

# 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?

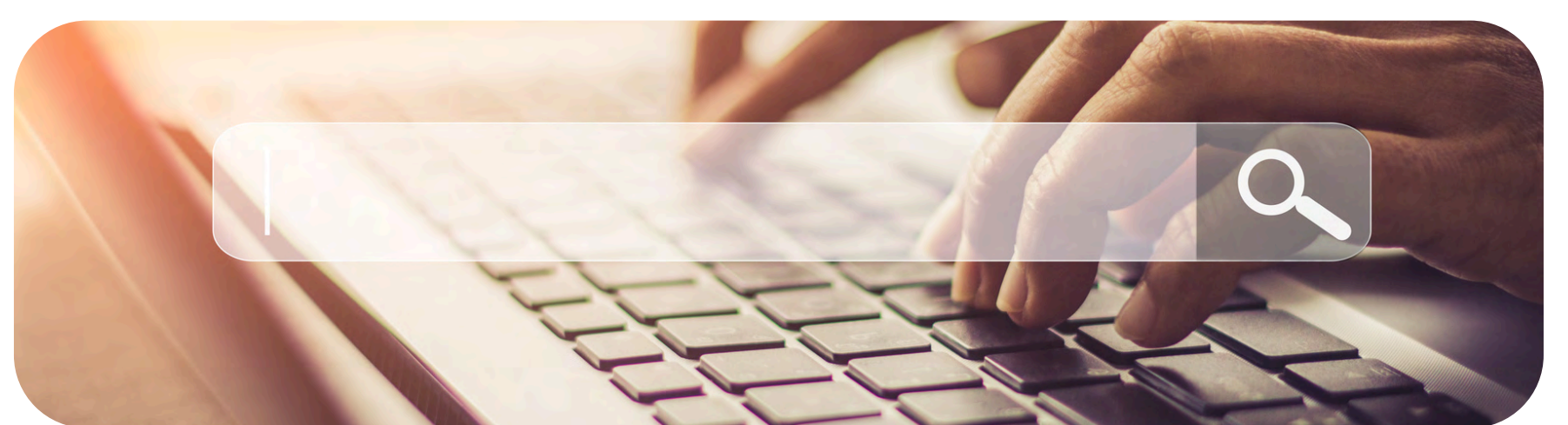
Indicate **the tone** and **style** (formal, narrative, informal, academic) and the format (text, table, image, etc.).

## 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

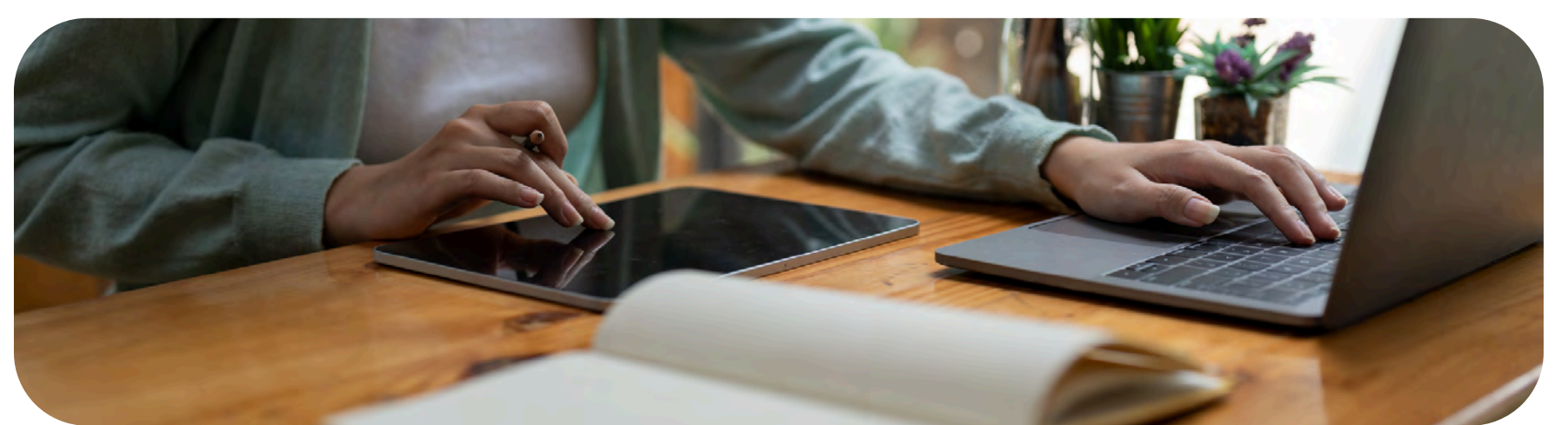
*Act as a recruiter for a company looking for candidates for a job. I'm one of the candidates for the position.*

*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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