**Components of An Effective Prompt**

1. Objective

* Ideas, e-mail, website
* Use verbs like Write, Create Generate, Produce
* Avoid vague language.

1. Format

* Bullets
* 2-column
* Form
* Program
* Numbered list
* Ten options in priority order

1. Role for prompt

* Marketing expert
* Legal advisor
* Accountant
* Elementary school teacher
* Famous actor of your choice

1. Explain the audience,
2. Give context

* Know about someone and the impact you want to have (e.g., birthday poem for your mother)

1. Give examples or counterexamples.

* Ask for answers “without” things
* Can include bad examples

1. Style

* Cordial, formal, posh, informal

1. Scope

* Number of responses
* Type of responses
* Any further specifications

1. Constraints

* Ask for answers that, say, don’t include the letter ‘D’.
* Ask for solutions that make the world a better place
* Ask for business ideas that are only software businesses.

**Words in Responses That Suggest AI Wrote the Response**

1. Transformative

2. Fostering

3. Tapestry

4. Is about

5. Think of X (X is the topic)

1. Is like
2. Not only, But also

Other clues: Monotonous sentence length

References

Cook Jodie. "Nine Crucial Components of an Effective Prompt." Forbes, 18 Sept. 2023, http://www.forbes.com

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