

Pre-Flight Kit

AI Verification Prompts for Canadian English

FREE EDITION

Ready-to-use prompts that make ChatGPT and Claude check your English against Canadian standards — before you hit send.

Guided by [Writing Tips Plus \(Language Portal of Canada\)](#).

WHAT'S INSIDE

- 1 · Convert to Canadian English spelling and usage
- 2 · Flag Americanisms and tone
- 3 · Plain language and clarity
- 4 · Consistency and terminology
- 5 · Final pre-flight check
- + Before & after reference table

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How to use

1. Paste your draft into ChatGPT or Claude.
2. Add the prompt for the check you need.
3. Review the flags against the named tool, then decide. The AI assists; you confirm.

The honest part

AI does not reliably enforce Canadian standards on its own. It guesses, and it defaults to American English. These prompts narrow the gap; human review closes it. That is why the final check is always yours — and why a real reviewer is still worth hiring.

The prompts

1. Convert to Canadian English spelling and usage

Review the text below for Canadian English spelling and usage, following Writing Tips Plus (Language Portal of Canada). Convert American variants to Canadian: -our (colour), -re (centre), -ce for nouns (defence, licence) — note: pretense is the Canadian exception and stays as pretense, not pretence — and a doubled final l before a vowel-initial suffix (travelled, cancelled, cancellation). Keep -ize endings (realize, organize). Note: words such as advertise, advise, exercise, revise, and supervise are fixed -ise spellings and must not be changed. Do NOT change the official spelling of U.S. institution names (for example, Department of Defense, Center for Disease Control). Return a table: original, corrected, reason. Change nothing else.

2. Flag Americanisms and tone

Scan the text for American vocabulary, idioms, date formats and punctuation that would read as non-Canadian in a professional Canadian document. Flag each one, suggest a Canadian-neutral alternative, and explain briefly. Do not change meaning or register.

3. Plain language and clarity

Edit the text for plain language to Canadian federal standards: short sentences, active voice, clear structure, no jargon (see the Canada.ca Content Style Guide for plain language guidance; Writing Tips Plus for grammar and spelling). Preserve every fact, name and figure exactly. Return the revised text plus a short list of the main changes.

4. Consistency and terminology

Check the text for internal consistency: spelling variants, capitalization, hyphenation, number style and terminology. List any term used in two different ways and recommend one form to standardize on. Flag only; do not auto-change.

5. Final pre-flight check

Act as a final proofreader. Verify names, dates, figures, totals and cross-references for internal consistency. Flag anything that looks wrong or unverifiable. Confirm the text is consistent in Canadian English. Return a short pass/fail checklist, not a rewrite.

Before and after

American	Canadian	Why
color	colour	Canadian English prefers the -our ending. Guided by Writing Tips Plus.
center	centre	Canadian English uses the -re ending. Guided by Writing Tips Plus.
defense	defence	Canadian English prefers -ce for this noun. Exception: pretense stays pretense, not pretence. Guided by Writing Tips Plus.
traveled	travelled	Canadian English doubles the final l before a vowel-initial suffix. Guided by Writing Tips Plus.
license (noun or verb, AmE)	licence (noun, CanE)	In Canadian English, the noun is licence; the verb is license. Guided by Writing Tips Plus.
canceled	cancelled	Canadian English doubles the final l before a vowel-initial suffix. Guided by Writing Tips Plus.
Department of Defense	leave as written	Respect the official spelling of U.S. institution names (e.g., Department of Defense). Guided by Writing Tips Plus.

Standards: Writing Tips Plus (Language Portal of Canada). Verify any flagged item against the source before delivery.

Independent product. Not affiliated with, endorsed by, or produced in partnership with the Government of Canada or the Translation Bureau. Tool names are cited for reference only.

Want the full toolkit? The expanded edition includes additional verification prompts, an extended before & after reference table, a one-page detachable checklist, and guidance on working with bilingual documents in Canadian professional contexts. Coming soon.

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