



AI Prompting

Educator's Cheat Sheet

Use this Cheat Sheet to master prompting

Modes and Roles	Format	Tones
Researcher: Find research on [insert topic] Idea generator: Generate ideas on [x] Editor: Edit and fix this text: [insert text] Teacher: Teach me about [insert topic] Critic: Critique my argument: [argument]	Code Table Essay Tweet Blog Report Social Email Presentation media post Bullets Research	Write using [x] tone Firm Professional Persuasive Confident Descriptive Formal Poetic Humorous Informal Narrative Academic Friendly

HOW TO BUILD A CHAIN PROMPT WITH EXAMPLE

- 1. Insert first prompt:** Give me a summary of this document [insert or copy&paste document text]
- 2. Modify the output:** Use the summary above and write a 500 word piece that explains the topic to students
- 3. Modify the tone:** Change the tone of the answer and make it sound more formal
- 4. Modify the format:** Convert the answer above into text for a presentation with 1 side for each point

<h4>Lesson Planning & Instruction</h4> <ul style="list-style-type: none">• Generate lesson plans for different grade levels and subjects.• Create engaging warm-up activities and discussion starters.• Suggest hands-on or project-based learning activities.• Develop differentiated instruction strategies for diverse learners.• Translate lesson materials for multilingual students. <p>Example Prompt: "Create a 7th-grade science lesson plan on ecosystems that includes an interactive activity."</p>	<h4>Assessment & Feedback</h4> <ul style="list-style-type: none">• Generate multiple-choice, short-answer, and essay questions.• Develop rubrics for grading assignments and projects.• Provide constructive feedback on student work.• Suggest alternative assessment strategies (portfolios, peer reviews, etc.). <p>Example Prompt: "Create a rubric for grading a persuasive essay on climate change."</p>
<h4>Classroom Engagement & Student Support</h4> <ul style="list-style-type: none">• Suggest ways to make lessons more interactive and engaging.• Provide icebreaker and team-building activities.• Create classroom discussion prompts to encourage critical thinking.• Suggest accommodations for students with special needs. <p>Example Prompt: "List three engaging ways to teach fractions to middle school students using real-world examples."</p>	<h4>Professional Development & Educator Growth</h4> <ul style="list-style-type: none">• Summarize research on educational best practices.• Provide strategies for preventing teacher burnout.• Generate ideas for professional development workshops.• Suggest ways to integrate technology into the classroom. <p>Example Prompt: "What are some effective classroom management strategies for high school teachers?"</p>
<h4>School Administration & Parent Communication</h4> <ul style="list-style-type: none">• Draft newsletters, emails, and announcements for parents and staff.• Summarize meeting notes and action items.• Generate school event schedules and reminders.• Develop policies for digital learning and AI use <p>Example Prompt: "Draft a welcome email for parents about the start of the school year and important dates."</p>	<h4>Career & Workforce Development Education</h4> <ul style="list-style-type: none">• Develop career exploration activities for students.• Generate prompts for resume writing and interview preparation.• Suggest work-based learning experiences or internship ideas. <p>Example Prompt: "Create a mock interview script for a high school student applying for a retail job."</p>