Here is a list of additional starting prompts that you may use in different job roles.

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Bloggers

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Generating blog post ideas	"Generate 10 blog post ideas for our website on the topic of [topic]"	Topic	May not always align with desired focus or style	Provide specific sub-topics or desired keywords
Creating blog post outlines	"Create an outline for a blog post on the following topic: [topic]"	Topic	May not capture all relevant points or desired structure	Provide specific points or a preferred structure to follow
Researching for blog posts	"Find 5 relevant sources for writing a blog post on the topic: [topic]"	Topic	May not always identify the most authoritative sources	Specify desired types of sources or credibility criteria
Writing introductions	"Write an engaging introduction for a blog post on the topic: [topic]"	Topic	May not always capture the desired tone or style	Provide examples of previous introductions or a tone guide
Writing conclusions	"Write a strong conclusion for a blog post on the topic: [topic]"	Topic	May not always convey the desired message or call-to-action	Include specific points to cover or a desired call-to-action
Editing blog posts	"Edit the following blog post excerpt for clarity, grammar and style: [excerpt]"	Excerpt	May not align with the writer's original intent or desired style	Provide specific guidelines or a style guide
Optimizing blog posts for SEO	"Suggest 5 SEO improvements for the following blog post: [post title and URL]"	Post title and URL	May not cover all potential SEO improvements	Provide a list of target keywords or specific areas to optimize
Promoting blog posts	"Create a promotional plan to share our latest blog post on [topic] across social media and other channels"	Topic	May not cover all desired promotional channels	Specify preferred channels or promotional tactics
Analyzing blog post performance	"Analyze the performance of our last 10 blog posts and suggest improvements"	URLs or performance data	May not provide in-depth insights	Provide specific areas of focus for analysis
Updating old blog posts	"Suggest 3 updates to improve the relevance of the following blog post: [post title and URL]"	Post title and URL	May not cover all necessary updates	Provide specific areas to update or desired outcomesTask

Marketing and Communications

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Communications Specialists

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Communication strategy	Develop a communication strategy for our [department or team]	Department or team information	May not always align with the desired goals or objectives	Include specific communication goals, desired outcomes, or target audience
Key message development	Develop key messages for a communication campaign on [topic]	Topic	May not always convey the desired message or tone	Include specific message themes, desired tone, or target audience
Press release writing	Write a press release for our [product or event]	Product or event information	May not always align with the desired style or format	Include specific press release guidelines, desired style, or key points
Media outreach	Create a media outreach plan for our [product or event]	Product or event information	May not always consider all relevant factors or constraints	Include specific media targets, desired outcomes, or outreach strategies
Social media content	Develop social media content for our [campaign or initiative]	Campaign or initiative information	May not always align with the desired style or tone	Include specific social media platforms, desired style, or content types
Internal communication	Design an internal communication plan for our [department or team]	Department or team information	May not always address all relevant communication needs or challenges	Include specific communication channels, desired outcomes, or potential issues
Crisis communication	Create a crisis communication plan for our [organization or department]	Organization or department information	May not always consider all relevant factors or constraints	Include specific crisis scenarios, desired outcomes, or response strategies
Stakeholder communication	Develop a stakeholder communication plan for our [project or initiative]	Project or initiative information	May not always address all relevant stakeholder needs or concerns	Include specific stakeholder groups, desired outcomes, or communication channels
Communication measurement	Design a communication measurement plan for our [campaign or initiative]	Campaign or initiative information	May not always provide actionable insights or accurate measurements	Include specific measurement goals, desired outcomes, or data collection methods
Speech writing	Write a speech for our [executive or spokesperson] on [topic]	Executive or spokesperson and topic	May not always convey the desired message or tone	Include specific speech themes, desired tone, or target audienceTask

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Content Writers

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Article topic generation	Generate a list of 10 article topics related to [industry or subject]	Industry or subject	May not always include the most recent or relevant topics	Include specific industry or subject focus, desired outcomes, or content type
Outline creation	Create an outline for an article on the following topic: [topic]	Topic	May not always address all relevant subtopics or details	Include specific topic focus, desired outcomes, or outline structure
Keyword research	Find the top 10 keywords related to [topic] for SEO purposes	Topic	May not always provide the most effective or relevant keywords	Include specific topic focus, desired outcomes, or keyword type
Title and headline generation	Generate 5 potential titles and headlines for an article about [topic]	Topic	May not always align with organization's brand voice or style	Include specific topic focus, desired outcomes, or title and headline preferences
Introduction writing	Write an engaging introduction for an article on the following topic: [topic]	Topic	May not always address all relevant introduction elements or considerations	Include specific topic focus, desired outcomes, or introduction structure
Editing and proofreading	Edit and proofread the following article excerpt for grammar, spelling and clarity: [excerpt]	Excerpt	May not always catch every error or issue	Include specific editing and proofreading requirements, desired outcomes, or focus areas
Content optimization	Optimize the following article excerpt for SEO: [excerpt]	Excerpt	May not always address all relevant SEO factors or constraints	Include specific SEO requirements, desired outcomes, or focus areas
Writer feedback	Provide feedback on the following article excerpt to help the writer improve: [excerpt]	Excerpt	May not always provide in-depth insights or actionable recommendations	Include specific writer feedback goals, desired outcomes, or focus areas
Article conclusion	Write a compelling conclusion for an article on the following topic: [topic]	Topic	May not always address all relevant conclusion elements or considerations	Include specific topic focus, desired outcomes, or conclusion structure
Content repurposing	Repurpose the following article content into a different format (e.g., infographic, video script): [content]	Content	May not always consider all relevant repurposing factors or constraints	Include specific repurposing requirements, desired outcomes, or focus areasTask

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Creative Writers

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Story idea generation	Generate 5 story ideas based on the following theme: [theme]	Theme	May not always align with the desired style or tone	Provide specific settings, characters, or plot elements to include
Character development	Develop a character profile for [character name], including their background, motivations and appearance	Character name	May not always capture the desired character traits or depth	Include specific traits, goals, or relationships to develop
Dialogue writing	Write a dialogue between [character1] and [character2] discussing [topic]	Character names and topic	May not always convey the desired tone or style	Include specific phrases or emotions to express in the dialogue
Worldbuilding	Create a detailed description of the setting for a story taking place in [location]	Location	May not always capture the desired level of detail or atmosphere	Provide specific elements, landmarks, or cultural aspects to include
Plot development	Develop a plot outline for a story involving [main character] and [central conflict]	Main character and central conflict	May not always address all desired plot points or themes	Include specific events, twists, or resolutions to incorporate
Writing style and tone	Write a passage in the style of [author or genre]	Author or genre	May not always accurately replicate the desired style or tone	Provide specific phrases, techniques, or stylistic elements to emulate
Scene description	Describe the following scene in detail: [scene summary]	Scene summary	May not always evoke the desired atmosphere or emotion	Include specific sensory details, emotions, or symbolism to incorporate
Pacing and structure	Analyze the pacing and structure of the following story excerpt: [excerpt]	Story excerpt	May not always provide in-depth insights or actionable feedback	Provide specific issues, concerns, or desired pacing and structure
Writing exercises	Provide a creative writing exercise focused on [writing skill]	Writing skill	May not always be tailored to the writer's specific needs or preferences	Include specific objectives, goals, or desired outcomes for the exercise
Editing and revision	Edit and revise the following story passage: [passage]	Story passage	May not always address all desired changes or improvements	Provide specific areas of focus, like grammar, style, or clarityTask

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Editors:

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Proofreading	Proofread the following document for grammar, spelling and punctuation errors: [document]	Document text	May not always catch all errors	Provide specific areas of concern or desired style guidelines
Structural editing	Analyze the structure and organization of the following document: [document] and suggest improvements	Document text	May not always provide in-depth insights or actionable feedback	Provide specific issues, concerns, or desired structure
Content editing	Edit the following document for clarity, coherence and consistency: [document]	Document text	May not always address all desired changes or improvements	Provide specific areas of focus or desired style guidelines
Fact-checking	Fact-check the following document: [document] and provide any necessary corrections	Document text	May not always catch all inaccuracies	Provide specific areas of concern or potential sources of information
Style guide adherence	Ensure the following document adheres to our [style guide]: [document]	Style guide and document text	May not always identify all style guide violations	Provide specific style guide rules or desired formatting
Formatting	Format the following document according to the provided guidelines: [document]	Document text and formatting guidelines	May not always achieve the desired layout or design	Include specific formatting requirements or desired elements
Citations and references	Check the citations and references in the following document: [document] and ensure they adhere to the [citation style]	Document text and citation style	May not always catch all citation or reference errors	Provide specific citation rules or desired formatting
Plagiarism detection	Detect and report any instances of plagiarism in the following document: [document]	Document text	May not always identify all instances of plagiarism	Provide specific areas of concern or desired plagiarism detection tools
Editor's feedback	Provide feedback on the following document: [document], focusing on areas for improvement	Document text	May not always address all desired changes or improvements	Include specific areas of focus or desired feedback topics
Editing and revision plan	Create an editing and revision plan for the following document: [document]	Document text	May not cover all desired changes or improvements	Include specific objectives, goals, or desired outcomes for the planTask

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Proofreaders:

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Proofreading	Proofread the following document for grammar, spelling and punctuation errors: [document]	Document text	May not always catch all errors	Provide specific areas of concern or desired style guidelines
Error identification	Identify errors in the following document and categorize them as grammar, spelling, or punctuation: [document]	Document text	May not always catch all errors	Provide specific error types or categories of interest
Style guide adherence	Ensure the following document adheres to our [style guide]: [document]	Style guide and document text	May not always identify all style guide violations	Provide specific style guide rules or desired formatting
Formatting	Check the formatting of the following document: [document] and correct any inconsistencies	Document text	May not always achieve the desired layout or design	Include specific formatting requirements or desired elements
Consistency	Review the following document for consistency in terminology, tone and voice: [document]	Document text	May not always address all desired consistency concerns	Provide specific areas of focus or desired style guidelines
Citation and reference check	Check the citations and references in the following document: [document] and ensure they adhere to the [citation style]	Document text and citation style	May not always catch all citation or reference errors	Provide specific citation rules or desired formatting
Plagiarism detection	Detect and report any instances of plagiarism in the following document: [document]	Document text	May not always identify all instances of plagiarism	Provide specific areas of concern or desired plagiarism detection tools
Document comparison	Compare the following documents: [document1] and [document2] and identify any discrepancies or inconsistencies	Document1 and Document2	May not always catch all discrepancies or inconsistencies	Provide specific areas of focus or desired comparison criteria
Language localization	Review the following translated document: [document] and ensure it is accurate and culturally appropriate for the [target language/country]	Document text and target language/country	May not always address all localization concerns or inaccuracies	Provide specific areas of concern or desired localization guidelines
Suggestions for improvement	Provide suggestions for improving the clarity, coherence and readability of the following document: [document]	Document text	May not always address all desired changes or improvements	Include specific areas of focus or desired style guidelinesTask

Marketing and Communications

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Social Media Managers

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Content curation	Create a list of 10 trending topics in the [industry] for social media content	Industry	May not always include the most recent or relevant trends	Include specific industry focus, desired outcomes, or content type
Post scheduling	Generate an optimal posting schedule for our social media channels	Organization's social media channels	May not always consider all relevant factors or constraints	Include specific posting goals, desired outcomes, or channel preferences
Hashtag research	Find the top 10 hashtags related to [topic] for Instagram posts	Topic	May not always provide the most effective or relevant hashtags	Include specific topic focus, desired outcomes, or hashtag type
Engagement analysis	Analyze the engagement of our social media posts for the past month and provide recommendations	Organization's social media data	May not always address all relevant engagement factors or challenges	Include specific engagement goals, desired outcomes, or focus areas
Competitor analysis	Perform a competitor analysis for our [organization] on social media, focusing on the following competitors: [competitors]	Competitors	May not always provide in-depth insights or actionable recommendations	Include specific competitor details, desired outcomes, or focus areas
Content creation	Generate a social media post promoting our latest [product or service]	Product or service information	May not always align with organization's brand voice or style	Include specific product or service details, desired outcomes, or brand guidelines
Ad campaign planning	Design a social media ad campaign for our [product or service]	Product or service information	May not always address all relevant ad campaign needs or challenges	Include specific ad campaign goals, desired outcomes, or focus areas
Analytics report	Create a social media analytics report for our [organization] for the past month	Organization's social media data	May not always consider all relevant analytics factors or constraints	Include specific analytics requirements, desired outcomes, or focus areas
Influencer outreach	Develop an influencer outreach strategy for our [organization]	Organization	May not always address all relevant influencer outreach needs or challenges	Include specific influencer outreach goals, desired outcomes, or focus areas
Social media audit	Perform a social media audit for our [organization]	Organization	May not always provide in-depth insights or actionable recommendations	Include specific audit goals, desired outcomes, or focus areasTask

Marketing and Communications