

AI Prompt Cheat Sheet

MODES AND ROLES

Intern: Find research on [topic]

Brainstorming: Generate ideas on [topic]

Assistant: Edit and fix this text: [text]

Teacher: Explain this [concept]

Reporter: Generate a summary of news on [company]

Typist: Draft an email to [person] about [subject]

Marketer: Prepare a presentation on [subject]

Scheduler: Create a schedule with [dates, times, or tasks]

Mentor: Generate a script to call [person] at [company] that [services or products]

Researcher: Identify the top [number, i.e., 20] companies in [industry] by [category]

Editor: Rewrite this text and [objective]

Proofreader: Review writing and fix mistakes. Make suggestions for improvement.

TONES

Prompt: Write using [x] tone

Firm	Professional	Conversational
Confident	Descriptive	Optimistic
Friendly	Formal	Persuasive
Compelling	Informal	Sympathetic

ROLE + TASK + FORMAT

To create your prompts, think about your modes and roles. One prompt will not give you the final result. It will take an initial prompt and re-prompts to get a good result.

Role: Intern

Task: Research

Format: Descriptive

It is important that you verify any statistics and double check whatever AI results you receive. It is also recommended that you request several variations to get a result that has the right tone, phrasing, and information. Double check spelling as AI libraries will provide sometimes European spellings opposed to American spellings (colour versus color).

AI Prompt Tips and Tricks

PROMPT STRUCTURE

- Give clear and precise instructions.
- The more details you can provide in the prompt, the better results you will get.
- It can be helpful to include target audience or objective of the writing or review.

RE-PROMPT GUIDANCE

- Communicate mistakes when easily identifiable.
- Point out any instructions in the original prompt that were missed.
- Tell AI what you like and do not like.
- Be aware of using words that can be confusing.
- Be as specific as possible.
- Break up longer text pieces into sections to easier management.
- Try providing step-by-step instructions.
- Rephrase your original request.
- Explicitly define expected results, i.e., three paragraphs, 280 characters, 40 words.
- Ask for references for sources used; provide citation requirements, i.e., APA, MLA.
- Request multiple versions or a list of options to choose from.

TRIAL AND ERROR

- Crafting consistent prompts takes practice.
- Each AI model is different, so you will get different results from different models.
- You are ultimately responsible for what you choose to use.

AI is dependent on Large Language Models (LLMs) and should be avoided for certain ethical, legal, privacy, or accuracy concerns. AI should not be used as a substitute for legal advice or legal procedures. AI models should not be used to process sensitive personal data without stringent data protection measures in place. There's a risk of data breach or misuse, especially if the AI model is trained on or generates sensitive information without adequate privacy safeguards. AI must be carefully scrutinized and tested to ensure that copyrighted works are not being used without permission or that intellectual property rights are infringed upon.