

Guide to AI Prompts

Creating effective AI prompts is key to getting meaningful and accurate responses from AI tools. By following best practices, such as specifying details, adding context, and structuring questions properly, users can improve the quality of AI-generated content and tailor it to meet their specific needs.



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01 Tips and Tricks for Writing Effective AI Prompts

1. Be Specific and Detailed

The more specific your prompt, the more likely AI will provide a relevant response. Vague prompts often lead to broad or generalized answers.

Bad Example: “Tell me about space.”

Good Example: “Explain how black holes are formed and how they affect nearby celestial bodies.”

2. Include Context

If you're asking for a certain type of content (e.g., a blog post, story, or technical explanation), make that clear in the prompt.

Example: “Write a blog post for beginners on how to use Excel for data analysis.”

3. Use Open-Ended Questions

For in-depth responses, frame your prompt as an open-ended question.

Example: “What are some ways to use AI in manufacturing?”

4. Specify Length or Format

If you need a response of a certain length or specific format, be explicit about it. This is useful when you're seeking lists, summaries, or structured content.

Example: “Summarize the key points of this article in 3 bullet points.”

5. Iterate and Refine

Sometimes, a prompt may not yield the desired response on the first try. Tweak your prompts, provide more details or ask follow-up questions.

Example: “The response was too technical. Can you simplify it for a general audience?”



01 Tips and Tricks for Writing Effective AI Prompts

6. Limit the Scope When Needed

For complex topics, break them into smaller parts. This ensures clarity and allows the AI to focus on one aspect of the topic at a time.

Example: “Explain the difference between supervised and unsupervised learning in machine learning.”

7. Ask for Multiple Perspectives

If you're exploring creative ideas or opinions, asking for different viewpoints can give you more comprehensive insights.

Example: “What are the pros and cons of remote work from both an employee and employer perspective?”

Common Pitfalls to Avoid

- **Being Too Vague:** General prompts lead to general responses, which may not be helpful.
- **Overloading the Prompt:** Asking for too much in one prompt can confuse the AI or lead to disjointed answers.
- **Expecting Perfection in One Try:** AI models may need a few attempts or refinements to get it just right—be patient and adjust as needed.

[Up next: Prompt Frameworks >](#)



02 Prompt Frameworks

RACE

The RACE framework is a structured approach designed to help users communicate their needs more precisely to generative AI models. By dividing prompts into four key elements—Role, Action, Context, and Execute—it enables clearer guidance for the model, ensuring the results are more aligned with your goals.

Example of a RACE prompt

If you want ChatGPT to generate a lesson plan for a math class:

- **Role:** Act as an experienced elementary school teacher.
- **Audience:** The lesson is for 4th-grade students who are learning about fractions.
- **Context:** The students have already been introduced to the concept of whole numbers and basic division but have not yet learned about fractions.
- **Expectation:** Provide a 30-minute lesson plan that includes an introduction, a hands-on activity, and a short quiz.

This structured approach ensures that the prompt gives ChatGPT all the necessary information to generate a focused, high-quality response aligned with your needs.

FOCUS

The FOCUS Framework was developed to enhance productivity and goal-orientation in AI interactions, providing a clear, structured method for creating prompts. It acts as a roadmap through the expansive world of generative AI, helping you navigate with precision to achieve clear, concise, and relevant results.



02 Prompt Frameworks

FOCUS (Continued)

If you want ChatGPT to generate a blog post, you might structure it like this:

- **Functionality:** I need help drafting a blog post.
- **Objects:** The blog is about time management techniques for remote workers.
- **Context:** The target audience is professionals working from home due to the COVID-19 pandemic, and I want to focus on the Pomodoro technique and time blocking.
- **User Instructions:** Write in a casual, conversational tone. Make it informative but easy to read, aiming for 500-700 words.
- **Specificity:** Include at least three time management tips, and mention any apps or tools people can use to stay on track.

ELI5

The **ELI5 framework** stands for "**Explain Like I'm 5**," which is a method to simplify complex topics or ideas for easier understanding. When using the ELI5 framework in ChatGPT prompts, the focus is on breaking down information into the simplest terms possible, as if explaining it to a 5-year-old. This framework emphasizes clarity, simplicity, and accessibility, making it great for explaining difficult concepts to beginners or those unfamiliar with a topic.

Example of a ELI5 prompt

If you want ChatGPT to explain quantum physics in an ELI5 style:

- **Explain:** Break down quantum physics in the simplest way possible.
- **Like:** Use a friendly, approachable tone.
- **I'm:** Assume the person knows nothing about physics.
- **5:** Make the explanation simple enough for a child to understand.

Prompt example:

"Explain quantum physics to me like I'm 5. Use simple words and examples."



02 Prompt Frameworks

CARE

The **CARE framework** for ChatGPT prompts is designed to guide users in crafting prompts that ensure clarity, appropriateness, and relevance in the responses. It can be particularly useful when seeking assistance in sensitive or nuanced topics, ensuring that the interaction is empathetic, constructive, and thoughtful. Here's what **CARE** stands for:

Example of a CARE-structured prompt

Let's say you are seeking advice on how to support a friend going through a tough time:

- **Clarity:** Be specific about the situation. For example, "My friend has been feeling very stressed because of work, and I want to know how to support them."
- **Appropriateness:** Keep in mind the need for a respectful, supportive tone that acknowledges the seriousness of the issue.
- **Responsiveness:** Ask for practical advice or steps, like "What are some ways I can help them manage their stress?"
- **Empathy:** Encourage a compassionate response by focusing on how to be emotionally supportive, e.g., "How can I show understanding and be there for them without overwhelming them?"

Prompt example:

"My friend is going through a difficult time at work and is really stressed out. What are some thoughtful ways I can support them emotionally and help them manage their stress without making them feel pressured?"

Five Ws and One H

The **5 Ws and 1 H framework** is a classic method for structuring questions and prompts to gather comprehensive information. It focuses on the key aspects of inquiry—**Who, What, When, Where, Why, and How**—to ensure that responses are detailed and cover all relevant points. This framework is particularly effective for asking clear, in-depth questions and making prompts that require detailed explanations or problem-solving.



02 Prompt Frameworks

Five Ws and One H (Continued)

Example of a 5 Ws and 1 H prompt:

If you want to learn about the moon landing:

- **Who:** "Who was involved in the Apollo 11 mission?"
- **What:** "What was the goal of the mission?"
- **When:** "When did the moon landing take place?"
- **Where:** "Where did the spacecraft land on the moon?"
- **Why:** "Why was the Apollo 11 mission significant in the space race?"
- **How:** "How did the astronauts return safely to Earth?"

GOPA

The **GOPA framework** is a structured approach to creating effective ChatGPT prompts, helping ensure your inputs are clear and comprehensive. It stands for **Goal, Obstacles, Plan, and Action**, and it's particularly useful when you're asking for guidance, problem-solving, or step-by-step instructions.

Example of a GOPA-structured prompt:

If you want help launching a product:

- **Goal:** "I want to successfully launch a new app in the market."
- **Obstacles:** "The market is crowded, and I have a limited budget for advertising."
- **Plan:** "I plan to use social media ads and influencer partnerships, but I'm not sure how to optimize these strategies."
- **Action:** "Can you suggest specific steps I can take to make the launch successful with these constraints?"



03 Cheat Codes – Prompt Generators

[Feedough](#)

Do you know you should write longer prompts, but don't have the time? Give Feedough a simple prompt and it will expand it into a much more detailed prompt.

[Snackprompt](#)

Snackprompt is a library of pre-written prompts for specific needs, like writing a book or creating a fitness plan. The prompts are organized into categories and the library is searchable.

[PromptHero](#)

Prompthero's specialty is image prompts. Find an image you like and copy and edit the prompt that generated it. Here's a Stable Diffusion prompt to create a cute cat in an astronaut uniform:

[realistic. \(\(Masterpiece, best quality\)\), cute cat in astronaut suite, Ultra-High-Definition, \(Masterpiece:1.5\) \(best quality:1.5\)](#)



[Up next: Top 10 Online Resources to Learn AI Basics >](#)



04 Top 10 Online Resources to Learn AI

1. Towards Data Science (TDS)

Blog

<https://towardsdatascience.com/>

2. AI Alignment Podcast by The Future of Life Institute

Blog

<https://futureoflife.org/content-sequence/ai-alignment-podcast/>

3. MIT Technology Review: Artificial Intelligence

Website/Blog

<https://www.technologyreview.com/topic/artificial-intelligence/>

4. Lex Fridman Podcast

Podcast

<https://lexfridman.com/podcast/>

5. Google AI Blog

Blog

<https://ai.google/discover/blogs/>

6. Data Skeptic

Podcast

<https://dataskeptic.com/>

7. OpenAI Blog

Blog

<https://openai.com/news/>

8. AI Trends

Website/Blog

<https://www.aitrends.com/>

9. The AI Alignment Newsletter

Newsletter/Blog

<https://www.alignmentforum.org/>

10. AI for Everyone by Andrew Ng (Coursera)

Online Course

<https://www.coursera.org/learn/ai-for-everyone>