Beginner's Guide to Prompting

Important Tips for Writing Good Prompts for AI

2D.point
SPEAK DATA

Context

- **Provide Relevant Context:** If there is important background information for the task, include it in the prompt.
- For example, "In this table, 'Tardiness Counter' represents the number of tardiness incidents per employee per month."
- **Refer to Previous Prompts:** If the current prompt is related to previous prompts, mention it.
- For example, "Continue the previous analysis, but focus on employees with more than 10 tardiness incidents."

Clarity and Precision

- **Use clear and concise language:** Avoid vague or ambiguous phrasing.

- **Avoid prior assumptions:** Ensure that the prompt does not assume prior knowledge on the AI's part.

- **Define the task precisely:** What do you want the AI to do?
- **For example**, instead of "Tell me about tardiness data," write "Calculate the average and median of the tardiness data in the table."

Specific Information

- **Specify column names:** If you want the AI to work with specific columns, explicitly mention their names.
- For example, "Create a graph showing the relationship between 'Tardiness Counter' and 'Reported Sick Days'."

- **Define data ranges: If you want the AI to focus on a specific data range, specify it.**
- For example, "Analyze the tardiness data for January 2024."

Format

- **Specify the desired format:** If you want the answer to be in a specific format (table, list, text), mention it.

  For example, "Display the results in a table."

- **Use headings and subheadings:** This will help the AI understand the structure of the prompt.

Examples

- **Provide Examples:** If you have examples of the desired answer, include them in the prompt.

- **Use Examples from the text:** If you want the AI to perform a task similar to one previously done in the text, mention it and refer to the example.

Experimentation

Don’t be afraid to experiment: Try phrasing the prompt in different ways and see which approach yields the best results.

Learn from mistakes: If the AI does not understand the prompt, try identifying the issue and rephrasing it.

Existing Knowledge

Use available resources: There are many online guides that teach how to write good prompts for AI.

Consult with others: If you have difficulty formulating a prompt, seek help from friends, colleagues, or experts in the field.

The main thing is to start

Start with simple prompts:

As you gain experience, you can move on to more complex prompts.