

# Prompt Documentation

*Use this document to document each of your 5 prompts. Fill in all sections below, then delete all gray instruction text as you complete each section.*

## Prompt Name

*Give your prompt a clear, descriptive name (e.g., 'Instagram Post Generator', 'Market Analysis Assistant')*

Confident Email Generator

## Purpose

*One sentence: What problem does this solve and who would use it?*

This prompt is for people who want to feel secure when sending an email to grow their business.

## Your Prompt

*Paste your reusable prompt with [PLACEHOLDERS] clearly marked in brackets. Make sure someone else could fill in the placeholders and use this.*

I want to feel confident in sending an email for [BUSINESS TYPE] in [INDUSTRY]. Act as a Senior Communications Director, and draft an email that focuses on a win-win proposition. Then, draft a follow-up email to be sent later. Keep the tone professional but still approachable. Follow these constraints: 1. Explicitly mention how this benefits them, e.g. by saving time or reaching a broader audience. 2. Keep the first email under 200 words and the follow up under 75 words. 3. Include a highly engaging subject line for both emails.

## Design Justification

*Answer these questions to explain your design choices. Keep answers brief (1-2 sentences each).*

### 1. Did you use a specific framework? If yes, which one and why is it appropriate for this use case?

*If you didn't use a formal framework, write 'No formal framework' and explain your structure below.*

I used the ERA framework because it is a simpler version of the ROLE framework, which is good for getting a quick email response with language boundaries.

### 2. Why did you structure your prompt this way? What specific elements did you include?

*Example: 'I included target audience because...' or 'I specified tone and length because...'*

I structured my response with a role and 2 emails to generate to get a possible draft to consider and a fallback response.

### 3. How does your prompt guide the AI effectively?

*What makes your prompt clear and reusable? What guidance does it provide?*

I provide the AI with a role to optimize the training data it uses to draft the email.

### 4. What constraints or requirements did you add and why?

*Example: Format requirements, length limits, tone specifications, required elements.*

I added instructions to limit the length of the email and tone requirements so that the generated email is safe to send in a corporate setting.

## Testing - Version 1

*Test your prompt with 3 DIFFERENT use cases (fill in the placeholders 3 different ways). Record your scores below. You need an average of 85+ to pass.*

Use Case	Score	Brief Notes
<b>V1 Test 1:</b> Marketing Manager	[87/100]	My prompt had clear instructions but the output did exceed one of my word constraints.
<b>V1 Test 2:</b> Popular tech youtuber	[85/100]	My prompt clear and reusable, but the output
<b>V1 Test 3:</b> Head of sales at a company	[84/100]	Although my prompt had explicit constraints, it could have used more specific placeholders.

**Version 1 Average Score:** 85.33

## Refinement (if needed)

*If your V1 average is below 85, revise your prompt and test again. Document what you changed and why. If you scored 85+ on V1, write 'No refinement needed - scored 85+ on first attempt' and delete the V2 table below.*

**Changes Made V1→V2:** No refinement needed - scored 85+ on first attempt

## Final Reflection

*2-3 sentences: Why does your final prompt work well? What makes it effective and reusable?*

My prompt worked well because I used specific constraints to get a specific output. I also made sure the placeholders are able to be used for many different things.

## **Best Used For**

*List 3-5 specific situations where this prompt would be useful.*

- Someone wants to work with a company but doesn't have any connections with them yet.
- Someone is looking to partner with a content creator and wants to stand out.
- Someone who works in a large company wants to reach out to another team in their company.