a short, polite message to my landlord.
Use only what I say below. Do not add dates, amounts, rules, or promises.
Plain words, no bold, no lists. 3 to 5 short lines.

kitchen faucet been dripping for 2 weeks, its getting worse, can someone come look this week, im home after 4

Good short answer:
Hi [Landlord],
The kitchen faucet has been dripping for about two weeks and it's getting worse.
Could someone come take a look this week?
I'm home any day after 4 p.m.
Thanks, [Your name]

Your answer will be worded differently. Check it has the problem, one ask, and when you are home.

2. Half-filled practice

Help me write a short, polite message to my neighbor.
Use only what I say below. Do not add anything.
Plain words, 3 short lines.

trash cans blocking my gate, please move them by tonight

Good short answer:

3. My rough words

Role, not name:

My rough words:

Did it add a fact? ☐ No ☐ Yes — I will cross it out

Success check

- ☐ Draft is 3–5 short lines
- ☐ I used stand-ins
- ☐ Every fact came from my rough words
- ☐ I did not paste a whole email thread

Brake card: Stop square if it runs long · Ctrl/Cmd+Shift+T restores the tab · New chat starts clean · Log out if shared · Private detail pasted? Delete that chat; change a pasted password; call the card company for a pasted card number; tell a person · Two honest tries? Stop and book a human.