Hello! Welcome to the most important skill in your AI journey.

Ab tak humne "Basics" seekhe. Ab hum "Engineering" seekhenge.

Prompt likhna bas English likhna nahi hai, yeh **Code likhne jaisa hai,** bas simple language mein. Agar aapko yeh formula aa gaya, toh aap kisi bhi company mein "AI Specialist" ban sakte hain.

Aaj ka topic hai: **Perfect Prompt ka Structure.**

1. Topic Overview

Simple Definition: Ek accha prompt bas ek sawal (question) nahi hota, wo ek **Complete Instruction Set** hota hai. Jaise aap ek naye employee ko kaam samjhate hain, waise hi AI ko samjhana padta hai.

Iske 5 main pillars hote hain:

1. **Role:** AI kaun hai? (Who)
2. **Task:** Karna kya hai? (What)
3. **Context:** Kiske liye aur kyu? (Why/Who for)
4. **Constraints:** Kya nahi karna hai? (Limits)
5. **Output:** Jawab kaisa dikhna chahiye? (Format)

Short mein yaad rakhein: **R-T-C-C-O**.

2. Why this topic is important in companies?

Companies mein "Time is Money".

- **Without Structure:** Aapne likha "Email likho". AI ne generic email likha. Aapne fir bola "Nahi, polite karo". Fir bola "Chota karo". Isme 15 minute gaye.
- **With Structure:** Aapne ek baar mein **R-T-C-C-O** formula use kiya. 10 second mein perfect email ready.

Job Reality: Managers un logon ko pasand karte hain jo "First Attempt" mein sahi kaam karke de dein. Yeh structure wahi ensure karta hai.

3. Core Concepts Explained (Step-by-Step Notes)

Is formula ko rat lijiye. Har professional prompt mein yeh 5 cheezein honi chahiye.

A. Role (Persona - AI ka Kirdaar)

AI ko batao ki usey kiska "Natak" karna hai.

- *Without Role:* AI ek average internet user ki tarah bolega.
- *With Role:* "Act as a Senior Marketing Manager" ya "Act as a Python Expert".
- *Effect:* Isse AI ki vocabulary, tone aur thinking process change ho jati hai.

B. Task (Instruction - Kaam)

Saaf shabdon mein batao ki action kya lena hai.

- *Vague:* "Help me with this." (Galat)
- *Clear:* "Write a blog post" ya "Analyze this data" ya "Debug this code". (Sahi)
- *Pro Tip:* Action verbs use karein (Create, Summarize, List, Explain).

C. Context (Background - Sandarbh)

AI ko background story batao taaki wo irrelevant baatein na kare.

- *Example:* "I am writing this email to a angry client who received a broken product."
- Isse AI ko samajh aata hai ki situation **serious** hai aur usey **empathy** dikhani hai.

D. Constraints (Limits - Simayein)

AI ko control mein rakhne ke liye boundaries set karo.

- *Length:* "Under 100 words."
- *Style:* "No heavy English, use simple words."
- *Negative Constraint:* "Do not use emojis." ya "Do not mention prices."

E. Output (Format - Dikhawat)

Aapko jawab kis roop mein chahiye?

- *Examples:* "Give me a Table", "Bullet Points", "JSON format", "Markdown", ya "Plain text email draft".
- Agar aap format nahi batayenge, toh AI lambe paragraphs likh dega jo padhne mein boring hote hain.

---

4. Common Mistakes Beginners Make

1. **Missing the Role:** Log seedha "Write a letter" bolte hain. Result: Ek school ke bache jaisa letter milta hai.
2. **Zero Context:** "Resume banao" (Kiske liye? Kis job ke liye? Experience kya hai? - Yeh sab batana padta hai).
3. **No Constraints:** AI kabhi-kabhi 500 words ka essay likh deta hai jab chahiye sirf 2 lines thin.
4. **Assumptions:** Sochna ki "AI samajh jayega". (Yaad rakhein: AI insaan nahi hai, wo

instructions follow karne wali machine hai).

---

5. How Companies Actually Use This Concept

Department: HR (Human Resources)

- **Bad Prompt:** "Write a job description for Sales Manager."
- **Structured Prompt (R-T-C-C-O):**
  - **Role:** Act as a Senior HR Recruiter.
  - **Task:** Write a Job Description for a 'Sales Manager'.
  - **Context:** We are a Tech Startup in Bangalore. We need someone young and energetic.
  - **Constraints:** Keep it under 200 words. Use bullet points for responsibilities. Do not use corporate jargon.
  - **Output:** Format it with clear headings.

Department: Customer Support

- **Structured Prompt:**
  - **Role:** Act as a polite Customer Support Agent.
  - **Task:** Draft a reply to a customer complaining about late delivery.
  - **Context:** The delay was due to heavy rain. We are offering a 10% discount coupon as an apology.
  - **Constraints:** Be very empathetic. Do not admit fault directly, blame the weather. Max 3 sentences.
  - **Output:** Plain text.

---

6. Question–Answer Section (Interview Prep)

Q1: Prompt Structure mein 'Persona' ya 'Role' dena kyu zaroori hai?

Ans: Role dene se AI ek specific expert ki tarah sochta hai. Example: 'Doctor' bolne par wo medical terms use karega, 'Teacher' bolne par simple examples dega.

Q2: Agar main Context na doon toh kya hoga?

Ans: AI generic (sadharan) jawab dega. Context usse aapki specific situation ke hisaab se tailor karta hai.

Q3: Constraints ka sabse bada fayda kya hai?

Ans: Constraints AI ko faltu bolne se rokte hain aur answer ko precise (sateek) banate hain.

Q4: Output format specify karna kyu important hai?

Ans: Corporate world mein humein aksar data Tables ya Bullet points mein chahiye hota hai taaki quick read kar sakein. Paragraphs padhne ka time kam hota hai.

Q5: Negative Constraint kya hota hai?

Ans: Jab aap AI ko batate hain ki kya **NAHI** karna hai. Example: "Do not use hashtags."

Q6: "RTCCO" framework kya hai?

Ans: Role, Task, Context, Constraints, Output - Yeh perfect prompt likhne ka formula hai.

Q7: Kya har prompt mein ye paanchon (5) cheezein honi zaroori hain?

Ans: Quick tasks ke liye nahi, lekin complex aur professional tasks ke liye haan, ye zaroori hain.

Q8: Agar AI output bohot lamba de raha hai, toh kahan galti hui?

Ans: Aapne 'Constraints' section miss kiya hoga (e.g., "Keep it short" nahi bola).

Q9: Role play prompts ko "System Prompt" kyu kehte hain kabhi kabhi?

Ans: Kyunki yeh AI ke behavior ka 'System' ya 'Mood' set kar dete hain poori chat ke liye.

Q10: Ek beginner prompt aur expert prompt mein kya farak hai?

Ans: Beginner prompt sirf "Task" hota hai. Expert prompt mein Role, Context aur Constraints bhi hote hain.

---

7. Practical Examples (Daily Work Scenarios)

Scenario 1: Meeting Summary

- **Situation:** Aapke paas meeting ke rough notes hain.
- **Structured Prompt:**
  - **Role:** You are an Executive Assistant.
  - **Task:** Summarize these notes.
  - **Context:** This is for the CEO who has only 1 minute to read.
  - **Constraints:** Maximum 5 bullet points. Focus only on decisions made, ignore small talk.
  - **Output:** Bulleted list.

Scenario 2: Coding Help

- **Situation:** Excel formula chahiye.
- **Structured Prompt:**
  - **Role:** Act as an Excel Pro.

- ○ **Task:** Create a formula.
- ○ **Context:** I have dates in Column A and Sales in Column B. I need total sales for "March 2024".
- ○ **Constraints:** Do not use VBA or Macros. Use standard formulas only.
- ○ **Output:** Just the formula text, no explanation.

---

8. Practice Tasks (Do this yourself)

Task 1: Rewrite this Bad Prompt

- *Bad Prompt:* "Write a post for LinkedIn."
- *Exercise:* Isko **RTCCO** format mein convert karo. (Socho: Role kya hoga? Topic kya hai? Kiske liye hai?)

Task 2: The "Constraints" Challenge

- AI se pucho: "Explain Quantum Physics." (Dekho kitna bada answer aata hai).
- Ab Constraints lagao: "Explain Quantum Physics. Role: Teacher. Context: Teaching a 5-year-old. Constraints: Use only food analogies (khane ke examples). Max 50 words."
- *Observation:* Dekho answer kaise change hota hai.

Task 3: Professional Email

- Apne boss ko chutti (leave) ke liye email likhwana hai.
- Role: Professional Employee. Context: Sister's wedding. Constraints: Very polite, mention dates clearly. Output: Email draft.

---

9. YouTube Learning Support

Search these **exact lines** on YouTube:

1. **"Prompt Engineering Frameworks RTF"** (Role Task Format is similar to what we learned).
2. **"How to write perfect prompts for ChatGPT"** (Watch videos by *Jeff Su* - he is excellent for corporate examples).
3. **"Prompt Engineering for Developers vs Non-tech"**

---

10. Mastery Checklist

Check if you are ready:

- [ ] Main **RTCCO** (Role, Task, Context, Constraints, Output) ka matlab samajhta hoon.
- [ ] Main ek vague prompt ("Do this") ko structured prompt mein badal sakta hoon.
- [ ] Mujhe pata hai ki "Role" set karne se AI ka tone change hota hai.
- [ ] Main output ka format (Table/List) control kar sakta hoon.

- [ ] Main apne daily kaam (Emails/Reports) ke liye ab generic prompts use nahi karunga.

Summary (Key Takeaways)

- **Be the Boss:** AI ek obedient worker hai. Agar Boss (Aap) clear instructions nahi dega, toh Worker galti karega.
- **Structure is King:** Hamesha **Role** se shuru karo, fir **Context** do, fir **Task** batao, aur **Constraints** se lock karo.
- **Iterate:** Agar pehli baar mein sahi na mile, toh check karo ki RTCCO mein se kya miss hua.
- **Real Job Skill:** Managers ye nahi puchte "Tumhe ChatGPT aata hai?", wo dekhte hain "Tum kitne kam time mein accurate kaam nikalwa sakte ho?" Aur wo sirf Structure se aata hai.

Next Step: Ab jab aap prompt structure samajh gaye hain, toh next chapter mein hum seekhenge **"Zero-Shot vs Few-Shot Prompting"** (AI ko examples dekar kaise sikhayein). Would you like to proceed?

Prompt Engineering Course - CLICK HERE
Google Gemini Masterclass - CLICK HERE
ChatGPT MasterClass 🔥 - CLICK HERE