CHATGPT / Master Prompt Sheet by CAIT

1. Roles You Can Assign ChatGPT

Define the professional identity of ChatGPT to get domain-specific answers.

Examples:
- **Act as a Legal Advisor**
- **Act as a Content Marketing Expert**
- **You are a Career Counselor for High School Students**
- **Be my UX Designer**
- **Assume the role of a Grant Writing Expert**
- **Play the role of an Immigration Consultant**
- **Be my Friendly Email Editor**

  Pro Tip: Start prompts with "Act as a…" or "You are a…" to enhance output quality.

2. Magic Prompt Strategy

A formula for crafting perfect prompts.

Structure:

Role - Assign a professional role.
Goal - Specify what outcome you want.
Context - Provide background or details.
Format - Mention how the output should be presented.
Tone/Style - Choose tone, writing style, or voice.
Constraints - Add word limit, language, or rules.

Example Prompt:

"Act as a startup advisor. I am launching an indoor sports center in Canada. Give me a detailed marketing plan in table format with bullet points. Use a professional tone and limit it to 300 words."

3. Tone and Style Options

Tell ChatGPT how to "sound."

Tones:
- **Friendly**
- **Thrilling**
- **Innovative**
- **Professional**
- **Humorous**
- **Commanding**
- **Encouraging**

Writing Styles:
- **Informative**
- **Comparative**
- **Persuasive**
- **Instructional**
- **Storytelling**
- **Casual**
- **Conversational**

Prompt Tip: "Write in a [tone] tone and use a [style] writing style."

4. Format & Output Examples

Specify how you want your answer delivered.

Formats Supported:
- **Table**
- **Bullet Points**
- **Numbered List**
- **Report Style**
- **Social Media Caption**
- **Email Draft**
- **FAQ Format**
- **Script/Dialogues**
- **HTML/Markdown**

  Create a comparison in table format between ChatGPT and Claude AI for academic use.

5. Bonus Tips

Elevate your prompt design skills.

Structure:

- Be specific: Avoid open-ended commands like "Tell me about AI."
- Give examples in the prompt (e.g., "like this one: [insert example]").
- Use clear constraints: "Keep it under 150 words."
- Add scenario context: "Assume I am a high school teacher with no tech background."
- Use multiple prompt attempts to refine results.

6. Vocabulary & Prompt Engineering T

A glossary for writing better prompts.

Term

Term	Definition
Act as	Define ChatGPT's role (e.g., "Act as a lawyer")
Tone	Voice style — friendly, persuasive, etc.
Clarify	Make your request more specific
Specify	Give clear instructions (e.g., word limit, style)
Format	Output type (table, email, report)
Score	Ask ChatGPT to rate or evaluate
Reality	Remind ChatGPT to be realistic if needed
Avoid	Tell it what not to include
Refine	Ask ChatGPT to improve its own output

7. Tools & Integrations

Suggested tools to pair with ChatGPT for content creation or automation.

Category

Category	Tools
ChatBots	ChatGPT, Poe
Image Gen	Midjourney, DALL·E, SeaArt
Video	InVideo, Pictory, Runway
SEO Writing	Copy.ai, Jasper, HyperWrite
Coding	Replit AI, CodeWhisperer, GitHub Copilot

8. ChatGPT Checklist

A checklist to evaluate prompt success and prompt-writing habits.

- ☐ Understand ChatGPT Capabilities
- ☐ Research Prompt Examples
- ☐ Analyze Available Prompt Sheets
- ☐ Experiment With Prompt Structure
- ☐ Be Specific With Outcomes
- ☐ Refine Prompt Based on Results
- ☐ Try Different Tones & Formats
- ☐ Ask for Revisions and Improvements
- ☐ Score the Output (e.g., "Rate this 1–10")
- ☐ Use Your Prompts to Teach or Automate Tasks

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