

# Claude AI / Master Prompt Sheet by CAIT

## 1. Ideal Use Cases for Claude AI

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

**Claude excels in:**

- **Long-form writing: essays, legal memos, research analysis**
- **Policy and legal reviews: interpreting laws or contracts**
- **Calm, thoughtful reasoning: step-by-step ethical or logical decision-making**
- **Educational tutoring: Socratic-style explanations and Q&A**
- **Brainstorming sessions: outlines, strategic thinking, idea lists**
- **Diplomatic and professional communications**
- **Multi-perspective evaluations (ideal for risk analysis, policy writing, case study evaluation)**

## 2. Best Prompt Structure for Claude

Claude responds best to structured, objective, and detailed prompts. Use this flow:

**Format:**

"Act as a [role]. I want you to help me with [task or situation]. Here is the context: [background details]. Please answer in [format] and use a [tone/style]. Make sure to follow these constraints: [limits or rules]."

**Example Prompt:**

Act as a research assistant. Help me draft a policy memo about remote work policies in North America. Context: I'm targeting HR managers. Format: Structured outline. Tone: Professional and diplomatic. Limit: 300 words.

## 3. Examples of Constitutional AI Interactions

Claude uses a "Constitutional AI" model — designed to follow rules, ethical guidelines, and reasoning.

**Interaction Examples:**

- **You:** "Summarize the pros and cons of data surveillance, but avoid taking an extreme view."
- **Claude:** Provides a balanced, multi-stakeholder view with cautious ethical framing.
- **You:** "Critique this product idea but do so constructively."
- **Claude:** Offers tactful suggestions without dismissiveness.
- **You:** "Can I say XYZ in this email?"
- **Claude:** Responds with a grounded, professional rewrite, flagging anything inappropriate or biased.

## 4. Prompt Clarity & Ethical Boundaries

Claude thrives with:

- **Clearly defined goals (avoid vague asks like "Just help me")**
- **Ethically sound questions**
- **Transparency ("Assume I'm a new user unfamiliar with this")**
- **Avoid prompts encouraging harm, bias, or manipulation (Claude will refuse)**

Effective Phrase Starters:

- “Can you walk me through...”
- “What’s a balanced view on...”
- “Help me reason through this step by step...”
- “Provide a critique without making assumptions...”
- “Explain like I’m presenting to a boardroom...”

## 5. Tone and Voice Control

Claude’s tone is:

- **Naturally calm, measured, and professional**
- **Great at writing in:**
  - *Empathetic tone*
  - *Analytical tone*
  - *Neutral/formal voice*
  - *Diplomatic voice*
  - *Academic or scholarly tone*
  - *Gentle coaching/advisory tone*

Prompt Tip: Add “Use an [empathetic/formal/diplomatic] tone” to direct voice output.

## 6. Claude vs. ChatGPT – Key Differences

Claude responds best to structured, objective, and detailed prompts. Use this flow:

Feature	Claude AI	ChatGPT
Primary Strength	Deep reasoning, long-form outputs	Quick responses, creativity
Tone	Reserved, ethical, neutral	Adaptable, playful or formal
Constitutionally Guided	Built-in ethical guardrails	Less emphasis, more flexible
Rewriting Emails	Exceptionally balanced and polished	Fast and creative
Brainstorming	Careful with implications	Broad and imaginative
Length Handling	Great with 1000+ word texts	May truncate if long
Preferred User Type	Policy writers, lawyers, analysts	Marketers, creatives, generalists

## 7. Recommended Integrations

Claude works well with:

- Slack:** Use Claude as a channel bot for internal advice, drafts, and summaries
- Notion:** Embed Claude to write wiki pages, SOPs, or knowledge bases
- Quora Poe:** Access Claude directly in a chat interface
- Browser plug-ins (coming soon):** Claude inside Chrome for research support
- APIs via Anthropic.com** for developers

## 8. Top 10 Claude Prompts

Claude works well with:

1. “Act as a legal advisor. Draft a 300-word summary of this contract with neutral language.”
2. “Explain the ethical implications of AI in education. Keep it balanced.”
3. “Help me write a policy memo in outline format for a non-technical audience.”
4. “Review this email and suggest improvements without changing tone.”
5. “Give me a pros-cons list for expanding my business into another country.”
6. “Walk me through the argument of both sides in this legal case.”
7. “Summarize this 5-page article into 3 core insights with evidence.”
8. “Be my thinking partner in planning a product launch. Ask me questions.”
9. “Refactor this long paragraph into a clear, logical bullet list.”
10. “Create a neutral summary for a board meeting on the topic of employee burnout.”

