# Prompt log (exemplar)

## Summarize action items in meeting notes

**Initial prompt**

Summarize the following notes:

Meeting Notes

Funding update
- $5,000 grant received
- Still need $10,000 more to fund scheduled projects
- Donation campaign is beginning in two weeks (emailing past donors)
- Action item (Mandy): Send an email to request donations

Educational outreach programs
- Complete preparations for upcoming course
- 35 students registered for course, but we only have 20 computers
- Action item (Luis): Determine how to organize course with limited computer resources

Monthly spotlight
- This month's spotlight: Being a good digital citizen
- Speaker canceled, need new speaker for event
- Action item (Jessica): Contact partner organizations and arrange a speaker

**Evaluation of initial output**

The initial output includes information that isn't relevant to the task. The output summarizes the meeting notes as a whole. It doesn't provide the specific action items and assignments in a format that can be quickly reviewed by teammates. The initial prompt instructs the conversational AI tool to summarize the meeting notes, but it doesn't specify what content the summary should target or provide context about the format of the output.

**Revised prompt**

Summarize the action items in these meeting notes. Place them in a table with columns for the action item and for the person assigned to the action item.

Meeting Notes

Funding update
- $5,000 grant received
- Still need $10,000 more to fund scheduled projects
- Donation campaign is beginning in two weeks (emailing past donors)
- Action item (Mandy): Send an email to request donations

Educational outreach programs
- Complete preparations for upcoming course
- 35 students registered for course, but we only have 20 computers
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Monthly spotlight
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- Action item (Jessica): Contact partner organizations and arrange a speaker

**Description of revised prompt**

After a few iterations, I was able to design a prompt that gave me the output I wanted, a summary of the action items and employee assignments in an easy-to-review format. My revised prompt specifies that the summary should focus on the action items. In addition, the prompt clearly states that the output should be organized in a table that includes columns for the action item and person assigned to the action item.

# Edit an email requesting donations

**Initial prompt**

Edit the following email:

Dear [Recipient Name],

We are very thankful for all of your recent contributions to our organization and know that with your help, we can continue to pursue our mission of providing accessible computer literacy programs to underserved communities. Through our initiatives, we empower our students to gain essential digital skills, access new educational opportunities, and prepare for in-demand jobs.

We are reaching out to request further donations, which will be used for a variety of purposes, including upgrading our equipment, expanding our course offerings, and planning special events with keynote speakers.

Because every contribution no matter the size makes a difference in the lives of our students, please consider making a donation today. We can assure you that our students will benefit, and their skills will grow, as a result of your generous support.

Thank you for your time and consideration.

Sincerely,

Mandy

## Evaluation of initial output

The initial output isn't sufficient for the task. The output provides an edited email, but the edits don't include the needed changes. For example, the edited email is longer and more detailed rather than more concise. The conversational AI tool requires more specific guidance in order to fulfill the request. The initial prompt instructs the tool to edit the email, but it doesn't specify that the email should be more concise and include shorter sentences.

## Revised prompt

Edit the following email so that it is more concise and uses shorter sentences:

Dear [Recipient Name],

We are very thankful for all of your recent contributions to our organization and know that with your help, we can continue to pursue our mission of providing accessible computer literacy programs to underserved communities. Through our initiatives, we empower our students to gain essential digital skills, access new educational opportunities, and prepare for in-demand jobs.

We are reaching out to request further donations, which will be used for a variety of purposes, including upgrading our equipment, expanding our course offerings, and planning special events with keynote speakers.

Because every contribution no matter the size makes a difference in the lives of our students, please consider making a donation today. We can assure you that our students will benefit, and their skills will grow, as a result of your generous support.

Thank you for your time and consideration.

Sincerely,

Mandy

**Description of revised prompt**

I iterated on this prompt multiple times to get the most useful output. My iterations focused on adding necessary context. My revised prompt specifies that the email should be more concise and include shorter sentences. This guidance helps the conversational AI tool provide a more streamlined version of the email that communicates the key points using fewer words.

# Solve a problem about educational resources

**Initial prompt**

Help us plan a computer literacy course for 35 students.

## Evaluation of initial output

The initial output relates to developing a computer literacy course in general terms. However, the output isn't sufficient for the task because it doesn't address the problem of limited resources (35 students but only 20 computers). The initial prompt doesn't include relevant context about the problem or clearly state that the specific task is to provide solutions to this problem.

## Revised prompt

We are teaching a computer literacy course that will meet two hours a week. 35 students are registered, but we only have 20 computers in the classroom. Provide potential solutions for this challenge.

## Description of revised prompt

I began my revised prompt by offering relevant context about the course and classroom resources. I explained that the course meets two hours a week, that there are 35 registered students, and that there are only 20 computers available. Next, my prompt clearly states that the task is to provide solutions for the problem. Adding context helps the conversational AI tool generate useful solutions for the challenge of having more registered students than available computers.