

THE RTC PROMPTING CHEAT SHEET

AI Academy Level 1: Student Bonus

Mastering AI is about speaking its language. Use the **RTC Framework** to get 10x better results every single time.

1. R - ROLE (The Job Title)

Stop saying "Write an email." Start by telling the AI who it is.

- **Bad:** "Write an email to my boss."
- **Good:** "You are a professional Executive Assistant with 10 years of experience in corporate communications."

Examples:

- "You are a creative interior designer with a focus on brutalist aesthetics."
 - "You are a world-class math tutor specialized in explaining complex concepts to 10-year-olds."
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2. T - TASK (The Action)

Be extremely specific about what you want the AI to *do*. Use strong verbs.

- **Bad:** "Give me some ideas for dinner."
- **Good:** "Create a 7-day high-protein meal plan for a family of four, including a grocery shopping list sorted by aisle."

Examples:

- "Summarize this 20-page PDF into 5 bullet points for a busy CEO."
 - "Rewrite this email to sound more assertive but still polite."
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3. C - CONTEXT (The Secret Sauce)

This is where 90% of people fail. Give the AI the background information it needs to succeed.

- **Bad:** "Write a story about a dog."

- **Good:** "Write a 500-word heartwarming story about an old Golden Retriever named Barnaby who lives in a lighthouse. The tone should be nostalgic and cozy."

What to include in Context:

- **Tone:** (Professional, witty, sarcastic, empathetic)
 - **Format:** (Table, list, Markdown, code, JSON)
 - **Length:** (Short, 3 paragraphs, 10 bullets)
 - **Constraints:** (Do not use technical jargon, avoid the word 'innovative')
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■ THE ULTIMATE RTC TEMPLATE

Copy and paste this into ChatGPT, Claude, or Gemini:

Role: [Insert Job Title / Persona]

Task: [Insert Specific Action]

Context: [Insert Audience, Tone, Constraints, and Format]

>

Here is the input data:

[Paste your text/data here]

■ PRO TIPS

1. **Iterate, don't restart:** If the answer is 80% there, say "Great, but make it shorter and more professional."
 2. **"Think step-by-step":** Adding this phrase forces the AI to reason through the problem, reducing errors.
 3. **Ask for feedback:** Say "Before you start, do you need any more information from me to perform this task perfectly?"
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