

The PROMPT Framework Cheat Sheet: Your Guide to Powerful AI Prompts

Get Exactly What You Want from ChatGPT, Copilot, and More

1. The PROMPT Framework

What it is: A simple, six-part framework to help you craft clear and effective prompts for Generative AI tools.

Component	Explanation	Example
P Purpose	What is the goal?	Write a poem
R Role	Who should AI be?	Act as a teacher
O Output	What format should be followed?	List of bullet points
M Markers	What are the must-haves/limits?	Under 200 words, include X
P Patterns	Which examples are to be followed?	Formal report
T Tone	What style should be adhered to?	Formal and professional

Breakdown of Each Element

- **P - Purpose:** What do you want the AI to do?
 - *Write, summarize, translate, brainstorm, etc.*
 - **Example:** *Write a short story, Generate marketing slogans, and Summarize this article.*
- **R - Role:** What persona should the AI adopt?
 - *Expert, friend, critic, comedian, etc.)*
 - **Example:** *Act as a travel agent, Pretend you're a chef, and Be a helpful tutor.*
- **O - Output:** What format should the response be in?
 - *List, paragraph, poem, code, email, etc.*
 - **Example:** *Give me a bulleted list, Write a short paragraph, and Create a table.*

- **M - Markers:** What are the constraints or must-haves?
 - *Length, keywords, specific inclusions/exclusions*
 - *Example: Keep it under 100 words, include the phrase "artificial intelligence," and avoid jargon.*
- **P - Patterns:** What template or examples should be followed?
 - *Formal Report, Cover letter, etc.*
 - *Example: Use a formal report template, use a cover letter template, and write in the style of Shakespeare.*
- **T - Tone:** What style should the AI use? (*Formal, informal, humorous, serious, enthusiastic, etc.*)
 - *Example: Be enthusiastic and encouraging, Use a formal and professional tone, and Be sarcastic.*

2. Prompting Tips & Best Practices

- **Start Simple:** Begin with 2-3 PROMPT elements (**Purpose is essential**) and add more as needed.
- **Be Specific:** The more precise your prompt, the better the result. Avoid vague language.
- **Iterate:** Don't be afraid to refine your prompt if the initial output isn't what you want.
- **Experiment:** Try different combinations of PROMPT elements to see what works best.
- **Review and Edit:** Always review and edit AI-generated content. AI is a tool, not a replacement for your judgment.
- **Context is Key:** Provide enough background information for the AI to understand your request.
- **Use Clear Instructions:** State what you are after.

3. Example Prompts (Using the Framework)

- **Travel Itinerary**
 - **Prompt:** "Create a 3-day travel itinerary for Paris. Act as an experienced travel agent. Provide a day-by-day plan with activities and restaurant suggestions. The budget is mid-range, and the focus is on art museums and iconic landmarks. Use an enthusiastic and informative tone."
 - **(P)** Create Itinerary **(R)** Travel Agent **(O)** Day-by-Day plan **(M)** 3-day, Paris, Budget, Art and Landmarks **(P)** Day-by-day Format **(T)** Enthusiastic
- **Email Draft**
 - **Prompt:** "Write a formal email to a client apologizing for a delay in service. The tone should be professional and empathetic."
 - **(P)** Write Email **(O)** Formal Email **(T)** Professional, Empathetic
- **Article Summary**
 - **Prompt:** "Summarize this news article about artificial intelligence in three bullet points. Focus on the main benefits and challenges."
 - **(P)** Summarize article **(O)** Three Bullet Points **(M)** Benefits and challenges
- **Explaining a Concept**
 - **Prompt:** "Explain blockchain technology as if you are talking to a 10-year-old. Act as a friendly explainer. The tone should be simple and clear."
 - **(P)** Explain Blockchain **(R)** Friendly Explainer **(T)** Simple, Clear

4. Prompt Starters

- Act as a ...
- Create a ...
- Please provide ...
- I need help drafting ...
- Write a...
- To summarize...
- Explain...

5. Prompt Builder - Create Your Own!

Element	Description	Your Input
P (Purpose)	What do you want the AI to do?	
R (Role)	What persona should the AI adopt?	
O (Output)	What format should the response be in?	
M (Markers)	What are the constraints/must-haves?	
P (Patterns)	What are the templates/examples?	
T (Tone)	What style should the AI use?	

My Complete Prompt:

Notes Section

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