

# Crafting successful prompts

Harnessing artificial intelligence  
for effective learning

Grow  
Waitaha

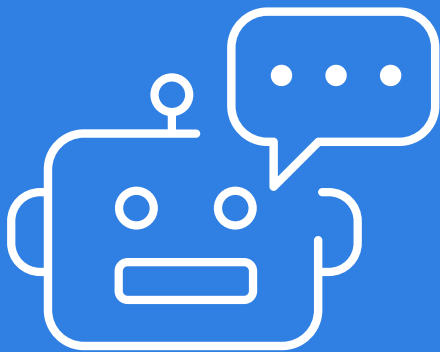


# About this guide

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This guide supports kaiako to maximise the usefulness of AI for effective and relevant learning by crafting successful AI prompts.

We know AI has changed the digital landscape forever. Supporting kaiako to use AI successfully will help them to see both the potential and limitations of this kind of technology, and demystify the process.



## Acknowledgements

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This resource was developed in 2023 by the Grow Waitaha AI team for the use of educators across Aotearoa.

Grow Waitaha is a multi-year project designed to support schools in post-earthquake greater Christchurch through citywide educational transformation.

We welcome ongoing feedback on how you have used this resource and what suggestions you would like to contribute.

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# Top tips for writing prompts in ChatGPT

written by ChatGPT



Writing effective prompts for ChatGPT can significantly improve the quality and relevance of the responses you receive. Here are some strategies for creating good prompts:

- 1. Be clear and specific:** Clearly state your request or question. Ambiguity can lead to confusing or irrelevant responses. For example, instead of saying “Tell me about cars,” say “Can you provide a brief overview of the history and evolution of electric cars?”
- 2. Provide context:** Give some context about your request. Explain what you’re looking for, why you’re asking, or any relevant details. This helps ChatGPT understand your intent and provide more accurate responses.
- 3. Use complete sentences:** Write prompts in a way that makes sense on their own. Instead of just keywords or phrases, use full sentences that convey your request clearly.
- 4. Ask open-ended questions:** Encourage detailed and informative responses by asking open-ended questions. For example, “Can you explain the impact of climate change on the world’s ecosystems?” is better than “What is climate change?”
- 5. Specify the format or structure:** If you want a response in a particular format or structure, make it explicit. You can say, “Please provide a step-by-step guide on how to bake a chocolate cake” or “Summarise the key points in a bulleted list.”
- 6. Set the tone and style:** Mention the tone or style you want in the response. For instance, you can specify, “Write a casual and friendly email to a friend, inviting them to a weekend trip.”
- 7. Avoid jargon or acronyms:** If your request involves specific terminology, ensure that you explain or define any jargon or acronyms to avoid confusion.
- 8. Break down complex tasks:** If your request is multifaceted, break it down into smaller, more manageable questions or prompts. This can help ensure that each aspect is addressed.
- 9. Be polite and respectful:** Use polite language in your prompts. It’s important to maintain a respectful and considerate tone, as it will influence the quality and tone of the response you receive.
- 10. Edit and refine your prompts:** Review your prompts for clarity and conciseness. Avoid redundancy and unnecessary information.
- 11. Experiment and iterate:** If you’re not getting the desired response, feel free to experiment with different prompts and iterate until you achieve the results you want.
- 12. Use conditional statements:** Incorporate conditional statements to guide the response. For example, “If I wanted to start a business in the tech industry, what are the key steps I should consider?”
- 13. Mention your knowledge or background:** If you have a specific level of expertise or background knowledge, you can mention it in your prompt to tailor the response to your level of understanding.
- 14. Use quotes or references:** If your request relates to a specific quote, concept, or reference, include it in your prompt to ensure a contextually relevant response.
- 15. Be patient:** Sometimes, ChatGPT may require additional clarification or a follow-up question. Be patient and willing to provide more information if needed.



# Prompt cards resource

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The following pages contain cards that can be printed and used to help create effective prompts in ChatGPT.

## Activity: Write a poem using ChatGPT

Successful AI prompts are precise about what, why, how and who the project is for. Try using this activity to get familiar with how AI responds to prompts:

1. Write a poem about yourself that is six lines long and describes three or four things about you.
2. Get ChatGPT to do the same thing using this prompt: “Write a poem about [your name] that is six lines long: My name is \_\_\_\_\_ and I like \_\_\_\_ and \_\_\_\_\_, but I hate \_\_\_\_\_.”
3. Place the cards face down, choose one from each group and include those in your prompts, for example, “Write a humorous poem about [your name] that is 6 lines long, for a 5 year old, from a futuristic perspective that is colourful and intriguing.”

## TONE

### **Informative:**

Encourage ChatGPT to provide factual information and explanations.

## TONE

### **Formal:**

Request responses in a professional, business-like, or academic tone.

## TONE

### **Casual:**

Prompt for a relaxed, friendly, or conversational style.

## TONE

### **Empathetic:**

Encourage responses that convey understanding and empathy.

## TONE

### **Humorous:**

Request a lighthearted, funny, or playful approach.

## TONE

### **Creative:**

Encourage imaginative and inventive responses.

## TONE

### **Persuasive:**

Ask for responses that aim to convince or argue a particular viewpoint.

## TONE

### **Critical:**

Request a critical and analytical approach to the topic.

## TONE

### **Sarcastic:**

Prompt for witty, ironic, or sarcastic responses.

## VIEWPOINT

### Exploration of Expert Opinion:

Ask ChatGPT to provide insights from the perspective of an expert in a specific field.

## VIEWPOINT

### Historical Perspective:

Request information or insights from a historical context or viewpoint.

## VIEWPOINT

### Multiple Cultural Perspectives:

Encourage ChatGPT to consider how people from different cultures might view a topic.

## VIEWPOINT

### Ethical Viewpoint:

Prompt a discussion from an ethical or moral standpoint.

## VIEWPOINT

### Environmental Perspective:

Encourage consideration of environmental factors or concerns.

## VIEWPOINT

### Political Angle:

Ask for insights on the political viewpoints or consequences related to the issue.

## VIEWPOINT

### Generational Differences:

Prompt ChatGPT to explore how different generations might view or experience a topic.

## VIEWPOINT

### Futuristic Perspective:

Ask for predictions or viewpoints regarding future developments or trends.

## VIEWPOINT

### Technological Viewpoint:

Request insights on how technology impacts or is impacted by the issue.



## AUDIENCE

### General:

Request a response that is suitable for a broad and diverse readership.

## AUDIENCE

### Academic:

Ask for a response tailored to scholarly or research-oriented readers.

## AUDIENCE

### Educational:

Encourage a response suitable for students at various grade levels.

## AUDIENCE

### Children's:

Request a response that is engaging and appropriate for young readers. Specify age.

## AUDIENCE

### Teenagers or Adolescents:

Ask for a response that resonates with the adolescent age group. Specify age.

## AUDIENCE

### Seniors or Older Adults:

Encourage a response that addresses issues relevant to older adults. Specify age.

## AUDIENCE

### Cultural or Ethnic Community:

Specify a response that speaks to the experiences and interests of a particular cultural or ethnic group.

## AUDIENCE

### Hobbyist or Enthusiast:

Request a response tailored to individuals with specific hobbies or interests.

## AUDIENCE

### Online Community or Forum:

Ask for a response that aligns with the norms and preferences of a specific online platform or community.

## KEY WORDS

### Action:

Words that describe an action or task to be performed, such as “analyze,” “explain,” “compare,” or “argue.”

## KEY WORDS

### Descriptive:

Words that provide specific details or characteristics, such as “vividly describe,” “colorful,” or “intriguing”.

## KEY WORDS

### Question:

Words that introduce questions or inquiries, like “why,” “how,” “what if,” or “when.”

## KEY WORDS

### Emotion:

Words that evoke or describe emotions, like “joyful,” “heartbreaking,” “angry,” or “bittersweet.”

## KEY WORDS

### Contextual:

Words that set the context or scenario, such as “imagine,” “in the context of,” or “consider.”

## KEY WORDS

### Comparative:

Words that signal comparison or contrast, like “similarly,” “differently,” or “in comparison to.”

## KEY WORDS

### Persuasive:

Words that indicate persuasion or argumentation, such as “convince,” “persuade,” or “justify.”

## KEY WORDS

### Creativity:

Words that encourage creative thinking, like “innovate,” “design,” or “imagine.”

## KEY WORDS

### Reflection:

Words that encourage introspection or personal reflection, such as “reflect on,” “ponder,” or “consider your own experiences.”





## Contact details

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