10 Tips for Writing Useful Prompts, 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**
   o Clearly define the task and specify what you need.
   o Avoid vague language and ambiguous terms.
2. **Provide Context**
   o Give background information relevant to the prompt.
   o Ensure the model understands the scenario or setting.
3. **Define the Role of the AI**
   o Specify what role the AI should take (e.g., expert, advisor, teacher).
   o This helps tailor the response to meet your needs.
4. **Specify the Output Format**
   o Indicate the desired structure (e.g., list, essay, dialogue).
   o Mention any specific elements to include (e.g., headings, bullet points).
5. **Include Examples**
   o Provide sample answers or formats to guide the response.
   o This helps set expectations for the output.
6. **Set the Tone and Style**
   o Mention if the response should be formal, casual, technical, etc.
   o This ensures consistency with your intended audience.
7. **Ask for Step-by-Step Solutions**
   o For complex tasks, request a breakdown of steps.
   o This makes the response more detailed and actionable.
8. **Use Constraints and Conditions**
   o Limit the scope to specific criteria or conditions.
   o This helps narrow down the responses to what's most relevant.
9. **Iterate and Refine**
   o If the initial response isn't perfect, refine the prompt.
   o Use follow-up prompts to clarify and adjust.
10. **Test and Adapt**
    o Experiment with different phrasings and structures.
    o Adapt based on what yields the most useful responses.