Coding Mantis

COURSE EXCERPT · MODULE 3

The contract – dozens of pages. What matters to you – four points.

Claude reads it for you, answers only from the document – and says what is missing.

BEFORE

EMAIL WITH ATTACHMENT

“Here is the updated contract. Please go through it and approve it by Friday.”

The attachment runs to dozens of pages. Deadlines, risks and unclear points are somewhere inside.

YOUR COMMENTS

⊗ You read all evening or approve without understanding.

AFTER – A SUMMARY FOCUSED ON YOU

Contract · Summary for me

As [purchasing manager] · from the document only

IN BRIEF	What the contract is about and what is asked of you – in 5 sentences.
FOR ME	3 things that affect your own work.
WATCH OUT	**Risks, unclear points, deadlines – with the place in the document.** If something is missing: “not stated in the document”, nothing invented.
QUESTIONS	What to ask the contract’s author before you approve.

- Template is in the course
- PDF, Word or pasted text

✓ You know what matters, where the risks are and what to ask. You read only those passages.

01 Upload the file
PDF or Word – together with the task.

02 Paste the template
from the course; put your role in the [square brackets].

03 Check one fact
in the original – then you know how far to trust the answer.

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