



## Communication

### What is it?

Sibme's AI Tools for Communication support teachers and school leaders by streamlining their communication efforts. These AI Tools help educators quickly and easily craft messages to stakeholders, significantly reducing the time required. This efficiency allows educators to focus more on other important tasks.

### AI Tools for Communication

- Send a Family Email
- Professional Email Reply
- Staff Newsletter
- Letter of Recommendation
- Report Card Comments
- Student Assignment Feedback
- Thank You Note
- Send Professional Email to Colleague
- Class Newsletter

### How it helps educators

#### Reduce Stress



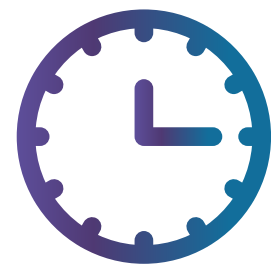
Reduce stress by allowing educators time to focus on other tasks.

#### Communication



AI can generate well-structured and articulate communications for all educators.

#### Save time



By generating communication quickly, these tools save educators time.



## Getting the most out of Sibme AI Tools for Communication

### Don't stop at Generate!

Once you've gotten the Sibme AI generated response, refine your product by adding additional criteria to further personalize results. For example, if you created a monthly class newsletter, you could further iterate by doing the following:

#### Adjust the Tone

Give your newsletter a voice more like your own!

Depending on your audience and personality, you might want the newsletter to sound more professional or more casual and friendly.

##### Prompt Example:

Can you adjust the tone of this newsletter to be more exciting and positive yet professional?

#### Add Visual Appeal

Get suggested layout improvements and ideas for formatting, including headings, bullet points, and spacing.

Recommend places where images, charts, or graphics can be added to enhance the visual appeal.

##### Prompt Example:

Suggest ways to format this newsletter to make it more visually appealing and easy to read.

#### Add Additional Information

When you have the basic information from the newsletter template, add more such as:

- Class website
- What students are doing in various subjects
- Contact information
- Engagement activities for parents at home

##### Prompt Example:

Add a section called "Learning Everywhere" and provide 3 suggestions for how families can continue learning at home with their student.

Copy the **Example Prompt's** and use them in **Sibme AI** chat box.



## Go beyond the Tool!

Once you're pleased with what you've created with Sibme AI, take it a step further and ask Sibme AI to help you do more connected to your tool! For example, for the same newsletter example above, you might ask Sibme AI to further assist with:

### Create a Parent Email

Once the newsletter has been created, create an email to send the newsletter with.

#### Prompt Example:

Draft a professional and engaging email to parents/guardians, highlighting key points and encouraging them to read it.

### Translate the Newsletter

If you have students or guardians who speak a language other than the newsletter is originally written, use the Sibme AI Language Translation Tool to translate the newsletter.

#### Prompt Example:

Translate this newsletter from Spanish to French.

### Add a Calendar

Once you've created your newsletter, ask Sibme AI Tool to create a calendar for your newsletter including the dates

#### Prompt Example:

Create a calendar for the month of June and include the dates in the newsletter.

### Generate a Survey for Parent Feedback


Create a survey to gather feedback from parents about the newsletter and suggestions they have for future issues.

#### Prompt Example:

Create a short survey to gather parent feedback on the class newsletter. Include questions about the content, format and any suggestions for future editions.

### Revisit Your History

When you leave the AI Tool, your Sibme Copilot will automatically store your session in History. This is helpful for next month when you are ready to generate your next newsletter!

 There's no need to type in a message, because the AI tool automatically saves for you!

Copy the **Example Prompt's** and use them in **Sibme AI** chat box.



**Get Insights!**