**Demo 01**

**Refining Prompt**



Steps to be followed:

1. Provide context
2. Be direct with the prompt
3. Include the desired level of detail
4. Check for errors
5. Use the final prompt in ChatGPT
6. Observe the response

Original prompt: Write an email

**Step 1:** **Provide context**

* 1. Give relevant background information and scenario details.

Revised prompt: Write a professional and informative email to your team members, providing a detailed weekly update on the project management software implementation.

**Step 2:** **Be direct with the prompt**

2.1 State the purpose and requirements clearly and concisely.

Revised prompt: Write a professional and informative email to your team members, providing a detailed weekly update on the project management software implementation. In the email body, include the following:

1. An overview of the progress made during the past week, such as completed tasks, milestones achieved, or successful integrations
2. Any challenges or roadblocks encountered, and how they were addressed or plans to address them
3. Upcoming milestones or tasks for the next week
4. Specific action items or responsibilities for team members, if applicable
5. A request for feedback, questions, or concerns from the team

**Step 3: Include the desired level of detail**

3.1 Specify the depth or comprehensiveness expected in the response.

Final prompt: Write a professional and informative email to your team members, providing a detailed weekly update on the project management software implementation. In the email body, include the following:

1. An overview of the progress made during the past week, such as completed tasks, milestones achieved, or successful integrations
2. Any challenges or roadblocks encountered, and how they were addressed or plans to address them
3. Upcoming milestones or tasks for the next week
4. Specific action items or responsibilities for team members, if applicable
5. A request for feedback, questions, or concerns from the team

Ensure that the email is well-structured, concise, and free of any grammar, spelling, or formatting errors.

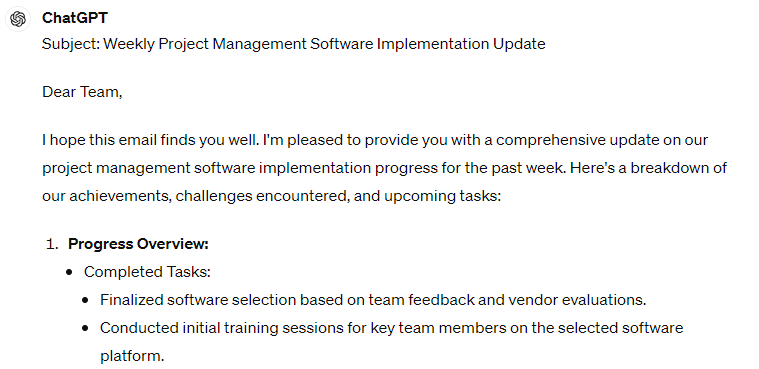
**Step 4: Check for errors**

4.1 Review and proofread the content to eliminate mistakes or inconsistencies.

**Step 5: Use the final prompt in ChatGPT**

5.1 Copy and paste the final prompt in ChatGPT.

**Step6: Observe the response**

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Description automatically generated**

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Description automatically generatedA screenshot of a computer program

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