C.A.F.E. Prompting Guide

Context
For example:
- intended audience
- your role or skills
- tools you have access to

Action
For example:
- analyse...
- organise...
- rewrite...

Format
For example:
- tone (eg. formal)
- length (eg. concise)
- layout (eg. bullet points)

Examples
Two to five examples of the type of content, format, and/or style you would like the output to be like