

# Prompting PDF

## ChatGPT for Work: The Interactive Course



### Goal (required)

**Use verbs:** create, translate, draft, rephrase, write, summarize, include, analyze, recommend, defend, list, rewrite, describe, compare, combine, expand, explain, come up, conclude, act, brainstorm

**Use questions:** what, why, how



### Context (required)

**Use as many details as you can.**

Imagine you are explaining it to another person for the first time.



### Persona (optional)

**Save and reuse 5 of your persona(s)**, e.g.  
teacher, lawyer, marketer, consultant, architect

### Techniques

Regenerate  
Start new chat  
Give examples  
Add constraints  
Change the tone  
Iterate and improve  
Use prompt creator  
Explore part by part  
Different perspective  
Break down into smaller  
Define the output format

### Copy-Paste these

5 more variations  
remove adjectives  
ask me several clarifying questions  
make shorter/longer/max words  
create similar  
more friendly, formal, persuasive  
let's think step by step  
order in a table  
simpler words  
DON'T mention  
guess

#### DOs:

- Ask GPT for whatever problem you have at work
- Break down big tasks into smaller tasks
- Fact check on Google

#### DON'Ts:

- Stop using
- Trust blindly
- Share secrets



**Iliya Valchanov**  
*Let's connect*

Team GPT