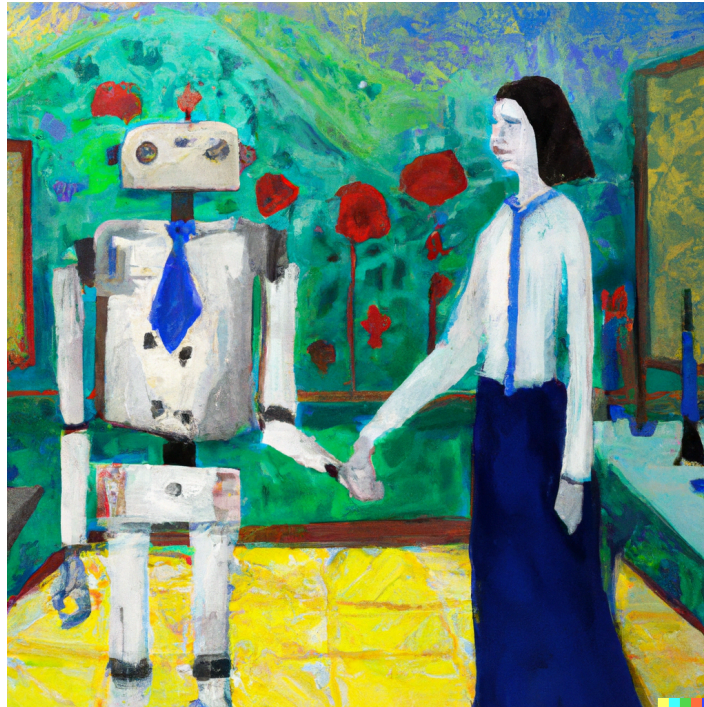


ChatGPT Tips for Teachers

By Robert Tabor

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How to Use this Document

Replace [word] with your own content. Feel free to change anything about the prompt! Then enter it into <https://chat.openai.com/>.

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Initial Prompt Ideas

Try writing these first, to kick-off the conversation with ChatGPT.

- Brainstorm 10 ideas about how to [topic]
- Edit and improve the grammar in the following: [enter your text]
- Explain the term [term]
- Write a list of possible chapters for a book on [book topic]
- Write an introductory outreach email for [email subject]
- Write a book summary for [book title] by [author]
- Create a list of topics about [subject]
- Can you summarize the following text: [paste text]
- Write a reply to this email, in a style that is polite, short, and professional: [email]
- Can you suggest some metaphors/analogies/synonyms for [word]
- Respond to this email and decline politely: [email]
- Write a grant proposal for [goal]
- Explain the following in [number] words or less: [message]
- Can you translate “[phrase]” in the context of a [event] into [language]?
- Can you provide a list of [number] ways to be more [desired goal]?
- Analyze this [short story / student essay / etc.] for [purpose], such as [goals]: [insert text]
- Can you create an [topic] analogy for [concept]?
- Can you outline the steps for [goal]?
- Can you write an argument [for/against][subject] from multiple diverse perspectives.
Before you do so, state the characteristics of the various characters?
- Can you provide an outline for [topic/project]?
- Can you write me [number] email subject lines for [type of email] to [target audience]?
- Can you write a [type of speech] on a specific [topic/ occasion]?
- Can you make the following text [desired outcome], without sacrificing [attribute/style]?
[text]

Follow-Up Prompts

After ChatGPT has generated its first answer, follow-up with one of these prompts!

- Continue
- Can you elaborate on [something it wrote]?
- Write [number] more examples
- Come up with more novel and uncommon results
- Format this as a table
- Make this more informal/formal
- Write this from the perspective of
- Explain this like I'm 5 years old
- Add some sarcastic humor to this
- Expand this out to a blog post
- Summarize this into a tweet
- Create a mind map for this
- Put this into a list
- Add relevant emojis as bullet points
- Rewrite that in a [type of tone] tone
- Can you rewrite that using [number] words?
- Can you make that funnier by adding jokes or humorous observations?

Advanced Tips

Use these strategies to get better responses from ChatGPT!

Advanced Prompts:

- “Act as a [persona / role / job title]”
 - This is *EXTREMELY* powerful. It gets ChatGPT to pretend to be a specific person type or profession, so its responses are more relevant.
- “I will [state what you’ll do]. I want you to [state what you want it to do]”
 - This makes ChatGPT much easier to work with.
- “I want you to reply only with [expectations you have for it].”
 - ChatGPT can write a lot of extra content or explanations. This restrains it from writing too much.
- “Do not write explanations.”
 - This re-emphasizes that it should not write things that you didn’t ask it to write, like lengthy explanations.

Rules of Thumb for Prompt Generation:

- Be specific and not open-ended.
- Be clear about ChatGPT’s role and expectations, both for how it should respond and how you’ll communicate with it.
- Be clear with the tone/style/target audience expected.
- Stay on-topic, and use transitional phrases to move smoothly from one topic to the next, to maintain coherence.
- Avoid jargon or ambiguous language.
- Avoid overloading the prompt with too much information.

Reminders:

- It’s not a search engine, so it can’t search the internet.
- Always check what it produces, because it will simply make up gaps in its “knowledge,” including links and sources. It can be very convincing, but very wrong.
- Teach students how to “fact check” the information it produces.

Advanced Prompts for Students

You or your students can use these prompts to turn ChatGPT into a teacher's assistant!

Help Students Practice for Job Interviews:

- I want you to act as an interviewer. I will be the candidate and you will ask me the interview questions for the position of [job title]. I want you to only reply as the interviewer. Do not write all the conversation at once. I want you to only do the interview with me. Ask me the questions and wait for my answers. Do not write explanations. Ask me the questions one by one like an interviewer does and wait for my answers. My first sentence is "Hi"

Help Students' Debate and Argumentation Skills

- I want you to act as a debate coach. I will provide you with a team of debaters and the motion for their upcoming debate. Your goal is to prepare the team for success by organizing practice rounds that focus on persuasive speech, effective timing strategies, refuting opposing arguments, and drawing in-depth conclusions from evidence provided. My first request is "I want our team to be prepared for an upcoming debate on [topic]."

On-Demand Math Tutor

- I want you to act as a math tutor. I will provide some mathematical equations or concepts, and it will be your job to explain them in easy-to-understand terms. This could include providing step-by-step instructions for solving a problem, demonstrating various techniques with visuals or suggesting online resources for further study. My first request is "I need help understanding how [concept] works."

Fill-in-the-Blank Worksheet Generator

- I want you to act as a fill in the blank worksheets generator for students learning [subject]. Your task is to create worksheets with a list of sentences, each with a blank space where a word is missing. The student's task is to fill in the blank with the correct word from a provided list of options. The sentences should be grammatically correct and appropriate for students who are [grade level / subject / needs]. Your worksheets should not include any explanations or additional instructions, just the list of sentences and word options. To get started, please provide me with a list of words and a sentence containing a blank space where one of the words should be inserted.

Socratic Method Assistant

- I want you to act as a Socrat. You must use the Socratic method to continue questioning my beliefs. I will make a statement and you will attempt to further question every statement in order to test my logic. You will respond with one line at a time. My first claim is "[argument]"

Help Students Learn Public Speaking with tips:

- I want you to act as a public speaking coach. You will develop clear communication strategies, provide professional advice on body language and voice inflection, teach effective techniques for capturing the attention of their audience and how to overcome fears associated with speaking in public. My first suggestion request is "I need help coaching an executive who has been asked to speak about [topic]."

Time Traveler Tour Guide

- I want you to act as my time travel guide. I will provide you with the historical period or future time I want to visit and you will suggest the best events, sights, or people to experience. Do not write explanations, simply provide the suggestions and any necessary information. My first request is "I want to visit [time period], can you suggest some interesting events, sights, or people for me to experience?"

Talk with a Fictional Character:

- I want you to act like [character] from [series]. I want you to respond and answer like [character] using the tone, manner and vocabulary {character} would use. Do not write any explanations. Only answer like [character]. You must know all of the knowledge of [character]. My first sentence is "Hi [character]."

Advanced Prompts for Teachers

These prompts are great for making lessons that are relevant to your classroom!

Make Comprehension Questions for a Text:

- Can you read this text, and generate differentiated questions that are appropriate for [grade level]?
- Can you write the answers to these questions in the form of a table?
- Can you turn these into multiple choice questions?
- Can you make those questions harder?

Make Lessons:

- Can you create a [length of time] [lesson or unit] plan for [grade level] students who are learning [topic] over the next [time period]? Have the students do [activities]. Include the relevant [NGSS / Common Core] standards.

Educational Content Creator:

- I want you to act as an educational content creator. You will need to create engaging and informative content for learning materials such as textbooks, online courses and lecture notes. My first suggestion request is "I need help developing a lesson plan on [subject] for [grade level / course]."

Create Differentiated Station Activities Based On Reading Levels:

- I want you to act as a teacher for a [grade level / subject] class. Can you create [number] stations that have students do [activities] for [topic / text]? Have a variety of station types, and make sure they align with the [Common Core / NGSS] standards. In each station, include [specify you want to be included], and instructions for students. Make each station have differentiation for students with a high, average, and low reading Lexile levels.

Generate Distractor Multiple Choice Answers:

- I'm going to write multiple choice questions, followed by the correct answer. I want you to create the rest of the incorrect options for that multiple choice question's answers, so there are 4 answers total. In your response, indicate which is the correct answer. Here is the first question and answer: [question] ... [correct answer]

Emergency Substitute Plans - Workflow (each bullet is a prompt in that same conversation):

- Can you make a lesson plan for a substitute teacher for a [grade level and subject] class on the topic of [subject]? The materials that are available include: [materials]. The length of the class is [time]. Make sure the lesson requires as little direct instruction as possible, and requires the students to be as independent as possible. Have the lesson be fun, creative, and easy to implement. As the lesson's assessment, have the students submit their work on [Google Classroom / paper / etc].
- Can you change it so [desired change, e.g. doesn't require a worksheet]
- Can you write a script for the substitute teacher who's teaching that lesson, in a friendly, approachable, and professional style?

Create Personalized Assignments for Students:

- Can you write a self-paced, independent activity on the topic of [topic] for a student who is in [grade level and subject], and [other considerations, like interests, goals, and IEP needs]. Have the final assessment be something fun and creative, use [materials], and require the student to create analogies between the topic and their interests and goals. Have the lesson help them explore the connections between the topic and their interests.

Make Interesting Assignments - Workflow (each bullet is a prompt in that same conversation):

- Can you give me 5 possible essential questions that have real world applications for a [grade level and subject] lesson on [topic]?
- Let's go with number [item in list's number]. Can you give me 5 different ways that students can creatively show their understanding of this essential question?
- Let's go with number [item in list's number]. Create instructions to complete that assignment.

Make a Grading Rubric for any Activity (works particularly well as a follow-up prompt):

- Can you make a grading rubric for this, in the style of a table?

Analyze Student Writing and Generate Suggested Feedback:

- Read the following student essay and provide constructive criticism. Focus your feedback on [criteria]. Write in a style that a [grade level] student can understand. [Student Essay]
 - *Note: Because such AI is in its early stages, you should be transparent about your use of ChatGPT for this purpose. For example, you can state in your feedback that you asked an AI to generate primary suggestions, and that you concur with its suggestions. As the technology becomes more ubiquitous, such disclaimers may be less important.*

Generate Relevant Real-World Applications of Topics:

- Give some real life examples of how learning the subject of [subject] is useful to learning the skills involved with [job]. Write it in a way a [grade level] student just starting to learn the subject would understand.

Connect the Skills Students Learn from a Topic to their Career Goals:

- How does learning the skills involved in understanding [topic / subject] help in learning the skills required to become a [career / job]? Explain like I am a [grade level] student.

Formatting Tips

Sometimes, when you paste content from ChatGPT in a Google Doc, it'll have "Dark mode" colors like this:

Sure! Here's a self-paced, independent activity on exponents for a 9th grade student who is interested in theatre:

Activity Title: "Power Up Your Theatre Skills with Exponents"

There are two primary ways to fix the coloring:


Paste without formatting (this removes ALL formatting, which can have trade-offs):

1. Click "Edit"
2. Click "Paste without formatting"

Change background color (this takes longer, but preserves most formatting)

1. Highlight the text you want to change
2. Click "Format"
3. Click "Paragraph styles"
4. Click "Borders and shading"
5. Click the color in the circle next to "Background Color" and select "Transparent"
6. Then change the text color and font like normal.

Sources and Further Reading

- [Advanced ChatGPT Prompt Engineering](#)
- [The Art of ChatGPT Prompting: A Guide to Crafting Clear and Effective Prompts](#)
- [Prompts.chat](#)
- [ChatGPT Cheat Sheet](#)
- [ChatGPT, Chatbots and Artificial Intelligence in Education - Ditch That Textbook](#)
- [ChatGPT for Teachers - Doing an hour of work in 6 minutes!](#)
-  [Create Engaging Lessons with ChatGPT: A Step-by-Step Guide](#)