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

CO **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 ⊘

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?

Enable for new chats ⬤   Cancel   Save

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

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

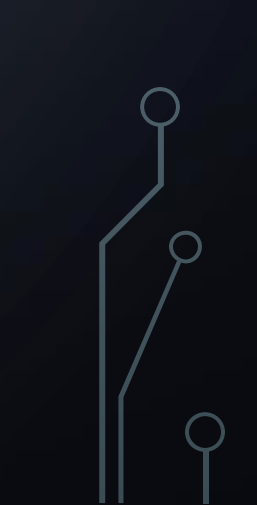THE MODELS CAN'T READ YOUR MIND...YET

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

Provide reference text

Language models can confidently invent fake answers, especially when asked about esoteric topics or for citations and URLs. In the same way that a sheet of notes can help a student do better on a test, providing reference text to these models can help in answering with fewer fabrications.

Tactics:

- Instruct the model to answer using a reference text
- Instruct the model to answer with citations from a reference text

INSTRUCT THE MODEL TO ANSWER USING A REFERENCE TEXT

SYSTEM	Use the provided articles delimited by triple quotes to answer questions. If the answer cannot be found in the articles, write "I could not find an answer."
USER	<insert articles, each delimited by triple quotes>
	Question: <insert question here>

INSTRUCT THE MODEL TO ANSWER WITH CITATIONS FROM A REFERENCE TEXT

SYSTEM	You will be provided with a document delimited by triple quotes and a question. Your task is to answer the question using only the provided document and to cite the passage(s) of the document used to answer the question. If the document does not contain the information needed to answer this question then simply write: "Insufficient information." If an answer to the question is provided, it must be annotated with a citation. Use the following format for to cite relevant passages ({"citation": ...}).
USER	"""<insert document here>""" Question: <insert question here>

GPT / ASSISTANT STRATEGY

SPLIT COMPLEX TASKS INTO SIMPLER SUBTASKS

DECOMPOSE DIFFICULT TASKS