

GREATCITE™

Reference Guide for Crafting AI Prompts



- G** - Goal: Define the purpose of the prompt. What are you looking to write or create?
- R** - Role: Give the AI a persona. Simply define who or what perspective the AI should adopt.
- E** - Example: Provide a reference, sample text, or photos to guide the style or format.
- A** - Audience: Clarify the target audience. Include demographic and psychographic descriptors.
- T** - Tone: Define the style or mood (e.g., friendly, bold, professional).
- C** - Context: Give background information. Describe the scene or scenario (e.g., business meeting, training, special event).
- I** - Instructions: Explicitly state how the AI should structure the output (e.g., bullets, columns, tables).
- T** - Timeframe: Specify the timeframe the response should reflect.
- E** - End Format: Explicitly state your desired format for the final output (e.g., PDF, doc., spreadsheet, PNG, JPEG).