

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