

THE BASIC RULES OF PROMPTING

A prompt must be **structured**.

"Structured" refers to the organization and logical arrangement of the information within a prompt. A structured prompt is one where the information is presented in a coherent, logical order, making it easy for an AI model to follow the instructions.

An AI model assimilates information in the order it is written. Therefore, a change in the order of the text in a prompt can lead to very different results in terms of the quality of the model's response.

A prompt must be **specific**.

"Specific" refers to providing detailed, clear, and precise information in a prompt. A specific prompt includes all relevant details that might be needed to determine the response.

An AI model predicts the most accurate response based on the prompt provided. Therefore, the more detailed the instructions, the better tailored the response will be.

A prompt must be **unambiguous**.

"Without ambiguity," on the other hand, focuses on ensuring that the prompt cannot be interpreted in more than one way, eliminating any potential confusion about what is being requested.

An AI model operates within the limits of what it is told. Therefore, if instructions are open to multiple interpretations, the resulting interpretation may not align with your expectations.

Act as a writing consultant.

Your job is to revise notes on feedback, so that the feedback is suitable for direct communication with a student.

I have made notes on feedback for a student's specify the assignment. Please rewrite my notes, enclosed in [] below, so that they are in a format suitable to send to the student. Ensure that the feedback is clear, professionally phrased, and constructive. Keep the language simple.

Do not add any new ideas or conclusions beyond what is written in the notes. If any note is unclear and you require further information to rewrite it accurately, please compile a list of these items and ask for clarification.

The feedback should be formatted as *specify format (e.g. an email with bullet points)*.

Notes: [*add notes*]

Clear Objective & Context

Begin with context that sets the stage for what you are asking; you can do it by assigning a persona (Act as...).

Clearly state the main objective of the prompt. This helps to orient the model and prepares it for the specifics of the request.

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Logical Order & Segmentation

Arrange the details and instructions in a logical sequence. For example, if there are multiple steps to be followed, they should be presented in the order they need to be executed.

Break down the prompt into segments or paragraphs, each addressing a specific aspect of the prompt. This can include background information, the main question or task, and any specific requirements or criteria.

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Clear instructions

The instructions must be unambiguous and specific!

The instruction should refer to or include the context. Here the context is described within the instructions.

We tell the model not to make assumptions and add any information. This level of specificity is needed so that the model does not start creative writing. The more specific the output needs to be, the more specific your instruction must be.

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Delimiters

Delimiters are used to separate and organize information. They help in defining the beginning and end of sections, grouping similar elements, or imposing output format.

Thanks to delimiters an AI model can “see” which part of text we refer to.

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Format

Specify the format of the output. Describe how the response to your prompt should look like – should it be a written paragraph or bullet points, should it be detailed or concise, etc.