Lecture Notes: Enhancing AI Model Interactions

# 1. Write Clear Instructions

Objective: The clearer your instructions, the better the output from the AI model.

Key Tactics:

- Include details in your query to get more relevant answers.

- Ask the model to adopt a persona if needed.

- Use delimiters to clearly indicate distinct parts of the input.

- Specify the steps required to complete a task.

- Provide examples to guide the model.

- Specify the desired length of the output.

# 2. Include Details

Objective: Adding specific details to your query helps the model provide more precise and relevant answers.

Examples:

Worse: "How do I add numbers in Excel?"

Better: "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'."

# 3. Adopt a Persona

Objective: Requesting the model to adopt a specific tone or style can result in more personalized and appropriate responses.

Example:

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.

# 4. Use Placeholders/Delimiters

Objective: Placeholders and delimiters help in structuring inputs for complex queries, making it easier for the AI to understand and process.

Example:

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>

# 5. Specify Steps

Objective: Clearly defining steps ensures the model understands the process and follows the correct sequence of actions.

Example:

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:".

# 6. Provide Examples

Objective: Giving examples helps the AI understand the style or format you expect.

Example:

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.

# 7. Specify Words

Objective: Defining word limits or exact phrases helps manage the AI’s response length and specificity.

Example:

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