IAMYOUR.AI

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CHATGPT USER GUIDE: CRAFTING EFFECTIVE PROMPTS

Welcome to the world of ChatGPT! Crafting a precise prompt can make a big difference in the quality of the response you receive. Here's a comprehensive guide to help you communicate effectively with the AI.

KEYS TO EFFECTIVE PROMPTING

1. **Be Specific:** Clarity ensures precision.
   - Instead of: "Tell me about dogs."
   - Use: "Describe the physical characteristics of Labradors."

2. **Direct Questions:** Yield direct answers.
   - Instead of: "Explain the concept of climate change."
   - Use: "What factors contribute to climate change?"

3. **Set Response Format:** Define the structure you desire.
   - Instead of: "Discuss famous painters."
   - Use: " List three renowned Renaissance painters and describe their contributions."

4. **Establish Constraints:** Limit your query for focused responses.
   - Instead of: "Write a short story."
   - Use: " Compose a 300-word story about overcoming personal challenges."

5. **Provide Context:** Offer examples or context for clarity.
   - Instead of: "Explain the concept of supply and demand."
   - Use: " Explain supply and demand using the smartphone market as an example?"

6. **Avoid Ambiguity:** Precision trumps vagueness.
   - Instead of: "Discuss technology's benefits."
   - Use: "State three advantages of modern technology in healthcare."

7. **Commanding Language:** Enhance instruction clarity.
   - Instead of: "Discuss environmental pollution impacts."
   - Use: "Detail pollution's effects on air quality and biodiversity."

8. **Breakdown Multi-step Prompts:** Make compound tasks into easy clear steps.
   - Instead of: "Explain how to bake a cake."
   - Use: " Detail the process of baking a chocolate cake, including ingredients and timings."

9. **Context is Key:** Highlight specific contextual elements.

- o Instead of: "Recommend a book."
- o Use: "Recommend a recent science fiction book for young adults."

10. **Iterate:** Adjust and re-prompt as necessary for clarity.

Remember that while these tips can help improve the clarity and directness of responses from ChatGPT, it's still important to review and validate the information, especially if it's used for critical tasks or decision-making, as ChatGPT's responses are generated based on patterns in its training data and may not always be entirely accurate or appropriate for every context.

ADDITIONAL PROMPTING TECHNIQUES

1. **Creation:** "Create a birthday card poem themed on butterflies."

2. **Roleplay:** "Act as an advertiser and design an ad for eco-friendly shoes."

3. **Completion:** "Complete this sentence: 'In a world where AI and humans...'"

4. **Style Mimicking:** "Write a mystery in the style of Agatha Christie."

5. **Examples:** "Provide examples of metaphors in literature."

6. **Visualization:** "Illustrate these data trends in a textual graph or in a table."

7. **Listing:** "List possible titles for an article on efficient email communication."

8. **Comparison:** "Compare solar and wind energy sources."

9. **Simplification:** "Explain quantum physics like you're speaking to a 10-year-old."

BASIC STRUCTURE OF A PROMPT

1. **Describe the Setting:** Provide context about the situation or scenario, including relevant details about characters, preferences, and any contextual information that informs the request.

   (e.g. Peter is my brother, I want to write a greeting for his birthday, he enjoys sailing and yoga, he will be 61 years old on Saturday 23rd February…)

2. **Describe What You Want:** Clearly state the desired output or task you want the AI to perform, such as generating a poem, writing an invitation, or providing information.

   (e.g. create a poem, verse, write an invitation …)

3. **Set the Parameters:** Specify any constraints, guidelines, or parameters for the response, such as word count, tone, style, or any restrictions.

   (e.g. write 300-words, write in the 3rd person, do not use complex words, write it for a 6-year-old, use bullet points, summarise, …)

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3 TIPS ON HOW TO WRITE EFFECTIVE PROMPTS FOR CHATGPT AND OTHER AI

1. **Give Details:** Specify the length, tone, exceptions, and other relevant aspects of the task to influence the AI's response.

   - Length (e.g., a word count or the number of pages)
   - Tone or style (e.g. moody, enthusiastically, in the style of Enid Blyton, …)
   - Exceptions or aspects you want to disregard (e.g. do not use flowery language, …)
   - Person (e.g. in the 3rd person, in the 1st person …)

2. **Combine Multiple Prompts:** Mix and match prompts to optimize results.

   For example, you can say, "As a historian, tell me about Nelson Mandela." This would elicit more historical insight into his life, such as his lasting impact and reception by society, than the less detailed prompt "Tell me about Nelson Mandela."

3. **Rephrase and Try Again:** Rephrase if the first attempt isn't perfect. Experiment with different wording or additional details.