Microsoft Copilot | Prompt Ingredients

Prompts are how you ask Microsoft Copilot to do something for you — like creating, summarizing, editing, or transforming. To get the best response, it's important to **focus on some of the key elements below** when phrasing your Copilot prompts.

Goal
What response do you want from Copilot?

Context
Why do you need it and who is involved?

Generate 3-5 bullet points to prepare me for an introductory meeting with Donor X to discuss their prospective contribution to our capital campaign. Focus on available information from LinkedIn and news articles published in the last year. Please use simple language.

Which information sources or samples should Copilot use?

How should Copilot respond to best meet your expectations?

Source

Expectations

💡 **Take note**
When creating a prompt, think of it as if you were talking to a helpful coworker – no need to stress over order, formatting, or structure; just keep it conversational.