

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

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.