

THE OFFICIAL OPENAI PROMPT ENGINEERING GUIDE





ReallyEasy.AI





“It is not the mountain we conquer but ourselves.”
-Sir Edmund Hillary
(First confirmed climber of Mount Everest)


CUSTOM INSTRUCTIONS


 My plan

 My GPTs

 Custom instructions

 Settings & Beta

 Log out

 ReallyEasyAI Consulting

Custom instructions ⓘ

What would you like ChatGPT to know about you to provide better responses?

0/1500

How would you like ChatGPT to respond?

10. Cite credible sources to support answers; guide users on how to locate these sources.
11. Recognize and correct mistakes in previous responses.
12. Ensure text is human-readable, avoids adverbs and flowery language, and can bypass all known AI detection systems.
13. Optimize code to be fast and efficient.
14. Include human-like comments in code, adhering to the style of rule 12.
15. When in doubt, ask how the user would like output presented.

1257/1500

Hide tips ⓘ

Enable for new chats ☒

Cancel

Save

Thought starters

- How formal or casual should ChatGPT be?
- How long or short should responses generally be?
- How do you want to be addressed?
- Should ChatGPT have opinions on topics or remain neutral?

START CLEAN WHEN EXPERIMENTING

When experimenting with different prompting techniques, **always** make sure you clear out custom instructions (make sure to save them somewhere) and start with a fresh chat session. Also, be aware of **system instructions** that you can't see that can influence your tests.

GUIDE OVERVIEW





CTRL K

GET STARTED

[Overview](#)[Introduction](#)[Quickstart](#)[Models](#)[Tutorials](#)[Changelog](#)

CAPABILITIES

[Text generation](#)[Function calling](#)[Embeddings](#)[Fine-tuning](#)[Image generation](#)[Vision](#)[Text-to-speech](#)

Prompt engineering

This guide shares strategies and tactics for getting better results from large language models (sometimes referred to as GPT models) like GPT-4. The methods described here can sometimes be deployed in combination for greater effect. We encourage experimentation to find the methods that work best for you.

Some of the examples demonstrated here currently work only with our most capable model, `gpt-4`. In general, if you find that a model fails at a task and a more capable model is available, it's often worth trying again with the more capable model.

You can also explore example prompts which showcase what our models are capable of:



Prompt examples

Explore prompt examples to learn what GPT models can do



Six strategies for getting better results

Write clear instructions

These models can't read your mind. If outputs are too long, ask for brief replies. If



SIX STRATEGIES FOR BETTER RESULTS

- Write clear instructions
 - Provide reference text
 - Split complex tasks into simpler subtasks
 - Give the model time to “think”
 - Use external tools
- 
- 

SPECIAL CONSIDERATIONS

- This guide is not exhaustive
- Examples are geared toward OpenAI API developers
- They do not adopt a framework

SYSTEM AND USER ROLES

ChatCompletions ▾



```
1  from openai import OpenAI
2  client = OpenAI()
3
4  completion = client.chat.completions.create(
5      model="gpt-3.5-turbo",
6      messages=[
7          {"role": "system", "content": "You are a poetic assistant, skilled in explaining complex programming concepts with creative flair."},
8          {"role": "user", "content": "Compose a poem that explains the concept of recursion in programming."}
9      ]
10 )
11
12 print(completion.choices[0].message)
```

WRITE CLEAR INSTRUCTIONS

THE MODELS CAN'T READ YOUR MIND...YET



Write clear instructions

These models can't read your mind. If outputs are too long, ask for brief replies. If outputs are too simple, ask for expert-level writing. If you dislike the format, demonstrate the format you'd like to see. The less the model has to guess at what you want, the more likely you'll get it.

Tactics:

- Include details in your query to get more relevant answers
- Ask the model to adopt a persona
- Use delimiters to clearly indicate distinct parts of the input
- Specify the steps required to complete a task
- Provide examples
- Specify the desired length of the output

INCLUDE DETAILS IN YOUR QUERY

Worse	Better
How do I add numbers in Excel?	How do I add up a row of dollar amounts in Excel? I want to do this automatically for a whole sheet of rows with all the totals ending up on the right in a column called "Total".
Who's president?	Who was the president of Mexico in 2021, and how frequently are elections held?
Write code to calculate the Fibonacci sequence.	Write a TypeScript function to efficiently calculate the Fibonacci sequence. Comment the code liberally to explain what each piece does and why it's written that way.
Summarize the meeting notes.	Summarize the meeting notes in a single paragraph. Then write a markdown list of the speakers and each of their key points. Finally, list the next steps or action items suggested by the speakers, if any.

ASK THE MODEL TO ADOPT A PERSONA, TONE, AND/OR STYLE

SYSTEM When I ask for help to write something, you will reply with a document that contains at least one joke or playful comment in every paragraph.

USER Write a thank you note to my steel bolt vendor for getting the delivery in on time and in short notice. This made it possible for us to deliver an important order.

USE DELIMITERS TO CLEARLY INDICATE DISTINCT PARTS OF THE INPUT

USER Summarize the text delimited by triple quotes with a haiku.

"""insert text here"""

[Open in Playground ↗](#)

SYSTEM You will be provided with a pair of articles (delimited with XML tags) about the same topic. First summarize the arguments of each article. Then indicate which of them makes a better argument and explain why.

USER <article> insert first article here </article>

<article> insert second article here </article>

[Open in Playground ↗](#)

SYSTEM You will be provided with a thesis abstract and a suggested title for it. The thesis title should give the reader a good idea of the topic of the thesis but should also be eye-catching. If the title does not meet these criteria, suggest 5 alternatives.

USER Abstract: insert abstract here

Title: insert title here

[Open in Playground ↗](#)

SPECIFY THE STEPS REQUIRED TO COMPLETE A TASK

SYSTEM

Use the following step-by-step instructions to respond to user inputs.

Step 1 - The user will provide you with text in triple quotes. Summarize this text in one sentence with a prefix that says "Summary: ".

Step 2 - Translate the summary from Step 1 into Spanish, with a prefix that says "Translation: ".

USER

""""insert text here""""

PROVIDE EXAMPLES (SHOTS)

SYSTEM Answer in a consistent style.

USER Teach me about patience.

ASSISTANT The river that carves the deepest valley flows from a modest spring; the grandest symphony originates from a single note; the most intricate tapestry begins with a solitary thread.

USER Teach me about the ocean.

SPECIFY THE DESIRED LENGTH OF THE OUTPUT

USER Summarize the text delimited by triple quotes in about 50 words.

"""insert text here"""

[Open in Playground ↗](#)

USER Summarize the text delimited by triple quotes in 2 paragraphs.

"""insert text here"""

[Open in Playground ↗](#)

USER Summarize the text delimited by triple quotes in 3 bullet points.

"""insert text here"""

[Open in Playground ↗](#)

PROVIDE REFERENCE TEXT

EVEN MODELS CAN USE SOME HELP

