PRACTICAL GUIDE

How to Write Better Prompts with ChatGPT

Ask clearly. Add useful details. Shape the result.

05

Mastering AI
Make AI Work for You

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.”

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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.]*

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

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

References and currency

OpenAI prompting reference
https://learn.chatgpt.com/docs/prompting

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