



General Prompting Techniques

Basic Prompt Structures

Direct Instruction: Clearly state what you want ChatGPT to do.

Example:

Write a short story about a cat detective.

Role Play: Ask ChatGPT to assume a specific persona.

Example:

Act as a seasoned marketing expert and suggest strategies to increase website traffic.

Context Provision: Provide relevant information or background context.

Example:

Given the following customer review: 'The product broke after one use,' generate a professional response.

Format Specification: Request the output in a specific format (e.g., bullet points, table, JSON).

Example:

Summarize the key points of this article in bullet points.

Tone Setting: Specify the desired tone (e.g., formal, informal, humorous).

Example:

Explain this concept in a simple and humorous way.

Advanced Prompting Strategies

Few-Shot Learning: Provide a few examples to guide ChatGPT's response.

Example:

Translate the following English phrases to French: 'Hello' -> 'Bonjour' 'Goodbye' -> 'Au revoir' 'Thank you' -> ?

Chain of Thought: Encourage ChatGPT to explain its reasoning step-by-step.

Example:

Explain how to solve this math problem, showing each step.

Temperature Control: Adjust the 'temperature' parameter to control the randomness of the output (lower = more deterministic, higher = more creative).

Note: This requires access to the ChatGPT API or a similar interface.

Iterative Refinement: If the initial response is not satisfactory, refine the prompt and try again.

Example:

Initial prompt: 'Write a poem about love.'
Refined prompt: 'Write a sonnet about unrequited love in the style of Shakespeare.'

Business & Idea Generation

Can you suggest a creative name for my tech startup?

Help me come up with a catchy name for my bakery business.

Please create an outline for a course on web development for beginners.

Can you make a training program outline for a customer service workshop?

I need gift ideas for my clients, can you help?

Coding & Development Prompts

Code Generation & Explanation

Explain why this code is not working?

```
var x = 5;
var y = 0;
console.log(x/y);
```

Explain what this code does?

```
function addNumbers(a, b) {
  return a + b;
}
```

Translate this code into Python:

```
function addNumbers(a, b) {
  return a + b;
}
```

Write a program that calculates the factorial of a given number in python?

How do I make an HTTP request in Javascript?

Create a regex that matches all email addresses?

Code Manipulation

Add comments to this code:

```
function addNumbers(a, b) {
  return a + b;
}
```

Update the CSS for this line to change the font color to blue?

```
<p class="example">Hello, QuickRef.ME!</p>
```

Add a class of "header" to this header tag?

```
<h1>Hello, QuickRef.ME!</h1>
```

Content Creation & Editing Prompts

Email & Social Media

Email inviting Jack to dinner on the weekend
Create an email sequence for our new customer onboarding process
Proofread and format this email I just wrote: Hello, do you have any actual tips or tricks for ChatGPT please?
Give me some tips on how to increase open and click-through rates for my email campaigns
Suggest ways to make my email content more engaging and relevant to my subscribers.
Give you ideas for memes on any topicCan you give me some meme ideas for [dogs]?

Data Analysis & Research Prompts

Spreadsheet & Data Manipulation

Can you help me create a formula to calculate the sum of cells A1 to A10?
Can you explain the meaning of the formula =SUM(A1:A10) in simple terms?
Can you generate dummy data for me to use as placeholders in my spreadsheet?
I need to create a macro that calculates the average of cells B1 to B10 and inserts the result in cell C1. Can you help me with that?
Can you give me some tips on how to improve the efficiency of my spreadsheet?

Data Extraction & Summarization

Can you please summarize this article for me? [your text]
Please extract all the numbers from this text: [your text]
Can you create a table from this data?: [your data]
Please filter this list based on certain criteria: [your list]

Writing & Blogging

Titles for my short story collection: [your article]
Outline for an essay on exercise
Ideas for a blog on sustainable fashion?
Summarize this article on renewable energy? [your article]
Blog post on [financial planning]?
Change tone of this report to conversational? [your report]
Proofread this article? [your article]

Research & Information

Explain quantum computing in simple terms
Got any creative ideas for a 10 year old’s birthday?
Can you tell me about the events leading up to the American Civil War?
What can you tell me about the invention of the printing press?
I'm interested in the history of the Byzantine Empire. Can you help me learn more?