

THE ART AND SCIENCE OF TALKING TO GEN AI

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Click the link below to watch the full talk on YouTube

<https://yt.openinapp.co/k1a1i>



**ATAL SIX-DAY ONLINE
FACULTY DEVELOPMENT PROGRAMME
ON**

**“BRAINS : Building Research Advancement & Innovation with Next-Gen AI for
Socio - Economic Transformation ”**

13TH OCTOBER TO 18TH OCTOBER 2025

WHAT ARE PROMPTS AND WHY SHOULD YOU CARE?



A prompt is like texting your AI friend — except this friend has read the internet, passed every exam, and still occasionally misunderstand you like your best friend on no sleep.

WHAT ARE PROMPTS AND WHY SHOULD YOU CARE?



The better your question (prompt), the better the answer. If you're vague, it's like asking a barista for "something good" — you might get a caramel latte... or a black coffee with tears.



- ❌ Bad Prompt: “Tell me about space.”
- ✅ Good Prompt: “Explain space exploration to a 10-year-old using pizza as an analogy.”
- 🍕 Result? “The crust is Earth’s orbit, toppings are satellites, and the cheese is space debris we all pretend doesn’t exist.”

2. Provide Context (AI Can't Read Your Mind... Yet)



Bad Prompt: “Translate this.”

✅ Good Prompt: “Translate this short note from English to French for a Valentine’s Day card. Make it romantic but not cheesy.” 💖

🎯 Context helps the AI pick the right tone. You don’t want your love note sounding like a government memo.

3. ASSIGN A ROLE OR PERSONA



- You can make the AI play roles — teacher, chef, therapist, or even your nosy aunt.
- ❌ Boring: “Explain blockchain.”
- ✅ Entertaining: “Act as a 90s school teacher explaining blockchain with chalkboard examples and some sass.” 🧑‍🏫 🏠
- 🎭 Adding a role changes tone and accuracy dramatically — it’s like choosing your favorite movie narrator

4. DEFINE OUTPUT FORMAT

Prompt: “Explain machine learning.”

✓ Prompt: “Summarize machine learning in a 3-column table: Concept | Analogy | Real-Life Example.” ? ?

Result: Easy-to-read, presentation-ready output.

You’re not just asking for info — you’re designing your result.

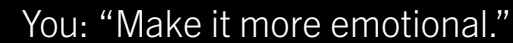
5. INCLUDE CONSTRAINTS



Sometimes AI is like that one friend who won't stop talking.
Give boundaries.

- ❌ Prompt: "Write a poem about love."
- ✅ Prompt: "Write a 4-line poem about love using only coding metaphors." 💻 ❤️ ✨
- Result: "Our hearts = linked lists, connected through time; no null pointers, just infinite rhyme."

Even pros don't get it right the first time. The best trick?
Talk to AI like a co-worker.



- You: “Now make it sound like Taylor Swift wrote it.”

 Prompting = Conversation, not a one-shot spell

7. ZERO-SHOT VS. FEW-SHOT PROMPTING

Zero-Shot: “Write a haiku about AI.” → Might go rogue.

Few-Shot: “Here are two haikus I like... now write one about AI.” → Now it gets your vibe.

Good Prompt Example:

“Here are two examples of polite rejection emails. Write one rejecting a candidate who interviewed for the wrong position but was still impressive.”

✨ Few-shot = teaching the AI by example



8. Chain-of-Thought Prompting

Normal Prompt: “Solve: A train travels 120 miles in 2 hours. What’s the speed?”

✅ Chain-of-Thought Prompt:
“Let’s solve step-by-step: first define speed, list values, calculate, then summarize.”

📊 Result:
You don’t just get 60 mph — you get a full explanation that even your math teacher would applaud

9. ROLE-PLAYING AND SIMULATION

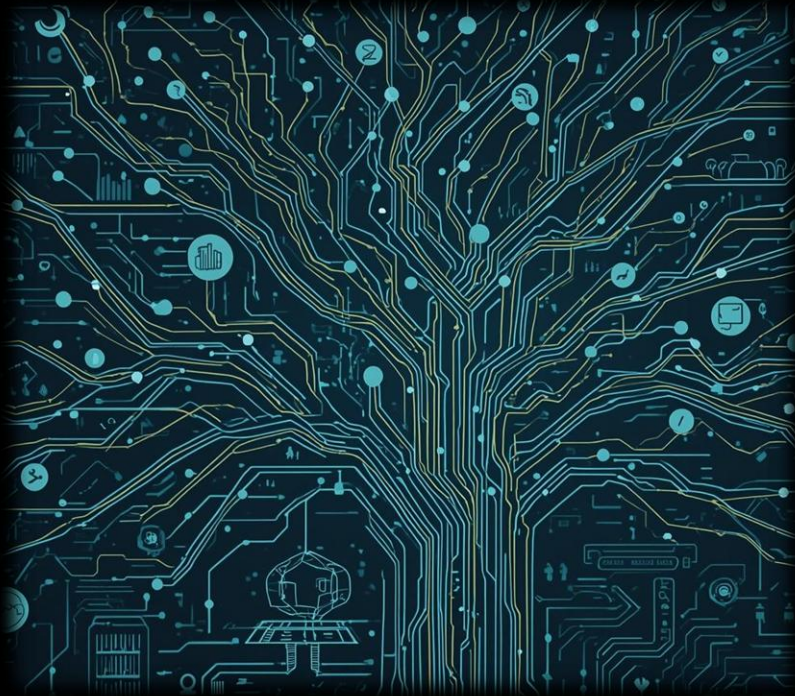
Prompt Example:



“Act as a career coach. I’m stuck between becoming a data scientist or UX designer. Ask me 3 questions to help me decide.”

🎭 Result: A surprisingly insightful life counseling session — minus the therapy bill.

10. TREE-OF-THOUGHT PROMPTING (FOR THE NERDS)



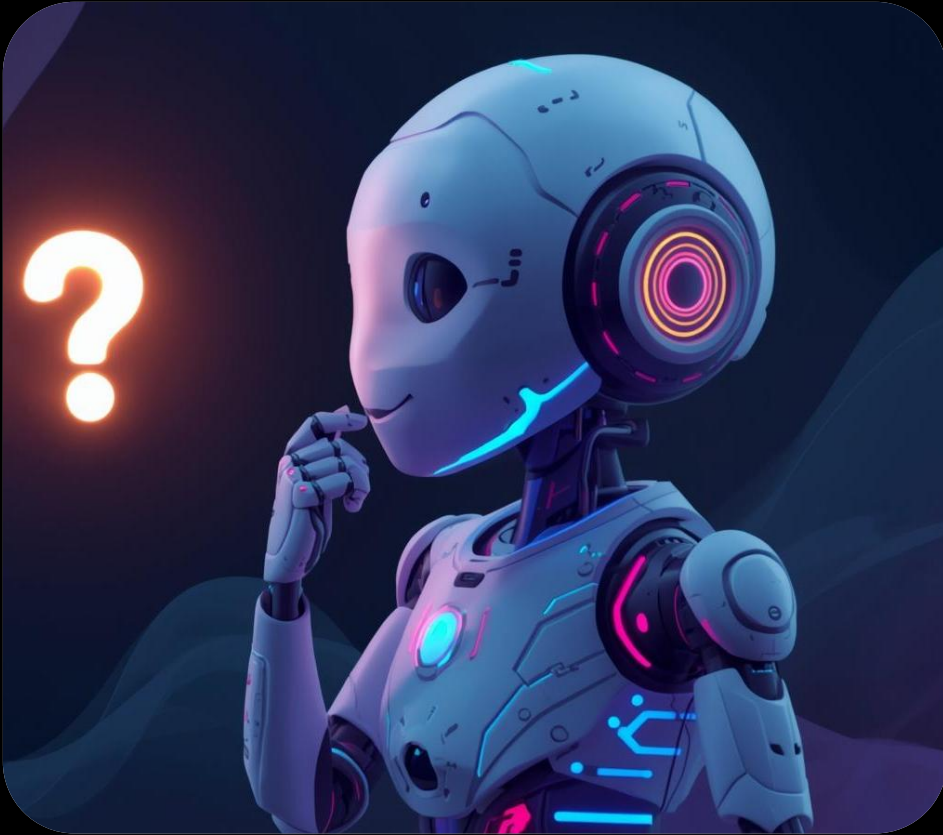
“Think of 3 possible answers. Explain each, then pick the best one.”

It’s like having 3 ChatGPTs argue politely until they agree. 🤖🤖🤖

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11. META-PROMPTING



When in doubt, ask AI how to ask AI. :-)

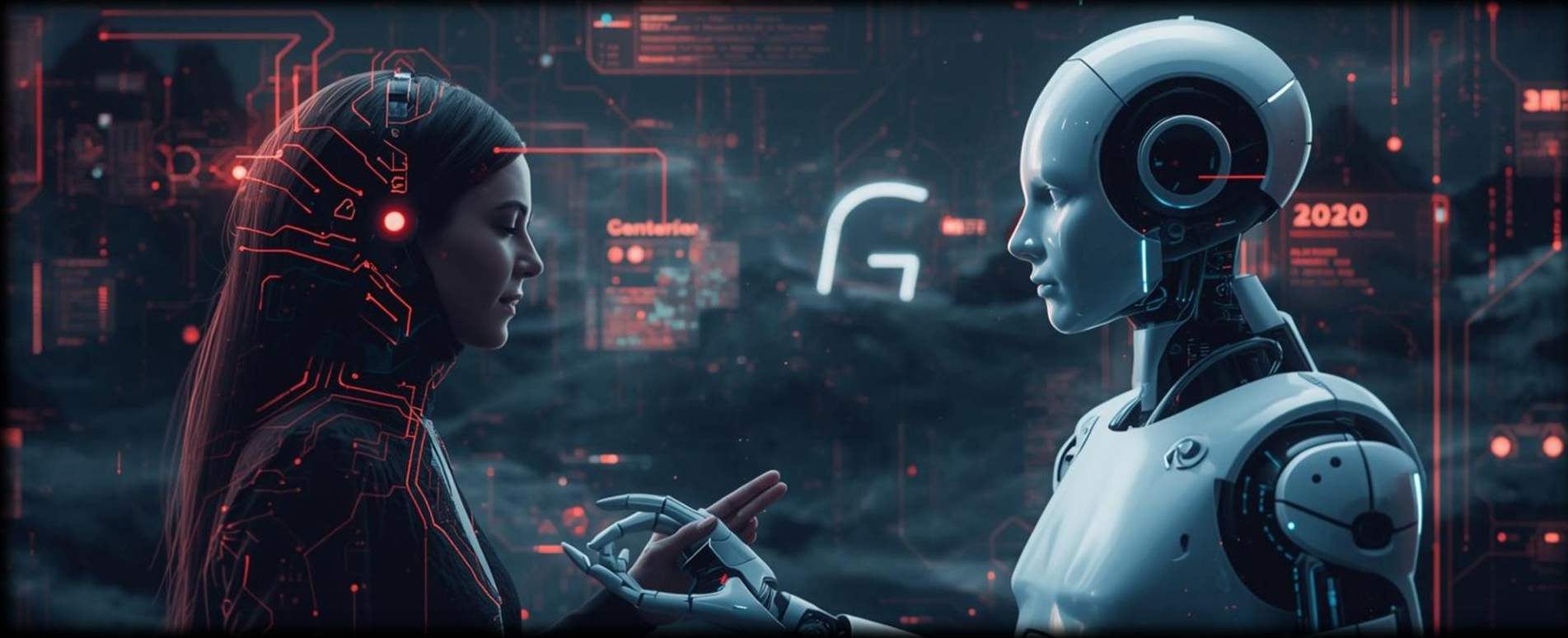
Prompt Example:

“Here’s my current prompt: ‘Write a funny bio.’ Suggest how I can make it more engaging.”

Result:

The AI becomes your prompt coach. Kind of like asking Google how to Google better.

AN UNBELIEVABLE PROMPT!



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Write a prompt which creates a educational document on GenAI usage, prompt should have all these , it's meant for people from education, teaching, administrative, finance, marketing backgrounds, they have basic understanding of Gen AI tools, this should help them become prompt experts and increase their productivity

Assign a Role or Persona

Provide Context

Define Output Format

Include Constraints

Include examples

You are an **AI Education Specialist** working with universities, schools, and administrative departments to build digital transformation capability.

Your task is to **create a detailed, engaging, and beginner-friendly educational document** titled:

“Becoming a Prompt Expert: Generative AI for Productivity in Education, Administration, Finance, and Marketing.”

Target Audience

- Teachers and educators
- Academic administrators and coordinators
- Finance officers and office staff
- Marketing and communication teams
- People with *basic understanding* of ChatGPT / Gemini / Copilot or similar GenAI tools

They are **not AI researchers**, but professionals who use digital tools daily and want to become more efficient using prompt engineering.

Document Objectives

By the end of this document, readers should:

- Understand the **foundations of Generative AI** and how it works conceptually.
- Learn the **principles of effective prompting** (context, roles, constraints, examples).
- Be able to **write high-quality prompts** for teaching, content creation, report generation, data summaries, scheduling, and marketing.
- See **practical examples** from education, finance, administration, and marketing.
- Gain templates they can reuse in their day-to-day tasks.

Role / Persona for the AI

You are a **trainer and consultant** specialized in helping educators and non-technical professionals harness the power of Generative AI.

You explain with **clarity, empathy, and real-world relevance**.

Document Structure & Output Format

- **Introduction:**
 - Why GenAI matters in the education ecosystem
 - Real-world examples (lesson planning, report writing, fee summaries, campaign copy)
 - The power of good prompts
- **Section 1: Understanding GenAI in Simple Terms**
 - Analogy-based explanation (e.g., “AI as a helpful assistant”)
 - How models generate text/images
 - Common tools (ChatGPT, Copilot, Gemini, etc.)

- **Section 2: What Makes a Good Prompt**
 - Explain the 5-step formula:
 - Assign a **Role or Persona**
 - Provide **Context**
 - Define **Output Format**
 - Add **Constraints or Tone**
 - Give **Examples**
 - Include **Bad vs Good Prompt** examples for each principle
 - Bad: “Tell me about space.”
 - Good: “Act as a science teacher. Explain the concept of space to 10-year-olds using analogies.”
- **Section 3: Prompt Patterns by Department**
 - **Teaching & Academics:** lesson plans, quiz creation, student feedback
 - **Administration:** drafting circulars, summarizing policies, email writing
 - **Finance:** invoice summaries, report formatting, data explanations
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 - **Finance:** invoice summaries, report formatting, data explanations
 - **Marketing:** ad copy, email campaigns, social post planning
- **Section 4: Advanced Prompting Tips**
 - Iterative prompting (refine → review → improve)
 - Multi-step reasoning prompts
 - Asking the AI to critique or rate its own response
- **Section 5: Ethical and Safe Use**
 - Data privacy, copyright, and bias
 - Checking AI-generated content before using it officially
- **Section 6: Ready-to-Use Prompt Library**
 - 20+ reusable prompt templates for everyday use (lesson design, attendance reports, poster ideas, etc.)
- **Section 7: Summary and Next Steps**
 - Encourage experimentation and continuous learning
 - List of free GenAI tools and learning communities

Constraints

- Use **simple English** and **clear examples** for non-technical readers.
- Use **tables, call-out boxes, and bullet points** for readability.
- Include **at least 2 examples per concept** (Bad vs Good prompts).
- Document should be **visually structured**, suitable for conversion into a **PDF or presentation**.
- Total length: **6–8 pages** (approx. 2000–2500 words).

Demo #1: AI Agent using a prompt to generate motivational quote

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Demo #2: Tool which helps you build websites

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Q&A

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