LIMITATIONS AND RISKS

Lack of Understanding:

ChatGPT doesn't understand text or context in the way humans do. It generates responses based on patterns it learned during training but doesn't actually comprehend the meaning behind the words..

Inconsistencies:

Sometimes, ChatGPT can give different answers to slight rephrasing of the same question or contradict its previous responses, as it doesn't have a memory of past requests beyond the current conversation..

Factual Errors:

ChatGPT can sometimes make factual errors or generate nonsensical responses, as its knowledge is based on the data it was trained on, and it can't access real-time or updated information.

Sensitive Content:

ChatGPT can sometimes respond to harmful instructions or generate inappropriate content, though efforts are made to make the AI refuse such outputs.

Time Constraints:

CHAT GPT 3.5 (Free Version) does not know any information past the training date. Currently **September 2021.**

KEY USE CASES AND “BASIC” PROMPTS

- **Improve your writing:** Proofread my writing above. Fix grammar and spelling mistakes. And make suggestions that will improve the clarity of my writing.

- **Delegate your research:** I am writing a report about [insert topic]. Research and create an in-depth report with a step-by-step guide that will help researchers understand how to create an accurate report.

- **Learn new skills:** I want to learn [insert skill]. Create a 30-day learning plan that will help a beginner like me learn this skill. Use 80/20 to learn faster.

- **Summarize this text:** I want to learn about [insert topic]. Identify and summarize the most important 20% of learnings from this topic that will help me understand 80% of it.

- **Simplify and understand complex documents:** Summarize the text below and extract the main ideas and key insights and simplify the most important facts.

- **Generate new ideas:** I want to explore [task or goal]**.** Generate [insert desired format] to explain [insert text].

- **Simplify and learn complex topics:** Explain [insert topic] in simple terms to help someone new to the topic understand it.

Exercise

Let’s try some examples

KEY USE CASES AND “BASIC” PROMPTS

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NOT GETTING QUALITY OR THOROUGH RESPONSES?

PROMPT ENGINEERING: BASIC TO ADVANCED

Chat GPT Prompting

Chat GPT Can’t Read Your Mind

It is the smartest person you will ever meet, who has absolutely zero experience or real-world common sense. It only knows what it has read.

The Do’s of Prompting

Be Clear

Be clear and specific: ChatGPT works best when the prompts are clear and specific. The more detail and context you provide, the better the response is likely to be.

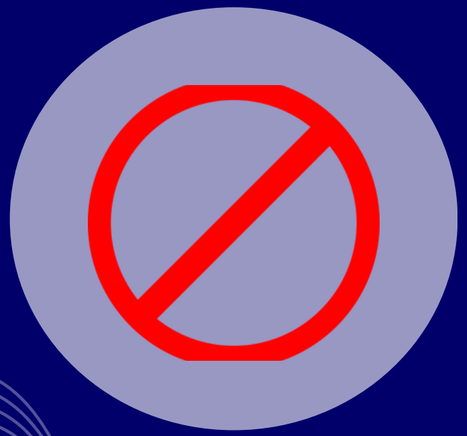
Provide Context

Provide context: If you're asking for a continuation of a story, an explanation of a complex topic, or a response to a specific scenario, giving some background information can help generate more relevant responses.

Experiment

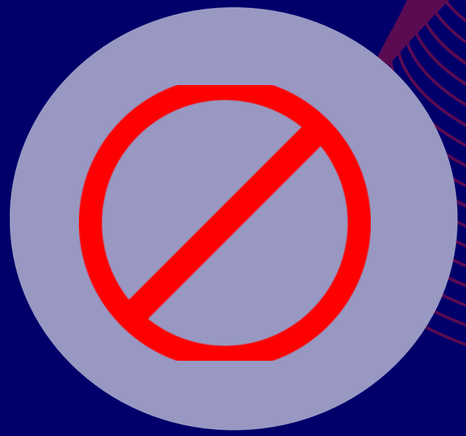
Experiment with different prompts: If you're not getting the response you want, try rephrasing the prompt or asking the question in a different way.

The Do Nots of Prompting



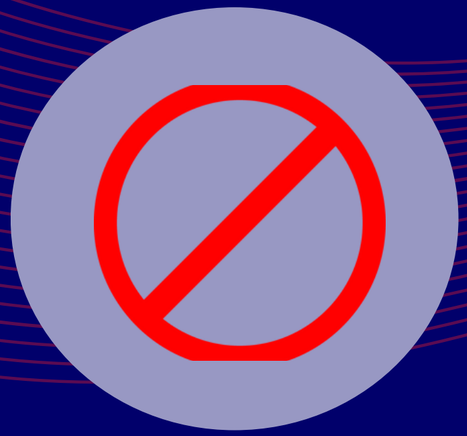
Be Vague

Don't be too vague or ambiguous: If a prompt can be interpreted in multiple ways, you may not get the response you're expecting.



Expect Personal Data

Don't expect the AI to know personal details unless provided in the conversation: ChatGPT doesn't have access to personal data about individuals unless it's been shared during the conversation.



Sensitive Critical Info

Don't rely on it for critical or sensitive information: While ChatGPT can provide helpful information on a wide range of topics, it should not be used as a sole source of information for critical decisions, particularly in areas like medical or legal advice."

Prompt Template(s)

Persona / Role:

If relevant, a description of the persona the model should adopt while completing the task. This can influence the tone and style of the response.

Task (Only Required Element):

A concise statement of what needs to be done. This section defines the objective of the prompt clearly. If the task has steps, list them in order (Numbered if possible).

Context / Introduction:

Detailed background information that sets the scene for the task. This might include why the task is important and any relevant history or details about the subject matter.

Format:

Specific instructions on how the response should be structured. This could include details like response length, format of the answer (e.g., list, essay, bullet points), or any particular styling details.

Tone:

Guidance on the tone of the response, whether it should be formal, informal, technical, conversational, etc., depending on the intended audience or purpose.

Additional Considerations

Examples:

I suggest specific examples or scenarios to illustrate what is expected from the task. This section helps clarify the task and context by showing rather than just telling.

Goals / Limitations:

Are there goals you are trying to achieve during the conversation? Tell it what not to do. What you do not want as well.

Delimiters:

Use delimiters to clearly indicate different sections or changes in context within the prompt. This helps structure the input and output effectively.

Length Specification:

Clearly state the desired length of the response, whether in words, sentences, bullet points, etc. This helps control the verbosity of the model's output.

Clarifying Questions:

Ask ChatGPT for any clarifying questions that would make the output the best possible response.

ADDTIONAL PROMPTING TECHNIQUES.

Results are dependent on the Input

The output quality is highly dependent on the input prompt's clarity and specifications.

There are stupid questions.

Split complex tasks into simpler subtasks

Split Complex prompts into steps or multiple prompts. This can help the GPT digest the information and provide a better response.

Test changes systematically

Test your changes systematically.Improving performance is easier if you can measure it. In some cases a modification to a prompt will achieve better performance on a few isolated examples but lead to worse overall performance on a more representative set of examples.

Summarize the Conversation

When conversing with the GPT, the GPT can sometimes drift or lose track. When this happens, ask the GPT to summarize the conversation. This should improve the responses.

Ask the GPT for Help

If you are not sure of how to proceed ask the GPT for help or suggestions.

Prompt Example

Role

ChatGPT, consider yourself a seasoned business consultant with 20 Years experience a strong focus on helping small to medium-sized businesses improve their operational efficiency.

Task

Your task is to find solutions to our Bakery's inventory issues and reduce inventory waste.

Context

Our business is a growing bakery, with both physical storefronts and online sales. We are finding it difficult to manage our inventory effectively, leading to significant waste at the end of each day.

Examples

The ideal solution would allow us to forecast our demand more accurately. This could be based on several factors such as day of the week, upcoming holidays, and ongoing promotions.

Limitations

However, as a small business, we need solutions that are affordable and easy to implement. Proposals that require significant technical expertise or financial investment may not be feasible for our current operations

Format

We would appreciate a response that is comprehensive yet easy to understand. If possible, present your suggestions as a step-by-step guide to avoid overly technical jargon that might complicate the implementation process.

Additional Tips

- **Experiment with Temperature**
  - **Y**ou can adjust the **temperature** settings to influence the output. Higher temperature values result in more random outputs, while lower values result in more deterministic outputs.
    a. **Low temperature (e.g., 0.3):** The output will be more focused and deterministic, sticking to common themes and ideas.
    b. **High temperature (e.g., 1.0):** The output will be more creative and diverse, potentially generating more unusual ideas

Exercise

Let’s try some examples

https://practicalimprovementllc.com/training-prompts

Additional Functions

- Custom GPTs
- APIs
- What else is out there?
- What is coming?

Updated Free to Users

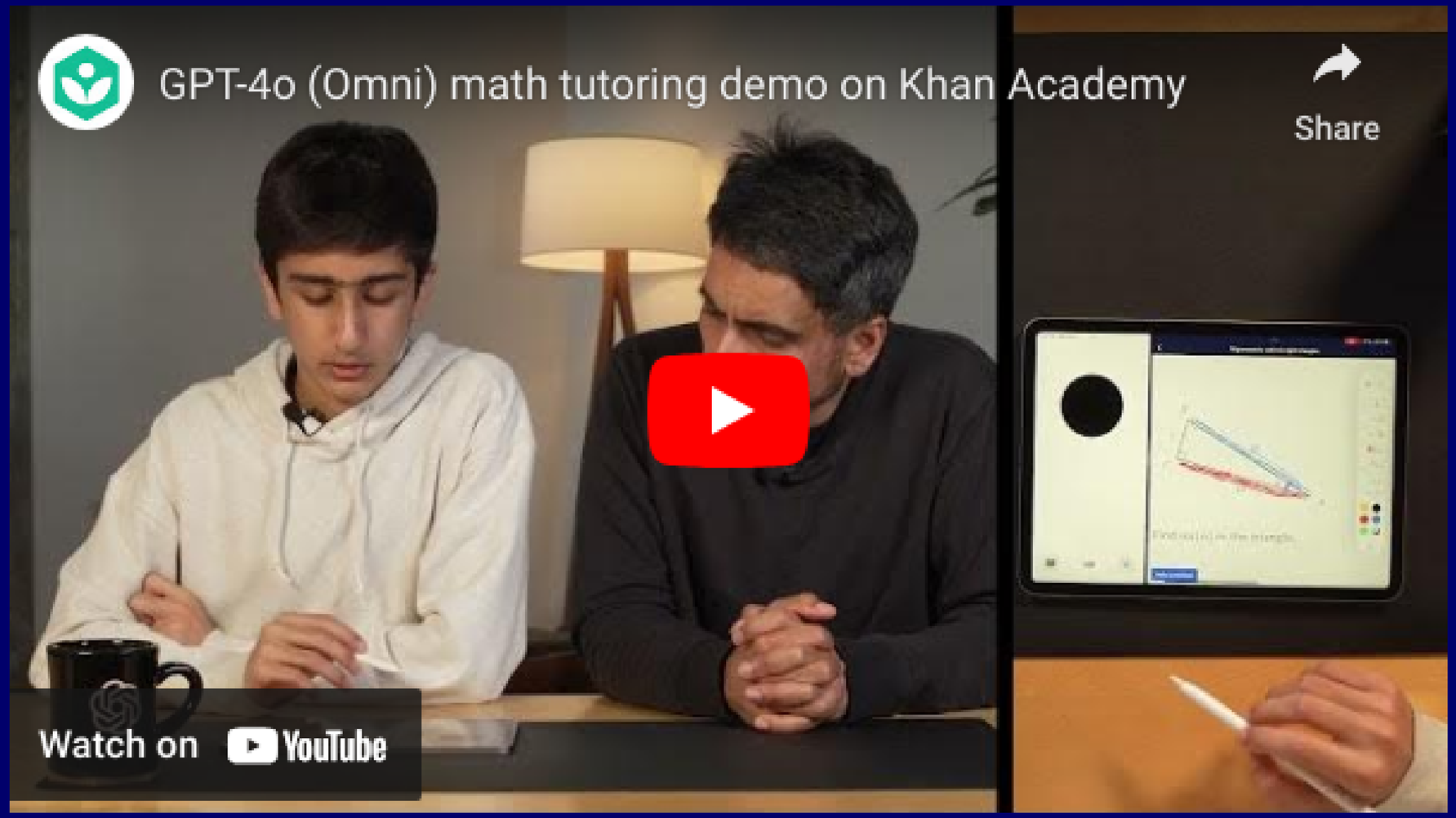
- Experience GPT-4 level intelligence
- Get responses from both the model and the web.
- Analyze data and create charts.
- Chat about photos you take
- Upload files for assistance summarizing, writing or analyzing
- Discover and use GPTs and the GPT Store
- Build a more helpful experience with Memory

Updated Free to Users

- There will be a limit on the number of messages that free users can send with GPT-4o depending on usage and demand. When the limit is reached, ChatGPT will automatically switch to GPT-3.5 so users can continue their conversations.

Updated Paid Users

Updated Paid Users



Sora

Anticipating Future Developments

- **Improved Understanding and Coherency**: Future versions of ChatGPT might have better context understanding and response coherence, leading to even more accurate and human-like text generation.
- **Expanded Application Areas**: As the technology evolves, we can expect to see more diverse and complex applications of ChatGPT and similar models, from advanced virtual assistants to more sophisticated content generation.
- **Addressing Limitations**: Ongoing research will likely focus on addressing the current limitations of ChatGPT, such as its occasional lack of consistency and its inability to access real-time data.
- **Better Safeguards**: As AI becomes more pervasive, there will be an increased emphasis on ensuring it's used ethically and responsibly, with better safeguards against misuse and inappropriate content generation."

Bonus Material

ChatGPT Mastery Cheat Sheet Beginner to Pro

KEY TERMS

Prompts: Written instructions given to ChatGPT

GPT-4: The latest AI model powering ChatGPT

OpenAI: The company that built ChatGPT and GPT-4

Prompt Engineering: The technique of crafting the correct prompts to get your desired output

Generative AI: A category of AI that generates media like text, images, music, and movies

KEY FEATURES

Prompting: Instruct ChatPGT to produce text output that you want. Examples: blogs, emails, essays, code, and more

Web Browsing: Enables ChatGPT to access the internet and obtain up to date information to generate prompts

Plugins: Similar to Chrome plugins, these are add ons you can install to extent the capability of ChatGPT

Note: Web browsing and Plugins require a ChatGPT Plus subscription

KEY USE CASES AND PROMPTS

Improve your writing: Proofread my writing above. Fix grammar and spelling mistakes. And make suggestions that will improve the clarity of my writing.

Delegate your research: I am creating a report about [insert topic]. Research and create an in-depth report with a step-by-step guide that will help readers understand how to [insert outcome].

Learn new skills: I want to learn [insert desired skill]. Create a 30 day learning plan that will help a beginner like me learn and improve this skill.

Use 80/20 to learn faster: I want to learn about [insert topic]. Identify and share the most important 20% of learnings from this topic that will help me understand 80% of it.

Summarize long texts, articles, and reports: Summarize the text below and give me a list of bullet points with key insights and the most important facts.

Simplify and understand complex documents: Rewrite this text and make it easy for a beginner to understand: [insert text].

Generate new ideas: I want to [insert task or goal]. Generate [insert desired outcome] for [insert task or goal].

Simplify and learn complex topics: Explain [insert topic] in simple and easy terms that any beginner can understand.

TONES

Write using [x] tone

Persuasive	Professional	Firm
Formal	Descriptive	Confident
Informal	Humorous	Poetic
Friendly	Academic	Narrative

FORMAT

Table	Essay	Code
Blog	Report	Tweet
Email	Presentation	Social media post
Bullets	Research	

MODES AND ROLES

Intern: Find research on [insert topic]

Idea generator: Generate ideas on [x]

Editor: Edit and fix this text: [insert text]

Teacher: Teach me about [insert topic]

Critic: Critique my argument: [argument]

The ChatGPT Cheat Sheet

Basic Structure of a Prompt

Made by @hasantoxr

Acting as a [Role] perform [Task] in [Format]

Acting as a [Role]

- Website Developer
- Marketer
- Therapist
- Lawyer
- Analyst
- Ghostwriter
- Project Manager
- Investor
- Copywriter
- Prompt Engineer
- Mindset Coach

Create a [Task]

- SEO Keywords
- Sales Copy
- Headline
- Cover letter
- Blog Post
- Summary
- Video Script
- Product Description
- Essay
- Recipe
- Ad Copy

Show as [Format]

- A Table
- A list
- Summary
- HTML
- Code
- PDF
- Markdown
- XML
- Spreadsheet
- Graphs
- Plain text file

Top ChatGPT prompts that will save you hours a day:

1. Simplify complex information

Prompt:

"Break down the (topic) into smaller, easier-to-understand parts. Use analogies and real-life examples to simplify the concept and make it more relatable."

2. Learn from mistakes

Prompt:

"I made a mistake while practicing (skill). Can you explain what went wrong and how I can avoid making the same mistake in the future?"

3. Memorize key information

Prompt:

"What are the most important facts, dates, or formulas related to (topic)? Help me create a memorization technique to remember them easily."

4. Train it to learn your writing:

Prompt:

"Analyze the text below for style, voice, and tone. Create a prompt to write a new paragraph in the same style, voice, and tone: [insert your text]""

5. Apply your knowledge

Prompt:

"Use your knowledge of (topic) to solve a real-world problem. Explain your thought process and share your solution."

6. Compare and contrast

Prompt:

"Compare and contrast (concept 1) and (concept 2) to better understand their similarities and differences. Use examples to illustrate your points."

7. Learn from mistakes

Prompt:

"I made a mistake while practicing (skill). Can you explain what went wrong and how I can avoid making the same mistake in the future?"

8. Connect with others

Prompt:

"Connect me with a community of learners and experts in (topic). How can I join a forum, social media group or other online community to share my knowledge and learn from others?"

9. Summarize complex texts

Prompt:

"I need to read a complicated article related to (topic). Can you help me summarize the key points and takeaways from the text?"

ChatGPT Cheat Sheet

Define ChatGPT Role

- Act as a Linux Terminal
- Act as "position" Interviewer
- Act as a JavaScript Console
- Act as an Excel Sheet
- Act as an English Teacher
- Act as a Plagiarism Checker
- Act as an Advertiser
- Act as a Relationship Coach
- Act as a Recruiter

Learn from ChatGPT

- Explain clearly
- Explain uniquely
- Explain in detail
- Explain like I'm 5
- Explain with examples
- Explain to 5th graders
- Explain like Elon Musk
- Explain in detail with examples
- Explain to high school students

Prompts for Marketers:

- Can you provide me with some ideas for blog posts about [topic]?
- Write a product description for my [product or service or company].
- Suggest inexpensive ways I can promote my [company] without using social media?
- How can I obtain high-quality backlinks to improve the SEO of [website name]?

Chained Prompting:

1. Write an article about ChatGPT
2. First, give me an outline, which should include a headline, a teaser, and several subheadings.
   [Output]
3. Now write five different subheadings.
   [Output]
4. Add five keywords for each subheading.
   [Output]

Prompts for Designers:

- Generate examples of UI design requirements for a [mobile app].
- How can I design a [law firm website] in a way that conveys [trust and authority]?
- What are some micro-interactions to consider when designing a Fintech app?
- Create a text-based Excel sheet to input your copy suggestions. Assume you have 3 members in your UX writing team.

Prompts for Developers:

- Develop an architecture and code for a <description> website with JavaScript.
- Help me find mistakes in the following code <paste code below>.
- I want to implement a sticky header on my website. Can you provide an example using CSS and JavaScript?
- Please continue writing this code for JavaScript <paste code below>

CHEAT SHEET

1. Talk to any celebrity

Act as Steve Jobs. I'll ask some questions, your job is to answer with his mind, his vision and his reasoning to all those questions. Can you do that for me?

2. Test your knowledge

Give me a quiz that teaches me the names of capitals of countries in the world.

3. Find a movie

Tell me what movie I'm thinking about: it plays in the future, a guy buys a vacation which is actually a dream going to mars and having an adventure there.

4. Get a book summary

Summarize <*book name*>, by <*author*> by writing a short paragraph. Then give the 5 bullet points with the most important things to remember.

5. Create a table

Create a table with the 15 biggest US cities. In the first column put the name, in the second the area of the city, in the third the state in which it is located.

6. Correct your writing

<*Paste your text*>*:* Reread the text above and correct the spelling. Make the sentences clearer.

7. Optimize your SEO

Write a guide to optimize my site's SEO for *keywords.*

8. Find unlimited ideas

Act as a <*your role*>. Brainstorm to find <*what you want*> ideas. Organize your thoughts with bullet points and describe each idea with a short sentence.

PAUL COUVERT