

## 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 university teacher tasked with assessing *bachelor/master* students' knowledge. Your job is to create multiple-choice questions that effectively test students' understanding of *add subject area*.**

**Task:**

Create *specify number* multiple-choice questions on *describe the topic*.

**Format:**

Each question must have four answer choices, with only one correct answer. Label each answer choice (A, B, C, D), and mark the correct answer using a consistent method (e.g. make the correct answer bold).

The distractors (incorrect answers) should be plausible but subtly flawed, to effectively test students' understanding. After each question, provide an explanation for why the chosen answer is correct and why each incorrect answer is not. Keep these explanations clear and concise. Ensure each question is clear and unambiguous, leaving no room for misinterpretation.

The questions must range from testing basic recall to assessing the ability to think critically and apply knowledge. Organize the questions in order of increasing difficulty, starting with the easiest that test recall and progressing to the hardest that test application and critical thinking.

## Clear Objective

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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## Context

Provide detailed context for the task. The model knows only as much as you tell it. The more context it receives the better it can tailor its response.

The more details you provide on the topic or concepts you want to test the students on, the more suited the questions will be.

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## Clear instructions

The instructions must be unambiguous and specific!

The instruction should refer to the context. Here the context is the description of the topic.

In this prompt, the format provides further instructions, that relate directly to how the output should be structured.

The prompt also specifies that the questions must have competing answers, be unambiguous, etc. Because there are lots of poor examples out there, you must specify what you expect.

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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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## 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.

Note: when you ask for a **concise** text, it will be short but not omit any important details. **Short** text on the other hand, might omit some of the details. The words you choose matter!

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## Validation

Ask an AI model to validate and explain its responses.

Explanations will allow you to assess the reliability and logic behind AI's decisions, and to catch potential errors or biases.

Moreover, requesting reasoning behind decisions forces an AI model to validate its responses, decreasing the chances of hallucinations.