# Effective Prompt Writing Cheat Sheet

## Key Ingredients for a Good Prompt

* Context – What is the task or goal?
* Source – Where is the data or input coming from?
* Clarity – Use simple, direct language.
* Tone / Format – Specify if needed (e.g., “bullet points,” “professional tone”).
* Expectation – What exactly do you want Copilot to do?

## Sample Prompt Templates

### Summarization

Summarize [document name or content] in bullet points. Include main takeaways and next steps.

### Email Generation

Draft a [type] email for [audience] about [topic]. Keep it [tone] and include a clear CTA.

### Creative Writing

Generate 5 subject line ideas for a [campaign type] with a fun and engaging tone.

### Meeting Notes

Extract action items and decisions from this meeting transcript and format them for an email follow-up.

### Scenario Analysis

Analyze this Excel table and highlight trends in engagement over time. Suggest two optimization ideas.

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“Draft a [type] email for [audience] about [topic]. Keep it [tone] and include a clear CTA.”

Creative Writing

“Generate 5 subject line ideas for a [campaign type] with a fun and engaging tone.”

Meeting Notes

“Extract action items and decisions from this meeting transcript and format them for an email follow-up.”

Scenario Analysis

“Analyze this Excel table and highlight trends in engagement over time. Suggest two optimization ideas.”

## Pro Tips

* Start with a verb: “Summarize…”, “Generate…”, “Create…”
* Use natural language — speak to Copilot as you would to a colleague.
* If results aren’t great: iterate! Small tweaks can improve outputs dramatically.
* Save and reuse your best prompts — consistency matters!