

## Writing Useful Prompts for ChatGPT, for Educators

### **My Prompt to ChatGPT:**

*You are an expert prompt writer for ChatGPT. I am teaching a professional development session to school teachers on how to create ChatGPT prompts that will result in the most useful responses. I want the teachers to be able to create their own useful prompts.*

*Here is your task:*

*Create a list of strategies for creating prompts using the most advanced prompt engineering techniques. Use numbered lists with headings for each part of the response.*

### **The ChatGPT Response:**

#### **1. Be Clear and Specific**

- Clearly define the task and specify what you need.
- Avoid vague language and ambiguous terms.

#### **2. Provide Context**

- Give background information relevant to the prompt.
- Ensure the model understands the scenario or setting.

#### **3. Define the Role of the AI**

- Specify what role the AI should take (e.g., expert, advisor, teacher).
- This helps tailor the response to meet your needs.

#### **4. Specify the Output Format**

- Indicate the desired structure (e.g., list, essay, dialogue).
- Mention any specific elements to include (e.g., headings, bullet points).

#### **5. Include Examples**

- Provide sample answers or formats to guide the response.
- This helps set expectations for the output.

#### **6. Set the Tone and Style**

- Mention if the response should be formal, casual, technical, etc.
- This ensures consistency with your intended audience.

#### **7. Ask for Step-by-Step Solutions**

- For complex tasks, request a breakdown of steps.
- This makes the response more detailed and actionable.

#### **8. Use Constraints and Conditions**

- Limit the scope to specific criteria or conditions.
- This helps narrow down the responses to what's most relevant.

#### **9. Iterate and Refine**

- If the initial response isn't perfect, refine the prompt.
- Use follow-up prompts to clarify and adjust.

#### **10. Test and Adapt**

- Experiment with different phrasings and structures.
- Adapt based on what yields the most useful responses.