

**BONUS**

# THE COPY-PASTE SCRIPT PACK



20 Word-for-Word Scripts  
for Every Work Situation

THE CORPORATE PLAYBOOK

## How to Use This Pack

Every script below works as written — but the [BRACKETED] parts are where you make it yours. Replace every bracket before sending. Match the formality of your recipient (one notch more formal than they are, until trust is built). In hierarchical offices, add the greeting and title first: "Good morning, Mr. [Name]," — then the script.

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## SECTION 1: EMAIL SCRIPTS

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### Script 1 — The Professional Email Skeleton

**Use when:** You're writing any standard work email and want it answered fast.

Subject: [Topic] — [What you need] by [Date]

Hi [Name],

[One sentence of context — only what they don't already know.]

[Your ask or point — stated directly, in the first two sentences.]

[2–4 sentences of supporting context, maximum.]

[One clear next step: "Could you review and let me know by Wednesday?"]

[Sign-off: "Best" is safe universally. "Thanks" for peers. "Regards" for formal external.]

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### Script 2 — The Quick Question Email

**Use when:** You need input from someone busy and want to make saying yes easy.

Subject: Quick Question — [Topic]

Hi [Name],

I'm working on [X] and wanted to get your perspective on [specific question]. I've already [what you've tried/researched] and I'm weighing [Option A] vs. [Option B].

Would you have 10 minutes this week, or happy to handle via email if easier?

Thanks so much — [Your name]

Why it works: You show you've done the work first. You give them an easy out. You respect their time with a specific estimate.

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## SECTION 2: MANAGING YOUR MANAGER

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### Script 3 — The Weekly Update

**Use when:** Every week, from week 2 onward — before your manager has to ask.

Subject: Weekly Update — [Your Name]

Hi [Manager],

Quick update on my week:

**DONE:** [2–3 things completed. Be specific.]

**IN PROGRESS:** [What you're actively working on + expected completion]

**BLOCKED / NEED INPUT:** [Anything requiring their decision — be specific about what you need]

**THIS WEEK:** [What you're planning to focus on next]

Let me know if you'd like to discuss anything. — [Your name]

Why it works: Scannable in 30 seconds. Shows momentum. Surfaces blockers before they become emergencies. Makes your manager's own status report easier.

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### Script 4 — The Early Warning

**Use when:** Something is going wrong — flag it before anyone else tells your manager.

Hi [Manager],

I wanted to flag that [X] is taking longer than expected. I'm working on [Y] to get it back on track, but wanted you to be aware. I'll update you by [day/time].

Why it works: Your manager should never hear about a problem from someone other than you. Flagging early — even without a solution — is how trust is built.

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### Script 5 — The Roadblock + Options

**Use when:** You're stuck. Never bring a bare problem; bring options.

Hi [Manager],

I've hit a roadblock on [X], and I see two options: [Option A] or [Option B]. I'm leaning toward [A] because of [reason] — does that work for you?

Why it works: "I hit a roadblock" is information transfer. "I hit a roadblock, here are two options, here's my recommendation" is value creation.

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## Script 6 — The Communication Style Question

**Use when:** Your first or second week. Ask once, benefit forever.

I want to make sure I communicate with you in the way that works best for you. Do you prefer quick [Slack/WhatsApp] messages or emails for status updates? And how often would you like me to check in with you?

Why it works: Almost nobody asks this. It signals self-awareness — one of the rarest and most valued traits in a new employee.

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## Script 7 — The Feedback Asks (That Get Real Answers)

**Use when:** You want actual feedback, not "you're doing great."

Weak (never ask this): "Do you have any feedback for me?"

Strong alternatives — pick one:

"In the meeting yesterday, was there a better way I could have presented that data?"

"I'm trying to improve how I communicate project status — is there anything I should be doing differently?"

"What's the one thing I could work on that would have the biggest impact on how I'm perceived at this level?"

(Right after any deliverable:) "Is there anything about that I should do differently next time?"

## SECTION 3: MEETINGS

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### Script 8 — The Agenda Request

**Use when:** A meeting has no agenda and you want to come prepared.

I want to come prepared — what are the main things we'll be covering?

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### Script 9 — The Pre-Meeting Pre-Sell

**Use when:** You have an idea that needs buy-in. Message key stakeholders BEFORE the meeting.

Hi [Name], I'm planning to bring up [X] in our meeting [day] — wanted to share the idea beforehand and get your thoughts.

Why it works: Meetings are where pre-sold ideas get validated, not where new ideas get adopted. Surface yours early and someone is positioned to champion it.

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### Script 10 — The Bridge (to enter a fast discussion)

**Use when:** You can't find an opening to speak.

"Building on what [Name] said — I also noticed that..."

"That's a good point, and it connects to something I wanted to raise..."

In hierarchical rooms, bridge off the most senior person: "Building on what Mr. [Name] said..." — you get heard and the credit flows upward.

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### Script 11 — When You Get Cut Off

**Use when:** Someone talks over your point. Wait for the interruption to run its course, then:

"I want to come back to the point I was making, because I think it's relevant here."

Calm, confident, and almost always yields the floor back to you.

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## Script 12 — The Meeting Follow-Up Note

**Use when:** After any meeting with people above your level.

Hi [Name], thanks for the time — to summarize what I took away: [1–2 bullet points]. Let me know if I missed anything.

Why it works: Demonstrates attention and professionalism in a way that is difficult to forget.

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## SECTION 4: VISIBILITY

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### Script 13 — The End-of-Project Summary

**Use when:** You complete anything significant. Costs 5 minutes, creates a permanent record.

Hi [Manager], quick summary on [project]: We [what was done], which resulted in [outcome]. My main takeaway was [what you learned]. Happy to walk through it if useful.

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### Script 14 — The "FYI Upward"

**Use when:** You find something relevant to your manager's work.

Hi [Manager], thought this was relevant to the [X initiative] we discussed: [link/attachment]. [One line on why it matters.]

Why it works: Trains your manager to see you as someone who thinks beyond their immediate task — the definition of "senior thinking" at the junior level.

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### Script 15 — The Strategic Slack/WhatsApp Comment

**Use when:** A relevant topic comes up in a public channel where senior people are present.

"This is relevant to the [X project] because [specific reason] — [one useful addition: data, context, or a question]."

One or two sentences that add something. No bare emoji reactions when the room matters.

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### Script 16 — The Infrastructure Outage Message

**Use when:** Power or internet drops mid-workday. Send BEFORE anyone notices you're gone.

"Power just went — switching to hotspot, back in 10. Will flag if it takes longer."

Why it works: Going dark reads as absent. A 10-second proactive message reads as reliable.



## SECTION 5: GROWTH & PROMOTION

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### Script 17 — The 30-60-90 Check-In Questions

**Day 30:** "Am I focusing on the right priorities? Is there anything I should be doing differently?"

**Day 60:** "What would I need to demonstrate over the next 30 days to be seen as fully ramped up?"

**Day 90:** "Based on what you've seen so far, what are my biggest development areas?"

**Monthly after that:** "I want to keep making sure I'm aligned with your expectations — is there anything I should adjust?"

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### Script 18 — The Promotion Question

**Use when:** You're ready to build your case. Ask directly, then demonstrate exactly what they say.

"What would I need to demonstrate to be considered for promotion at the next cycle?"

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### Script 19 — The First-Week Success Question

**Use when:** Days 1–5 of any new role.

"What would make my first 30 days a success from your perspective?"

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### Script 20 — The Improvement Proposal

**Use when:** Days 61–90, after you've observed long enough. Frame it as a question, never a verdict.

"I've noticed [X] — would it be worth exploring [Y]?"

## SECTION 6: QUICK TONE SWAPS

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**Use when:** You're about to send something that secretly sounds passive-aggressive or unsure.

| INSTEAD OF...                            | SEND...                                                                    |
|------------------------------------------|----------------------------------------------------------------------------|
| "As per my last email..."                | "To recap what I shared earlier..."                                        |
| "I wanted to circle back..." (4th time)  | "Happy to reschedule if this week is busy — just let me know a good time." |
| "Does that make sense?"                  | "Let me know if you'd like me to clarify anything."                        |
| "Sorry to bother you, but..."            | Just ask the question.                                                     |
| "I think maybe we could possibly..."     | "I'd recommend [X] because [Y]. Happy to discuss."                         |
| "Per my email"                           | "Just flagging this in case it got buried — [restate the key point]."      |
| "As I mentioned..."                      | "To reiterate — [key point]."                                              |
| "Not sure if you saw my last message..." | "Happy to resend if it got buried — just let me know."                     |
| "Thanks in advance..."                   | "Let me know if you're able to help with this."                            |

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