

EPISODE 270

Templates & Catchphrases: Recycling and Reusing Language In Writing and Conversation



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How can I make better, more aligned decisions and make my communication clearer, more consistent, and faster by re-using key phrases?

Re-Use & Recycling Options



- Catchphrases in conversation
- Templates in writing

Catchphrases



Catchphrases



- "OK, sounds good!"
- "Thanks for letting me know!"
- "Let me think about that and get back to you."
- "Can you send me an email with the details?"
- "Let's talk about that at the next meeting."
- "Have a great day!"

Why Catchphrases Work



- Predictable behavior builds trust
- Consistent responses convey fairness
- We train people how to get things done with us



Tips for Catchphrases



- Notice when you habitually say something that falls short of your best
- Take a moment to think of what to say next time
- Write out ideal wording for yourself
- Practice over time—you won't always get it right

Writing: A.I. vs. Templates



- A.I. can give you greater variety
- Templates are faster
- A.I. can help you generate templates
- Every template needs specific details
- Use Repertoire writing preferences

Repertoire ChatGPT + Fields



dashboard.principalcenter.com/repertoire/chatgpt/

Add System Fields

Please add the following system field values to continue with this prompt

Writing Grade Level For Parents *	<input type="text" value="4th"/>
Writing Style For Parents *	<input type="text" value="concise, friendly, professional"/>

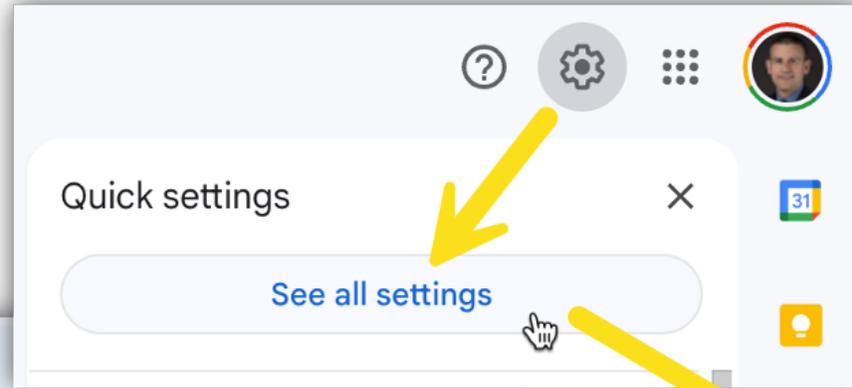


Templates



- Start with something you've already written
- Save as a template
- Revise as needed

Gmail Templates

A screenshot of the Gmail Settings page. The "Advanced" tab is selected in the top navigation bar. The "Templates" section is highlighted with a yellow arrow pointing to the "Enable" radio button. The "Auto-advance" and "Custom keyboard shortcuts" sections are also visible.

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

Auto-advance
Show the next conversation instead of your inbox after you delete, archive or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page. Enable Disable

Templates
Turn frequent messages into templates to save time. Templates can be created and inserted through the "More options" menu in the compose toolbar. You can also create automatic replies using templates and filters together. Enable Disable

Custom keyboard shortcuts
Enable the ability to customize your keyboard shortcuts via a new settings tab from which you can remap keys to various actions. Enable Disable

Gmail Templates



New Message

Recipients

Subject

Thanks for reaching out to me about this issue. I will speak with the students and get back to you later today.

Please be assured that I take all incidents of this type very seriously, and am committed to a thorough investigation and a fair outcome that sets students up for success moving forward.

I will send you an update as soon as I have more to share.

Sincerely,
Justin Baeder, PhD

OVERWRITE TEMPLATE

Save as new template

- ✓ Default to full screen
- Templates
- Label
- Plain text mode
- Print
- Check spelling
- Set up a time to meet

INSERT TEMPLATE

- Save draft as template
- Delete template

Sans Serif

Send

Repertoire Templates



Dear Hiring Committee,

I am writing this letter of reference for [Mr.] [Jimmy] [Stewart]. [Mr.] [Stewart] has worked as [dean of students] at [Wayside Elementary School] for the past [3] years, and it is evident that he is a [teacher] who will do whatever it takes to ensure student success.

Save Note **Convert** **Share**

To Template

Type New Phrase & Hit Enter

Dear Hiring Committee,

— Paragraph Break —

I am writing this letter of reference f

Mr. Stewart has worked as dean of

evident

that he is a teacher who

will

—

Jir

He

[+]	Applicant Title	Mr.
[+]	Applicant First Name	Jimmy
[+]	Applicant Last Name	Stewart
[+]	Applying Role/Position	assistant principal
[+]	Subject Pronoun	he
[+]	Current Role General	teacher

Edit Phrase Values

- that he is a teacher who
- that he is the type of person who
- that he is a professional of the highest caliber who
- that he is a rising star in our profession who



Why Repertoire Templates?



- Multiple-choice options for various situations
- Fill-in-the-blank fields for details like names, pronouns, etc.
- Lower risk of missing a detail that needs to be changed
- Easy to create from existing writing: **Convert » To Template**

Where To Find Templates



Notes

Templates

Language vs. Reality



The problem with using A.I. and templates is not that non-original language is itself bad.

The problem comes when the language does not correspond with reality.

Correspondence with Reality



- Does my reply fit the situation?
- Does my reply address the other person's concerns?
- What action will I actually take?
- What policies are in place?
- Do I really mean what I say?
- Am I being dismissive?

Repertoire Help



REPERTOIRE^{ai}

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PrincipalCenter.com/demo

