ChatGPT Fundamentals: Quick Reference Guide

Key Definitions

Prompt: The instruction you give to the AI.

LLM (Large Language Model): The underlying technology of ChatGPT, trained on vast text data.

Hallucination: When the AI confidently states false information.

Transformer: The breakthrough AI architecture that understands context in text.

Core Concept 1: The P.A.C.T. Prompt Framework

PERSONA: 'Act as a [expert role]...'

ACTION: 'Your task is to [perform a clear action]...'

CONTEXT: 'Here is the background info: [target audience, goals, details]...'

TONE: 'The desired tone is [adjective, e.g., formal, witty]...'

Core Concept 2: Advanced Techniques

Few-Shot Prompting: Provide 2-3 examples of input/output to teach a specific format.

Chain-of-Thought: Add 'Let's think step-by-step' to improve reasoning on complex problems.

Core Concept 3: The V.E.R.I.F.Y. Checklist

Validate critical facts with external sources.

Examine the output for potential bias.

Reference (and manually check) any sources.

Inject your own expertise and edit heavily.

Forbid Your sensitive and proprietary data.

DO'S AND DON'TS

+ Be specific and clear in your tasks.

+ Provide as much relevant context as possible.

+ Iterate on your prompts to refine results.

+ Always maintain human oversight and review.

- Never use vague or ambiguous language.

- Don't trust statistics or facts without verification.

- Never input sensitive or confidential information.

- Don't accept the first draft as the final product.

QUICK CHECKLIST

[ ] Step 1: Define your goal.

[ ] Step 2: Draft a prompt using the P.A.C.T. framework.

[ ] Step 3: Generate the response.

[ ] Step 4: Apply the V.E.R.I.F.Y. checklist to the output.

[ ] Step 5: Edit and refine with your own expertise.

PRO TIPS

Use constraints like 'under 200 words' or 'in a formal tone' to control the output.

Have a conversation. Use follow-up prompts to tweak the AI's response.

Save your best prompts in a note-taking app for reuse.