



How to Write Better Prompts with ChatGPT

Ask clearly. Add useful details. Shape the result.

A useful answer starts with a clear request

A prompt is simply what you ask ChatGPT. Describe the result you need, add the details that matter, then refine the answer. No special vocabulary required.

Try the examples below in a new ChatGPT conversation. We will start with a small event and turn a broad request into a plan you can actually use.

01 / Say what you want to accomplish

“Help me organize an event” leaves a lot open. Give the request a purpose and an audience:

Help me plan a one-hour book club meeting for eight adults. We have all read the book. I want everyone to join the discussion, including people who are usually quiet.

Now the task has a clear shape: a discussion for eight readers, with participation as the goal.



02 / Add the details that change the answer

Include relevant limits and choose a useful format. Send this follow-up in the same conversation:

We will meet in my living room, with no slides or special equipment. Create a schedule with three columns: activity, minutes, and a question I can ask. Include a short welcome and a closing round. Make the activities total 60 minutes.

The setting rules out a presentation. The table gives you something to follow during the meeting. The time limit keeps the plan focused.

03 / Improve one thing at a time

Read the response and ask for a specific change. For example, if the opening feels too formal:

Keep the table and the 60-minute total. Replace the formal introductions with an easy opening question about the book. Make the questions sound conversational.

Check the final timings and choose questions that fit your group. If the plan needs book-specific discussion questions, add the title and your own notes or relevant excerpts.



04 / Keep a starting point you can reuse

Save this template and replace the brackets. Use only the parts your task needs:

Help me [create, understand, compare, or plan something].
This is for [audience or situation].
Here is the information to use: [details or text].
Give me [format and level of detail].
Keep [important limit or requirement].

For a more complex task, add: "Ask me about any missing details you need before you begin."

05 / Try it on something else

Understand something new

Explain how a home Wi-Fi network works to a beginner. Use a simple household analogy, then explain what the router does in three short points.

Improve your writing

Rewrite the announcement below for our neighborhood group. Keep the date, location, and contact details exactly as written. Make it welcoming and under 100 words. [Paste announcement.]

Your next step: choose one real task, send a clear request, and make one useful follow-up. Keep the version that works for you.

Reference: OpenAI, Prompting. Checked September 23, 2026.

[OpenAI prompting reference](#)