Write Better Prompts with ChatGPT

Craft clear, structured instructions
to get better, faster results.

✍️ **Clear goals, structured formatting,
and iteration = better AI output**

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Start with a Clear Goal 🎯

**Be specific about what you want, who it's for,
and how long it should be.**

Do this:

👉 "Write a 3-paragraph blog post explaining what AI is to a 12-year-old."

Not this:

❌ "Write something about AI."

Prompt Tip:
Define topic, audience, and format upfront.

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Add Structure with Formatting 🧱

Structure helps ChatGPT stay organized.

Prompt example:

👉 "Create a 5-step guide for using ChatGPT to plan a trip.
Each step should be 2–3 sentences."

Tip:
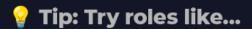Use bullet points, steps, or numbered lists to control flow.

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Give Context or a Role 🗣️

Telling ChatGPT who it is improves tone and focus.

💡 **Tip: Try roles like...**

👩‍🏫 **Teacher**

✍️ **Editor**

🧑 **Coach**

📈 **Marketer**

Prompt example:

👉 "Act as a career coach. I'm a marketing student looking for my first internship."

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Focus the Output Type 📤

Be clear about the format you want.

💡 **Examples:**

→ **A table**

→ **A headline**

→ **A 3-sentence summary**

→ **An outline**

Prompt example:

👉 "Summarize this article into 3 bullet points and a one-line headline."

Tip:
Naming the format guides the answer's structure.

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Iterate and Refine 🔁

Prompting is a loop — don't settle for the first draft.

💡 **Follow-up questions:**

- **"Now make it shorter."**

- **"Try a more casual tone."**

- **"Add 3 examples."**

Tip:
Refining gets you closer to what you want.

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