AI Prompt Quick Guide

Get better results from ChatGPT, Gemini, Claude & more

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[*] 1. Golden Rule

Better input = better output. Be as clear and detailed as you would with a human collaborator.

Example:
Bad: 'Write about AI'
Good: 'You are a tech journalist. Write a 200-word article for high schoolers explaining AI in simple terms, with examples.'

[#] 2. Prompt Formula

[Role] + [Task] + [Context] + [Constraints] + [Format] + [Tone]
Example: 'You are an editor. Summarize this article for high schoolers in 200 words, bullet points, conversational tone.'

[>] 3. Five Go-To Prompt Types

- Role Prompting: 'You are a career coach'
- Step-by-Step: 'First outline, then draft'
- Constraints: 'Summarize in exactly 5 bullets.'
- Persona + Audience: 'Explain to a 10-year-old'
- Example-Driven: 'Write in this style: [paste example].'

[~] 4. Iteration Loop

Prompt -> Review -> Refine -> Repeat
Example:
Draft post -> Too formal -> Refine: Make it conversational.

[+] 5. Quick Wins

- State audience & purpose.
- Give examples.
- Ask for reasoning/sources (note: may not be verifiable).

[?] 6. U-A-R-S-C Reasoning Prompt

Understand -> Analyze -> Reason -> Synthesize -> Conclude.
Use when you need deeper, structured answers.

[!] 7. Meta-Prompt

'Here is my draft prompt: [paste]. Rewrite for clarity, context & specificity. Give 3 improved versions + missing details.'
Why: Turns AI into your prompt coach.

Pro Tip:

Treat AI like a brilliant but distractible employee. Clear instructions, context, and review make the difference.