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AI Prompt tip list

An AI Prompt is any form of text, question, information, or coding that communicates to Generative AI what response you're looking for. To use AI in a way that will result in the best outputs (and fewer failed attempts), here are our top tips for Prompt design!

☐ **Be clear**
Be specific about what you want. If you're vague, the AI might not understand your request, leading to irrelevant or incorrect responses

☐ **Be specific**
Sometimes it helps to be directive about the format or type of answer you want. For instance, if you want a summary, specify that in your Prompt

☐ **Avoid ambiguity**
Try to avoid ambiguous terms or phrases that could be interpreted in multiple ways. Be as straightforward as possible to get the most accurate and helpful response

☐ **Keep it short**
While it's important to provide enough information, being concise and to the point can also be beneficial in receiving a clear and direct response

☐ **Write in a neutral tone**
Maintain a neutral tone to avoid biassing the response. A neutral tone can help in obtaining an unbiased and objective answer

☐ **Frame the question**
Frame your question well. If you're looking for detailed information, you might phrase your question differently than if you're looking for a brief answer

☐ **Provide context**
Provide enough background information to help the AI understand the question. If necessary, explain any terms that might not be commonly known. Depending on the model you're using, you can also upload documents that give more context (provided the information you're sharing in those documents is not sensitive and you have permission to share it)

☐ **Use examples**
Sometimes providing an example within your Prompt can help clarify your request and guide the AI towards the kind of response you are hoping for

☐ **Provide information in a sequence**
If your request builds on previous information, ensure that the sequence of information is logical and easy to follow

☐ **Test and refine**
If the initial response doesn't meet your expectations, you can rephrase and refine your prompt to improve the answer. Asking the AI tool to rate its previous response and asking it to do a better version is also a good tactic. But be aware that each response from GenAI is high in energy use, so the better your initial prompt is, the less regeneration of responses you'll require