

PROMPTING CHEATSHEET

Use roles, format and tone to prompt Chat to refine and revise output.

★ ROLES

Think of the different types of employee roles within your company and use them to craft prompts from their point of view.

- Marketer
- Sales Person
- Graphic Designer
- Human Resources
- Operations
- Customer Service
- Accountant
- Etc...

★ FORMAT

Consider the use case - or audience - for the output and ask Chat to format accordingly.

- Blog Post
- Essay
- Table
- Graph
- Bullet Points
- Product Descriptions
- Tweet
- Facebook Post
- Hashtag
- Summary
- Email
- Website Copy

★ TONE

Set the tone of the output, keeping in mind the intended audience.

- Professional
- Academic
- Informal
- Engaging
- Educational
- Entertaining
- Persuasive
- Etc...

★ BEST PRACTICES

- Always be clear on your intention / goal.
- Provide relevant “context” when prompting.
- “Hallucinations” may occur the longer the Chat string becomes. After 10 or so prompts, remind Chat of your intention to ensure it is functioning according to your needs.
- Ask Chat to “pause” before it crafts any output to allow you to feed it more information.
- Ask Chat “Do you understand?” to confirm it has the appropriate information and understands your intention.

★ EXERCISE: CRAFT A GREETING CARD OR LETTER

Prompt:
Craft a [fill in occasion] card for [person/people] to celebrate [fill in holiday].

Prompt:
Can you prompt me on what I am missing?

Prompt:
Do you have any additional suggestions?



MANIPULATE THE OUTPUT AS YOU WOULD A TEMPERATURE GAUGE AND PROMPT CHAT TO:

- “Add more of [xyz]”
- “Subtract [xyz]”
- “Change the tone to [xyz]”
- “Shorten to [this length]”
- “Lengthen to [this length]”