**Prompt Engineering Techniques:**

A practical reference for Copilot, ChatGPT, and modern LLMs—ideal for business, compliance, analytics, support, and productivity workflows. This guide covers core prompt types, advanced hybrid approaches, best-practice examples, and ready-to-use templates.

**1. Zero-Shot Prompting**

**Definition:** Ask the AI to perform a task using only instructions—no examples.

**Best Use:** Simple or standard tasks; when the LLM’s knowledge is sufficient.

**Template:**

Summarize the following [document/email/conversation] in concise bullet points.

[Insert content here]

**Example:**

Summarize this meeting note:  
"We agreed to submit the quarterly financials by Friday, assign a reviewer for each section, and meet again next Monday."

(Expected Output:)

* Quarterly financials due Friday
* Reviewer to be assigned for each section
* Next meeting: Monday

**2. Few-Shot Prompting**

**Definition:** Provide a few (1–3) example input-output pairs before your actual query.

**Best Use:** When you want specific structure, logic, or tone in responses.

**Template:**

For each email, extract the main point and action items.

**Example 1:**  
Email: "Can you send me the latest KPIs?"  
Output:

* Main point: Request for latest KPIs
* Action item: Send KPIs

**Example 2:**  
Email: "Please update the deck for tomorrow’s presentation."  
Output:

* Main point: Update deck for tomorrow
* Action item: Revise and share deck

**Now do this:**  
Email: [Paste your email here]

**3. Role Prompting (Persona Prompting)**

**Definition:** Set the LLM’s role or perspective to get domain-specific, expert responses.

**Best Use:** For domain-specific, expert-level answers.

**Template:**

You are an experienced [role/domain, e.g., compliance officer, HR manager, data scientist]. Given the following [context/data], provide your analysis or recommendation.

**Example:**

You are a financial analyst. Review the attached data and summarize any unusual trends in the last quarter.

**4. Instruction Prompting**

**Definition:** Explicit, detailed instructions for the LLM—define style, format, or logic.

**Best Use:** Precise control over output, tone, or structure.

**Template:**

Summarize the below document using 5 concise bullet points, each under 15 words.

**Example:**

Summarize this process change:

* Focus on what is new
* Use no more than 15 words per point

(LLM Output):

* New approval workflow for expenses
* Digital receipts required for claims
* Monthly expense review introduced
* Pre-approval for travel mandatory
* Audit trail logs enabled

**5. Chain-of-Thought Prompting**

**Definition:** Instruct the LLM to “think aloud” and reason step-by-step.

**Best Use:** Problem-solving, analysis, calculations, compliance review, code analysis.

**Template:**

Read the following scenario and outline your thought process step by step before concluding.

**Example:**

Analyse this expense approval:  
"A manager approved a $10,000 claim without documentation."

(LLM Output):

1. Manager approved high-value claim
2. No documentation attached
3. Possible policy violation
4. Risk of non-compliance
5. Recommend investigation

**6. Contextual Prompting**

**Definition:** Provide relevant background, policies, or examples along with the query.

**Best Use:** For business rules, policy compliance, or when the LLM needs context.

**Template:**

Here is our leave policy: [paste policy]. Using this, review the attached request for any non-compliance.

**Example:**

Policy: “Leave must be applied two weeks in advance.”  
Request: "Applied for leave starting tomorrow."

(LLM Output):

* Policy violation: Insufficient notice
* Escalate to supervisor

**7. Output Formatting Prompting**

**Definition:** Specify the exact output format (table, JSON, bullets, etc.).

**Best Use:** For easy copy-paste, structured data, or when automating workflows.

**Template:**

Summarize the following notes in a table with columns: Task, Owner, Deadline.

**Example:**

Notes:

* Finalize slides – Priya – 15th May
* Review budget – Akash – 18th May

(LLM Output:)

| **Task** | **Owner** | **Deadline** |
| --- | --- | --- |
| Finalize slides | Priya | 15th May |
| Review budget | Akash | 18th May |

**8. Delimited Input Prompting**

**Definition:** Use clear markers (quotes, triple backticks, etc.) to define what content the LLM should analyse.

**Best Use:** Avoids confusion when there’s a lot of context or multiple pieces of data.

**Template:**

Summarize the text below (between triple backticks):

[Paste your content here]

**Example:**

Summarize:

Client feedback: “The new dashboard is slow to load and occasionally crashes.”

(LLM Output:)

* Dashboard performance issues: slow loading, occasional crashes

**9. Iterative/Refinement Prompting**

**Definition:** Ask for an initial output, then refine or redirect the LLM for improved results.

**Best Use:** For critical documents, creative work, or detailed analysis.

**Template:**

1. Summarize this document.
2. Now, focus on just the risks mentioned.
3. Refine to a list ordered by severity.

**Example:**

[After initial summary]

* Financial misstatement risk
* Data privacy breach  
  [Refined]

1. Data privacy breach (High)
2. Financial misstatement (Medium)

**10. Multi-Turn Conversational Prompting**

**Definition:** Simulate a dialogue, allowing the LLM to ask for clarification before generating the answer.

**Best Use:** Complex, multi-step workflows; gathering requirements.

**Template:**

I’ll provide a document, and you should ask any clarifying questions before summarizing.

**Example:**

User: “Here’s the draft policy.”  
LLM: “Should I focus on compliance risks or process improvements?”  
User: “Compliance risks.”  
LLM: “Here’s the compliance risk summary: …”

**11. Constraint Prompting**

**Definition:** Set specific constraints—word count, format, tone, domain, etc.

**Best Use:** When you have audience or platform requirements (e.g., tweets, executive summaries).

**Template:**

Summarize the below news article in no more than 40 words. Use layman’s terms.

**Example:**

Article: “The Reserve Bank raised interest rates to counter inflation.”

(LLM Output:)

* The Reserve Bank raised interest rates to help reduce rising prices.

**12. Comparative Prompting**

**Definition:** Ask for direct comparison between items, options, or scenarios.

**Best Use:** Product analysis, vendor selection, process comparison.

**Template:**

Compare Solution A and Solution B on the following parameters: cost, implementation time, scalability. Present as a table.

**Example:**

| **Parameter** | **Solution A** | **Solution B** |
| --- | --- | --- |
| Cost | High | Moderate |
| Implementation | 2 months | 1 month |
| Scalability | Excellent | Good |

**13. Task Decomposition Prompting**

**Definition:** Break down a complex task into sub-tasks and address each sequentially.

**Best Use:** Strategic planning, report analysis, or project management.

**Template:**

Analyze this process in three steps:

1. Summarize the workflow
2. List bottlenecks
3. Recommend improvements

**Example:**

Process: [Paste description]

(LLM Output:)

1. Summary: …
2. Bottlenecks: …
3. Recommendations: …

**14. Prompt Chaining (Hybrid Prompting)**

**Definition:** Sequence multiple prompt types or techniques for sophisticated workflows.

**Best Use:** Data analysis, policy review, multi-step business automation.

**Template:**

1. Extract all deadlines from the document below.
2. For each, propose an automated reminder schedule.
3. Output in a table with columns: Task, Deadline, Reminder Date

**Example:**

[Paste project plan]

(LLM Output:)

| **Task** | **Deadline** | **Reminder Date** |
| --- | --- | --- |
| Submit report | 30 May | 28 May |
| Review draft | 25 May | 23 May |

**15. Self-Consistency Prompting**

**Definition:** Ask the LLM to generate multiple solutions/outputs and then select or combine the best.

**Best Use:** Creative work, risk analysis, or where high accuracy is required.

**Template:**

Generate three different summaries of the report below. Then choose the most accurate or useful one.

**Example:**

[Paste report]

(LLM Output:)

* Summary 1: …
* Summary 2: …
* Summary 3: …
* **Best choice:** Summary 2

**16. Hybrid Prompt Examples (Combining Techniques)**

**A. Role + Few-Shot + Output Formatting:**

You are a senior compliance manager. For each of the following cases, summarize key risk factors and suggest actions in a table. Example:

**Case:**  
“Delayed KYC update, multiple large transfers, unclear source of funds.”  
**Output:**

| **Key Risks** | **Action** |
| --- | --- |
| Delayed KYC update | Request update |
| Multiple large transfers | Review patterns |
| Unclear source of funds | Request details |

**Now do this:**  
[Paste new case]

**B. Chain-of-Thought + Output Formatting + Constraint:**

Think step-by-step to identify all compliance gaps in the document below. Then, summarize findings in bullet points—no more than 6 points, each under 20 words.

**C. Contextual + Comparative + Task Decomposition:**

Using the attached procurement policy, compare Vendor A and Vendor B proposals by:

1. Summarizing compliance with the policy
2. Listing strengths and weaknesses
3. Recommending next steps  
   Present your answer in a table.

**Tips for Prompt Engineering**

* Combine role, context, formatting, and constraints for maximum clarity
* Use few-shot when responses must follow a certain structure
* Hybrid prompts are best for complex, real-world workflows
* Iterate: Start simple, add detail and examples as needed
* Share a prompt library in your org (OneNote, SharePoint)

**How to Use This Document**

* Copy and adapt the templates for your use case (compliance, analytics, HR, IT, etc.)
* Save/share as your team’s quick reference
* Mix and match techniques for best results

**End of Document**