How to create a good prompt for AI

UOC

Follow these guidelines on giving instructions to generative AI tools (Copilot, ChatGPT, Gemini, etc.) to get more accurate answers.

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Who?

Define **the role** you want the AI to play, and specify **the audience** it should target.

What?

Specify **the task** you want the tool to do (write a text, search for information, etc.).
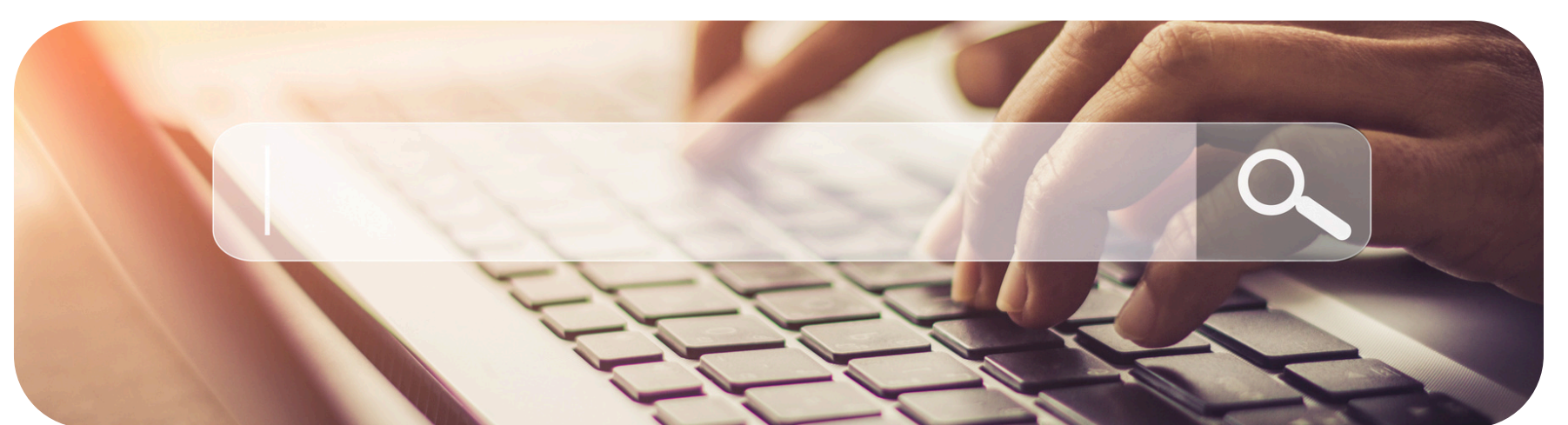
How?

Indicate **the tone** and **style** (formal, narrative, informal, academic) and the format (text, table, image, etc.).

What for?

Provide **context** and tell it what the most important ideas are and what aspects can be left out.

Example 1
How to perform a search

Adopt the role of an expert in advanced bibliographic searches, specializing in the field of psychology.

Find information about attention deficit disorder (ADD). Suggest keywords and specialized sources of information.

Make a list of search terms related to ADD, and another list containing databases and other sources of information such as journals.

I need the information for an academic project for university. Cite the sources with their links and leave out unreliable ones.

Example 2
Prepare for a job interview

Act as a recruiter for a company looking for candidates for a job. I'm one of the candidates for the position.

I need to prepare for the interview. Ask me questions about my background and skills, and suggest how I can improve my answers.

Simulate an interview, asking one question at a time. I'll answer each one in turn. Use a formal and professional tone.

I need to be more confident and fluent in order to deal with the interview. Ask me questions to help me prepare well.

Example 3
How to plan your studies

You're an expert in academic planning and time management. I'm a university student who combines studying with work.

Make a personalized study schedule, taking into account my work schedules, availability and the due dates for the assignments.

Present it in table format, organized by courses and semester. Before creating the table, ask me all the questions needed to produce the schedule.

I want to have enough time to spend on each course and to keep up with my commitments at work, but I also want to set aside some time to rest.

Try your prompt and check the answer!

Look at what you'd like to improve and incorporate it. It's hard to get it absolutely right first time. Fine-tune it until the result meets your needs.

Sources

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