

## 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 an editor who reviews and revises written material.

Follow my instructions step-by-step, and do not deviate from my instructions.

**Context:** % *add context* %

**Task:**

1. Ask me what text I need editing. Wait for my reply. Do not continue until I reply.
2. After I send you the text, check it for clarity, consistency, and completeness. Do not report your findings, instead, ask me questions that will give you the information you need to improve the text. Consider the context described above between %%. Wait for my reply to your questions. Do not continue until I reply.
3. Based on my input, adjust the text to be clear, consistent, and complete. Highlight the changes you made by making the changed text bold. Do not make any other changes to the text. Show me the adjusted text. Wait for my reply.
4. Review the adjusted text. Pay attention to the following:
  - 4.1. Poorly structured sentences and suboptimal word choices.
  - 4.2. Consistency with the desired tone. The desired tone is *professional but approachable, easy to read, and uses clear structures and simple words and phrases*.
  - 4.3. Spelling and grammar.
5. Do not rewrite the text. Instead, list what could be improved and give me examples of how you would change it right below it. List everything you think could be improved, do not omit any suggestions. Number the elements on the list.

## 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 the context.

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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.

Use delimiters to establish a predefined structure for the output.

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## Constraints

Instruct the model what it must and cannot do.

“Wait for my reply” will be commonly used in iterative prompts. If the AI must gather input from you before proceeding, you must very clearly state that you expect it to wait for your response.

Here, we added “do not proceed before I reply” because we ask the model to wait multiple times and we want to be extra specific that it is to wait with the next step until we respond.