Ben Bentzin Sample AI Chat Prompts

This note compiles sample prompts for exploring AI chat tools like ChatGPT, Copilot, Claude, Perplexity, Gemini, etc. Experiment with different chat tools and tailor these practice prompts to your specific needs. It's important to balance AI usage with your personal experience and judgment. Verify all facts provided by AI tools. Make sure you analyze and edit any AI output to make it your own.

Reasons to use AI tools every day:

- Incorporating AI into your daily routine will enhance your productivity and creativity;

- Regular practice is the only way to learn how to use AI effectively;

- Using AI chat daily deepens your understanding of the current capabilities and limitations of AI technologies so you can recognize advances in this fast changing field;

- Integrating AI into personal hobbies enriches your interests while providing practical experience.

When using AI tools, always maintain human oversight and critical thinking to ensure the quality and accuracy of the output. When it comes to AI my motto is "trust but verify." AI has the potential to spark creativity, so don't hesitate to explore innovative ways of using the technology. AI is evolving rapidly. Try different tools and find what works best for you. Using this technology is the best way to say up to date on the latest developments and their implications for various fields.

Practical daily uses of AI include summarizing documents or datasets, explaining concepts with examples, and acting as a creative partner for various writing tasks such as emails, papers, articles, and blogs.

Ethical considerations:

- **Don't Become Dependent on AI**

  - Balance the use of AI with human oversight to prevent over-reliance on technology, which can lead to a lack of critical thinking and creativity in marketing strategies.

- **Accuracy of Content**

  - Verify the factual accuracy of all AI-generated content to prevent the spread of misinformation and maintain trust in marketing communications.

- **Data Privacy**

  - Make sure you know how any information you share with AI tools is collected and stored.

As of the date of this note, the AI tools I primarily use are these, but the tools I use change frequently as there is heated competition and the capabilities of tools tend to leapfrog each other:

- Perplexity, free or $20/month, https://www.perplexity.ai/
  With Perplexity you can use both Claude Sonnet 3.5 and ChatGPT 4o

- Microsoft Copilot, free, https://copilot.microsoft.com/

Other tools to consider:

- Anthropic Claude Sonnet 3.5, free or $20/month, https://claude.ai/

- OpenAI ChatGPT 4o, free or $20/month, https://chat.openai.com/

- Google Gemini, free or Advanced $20/month, https://gemini.google.com/

Please email Ben Bentzin, ben.bentzin@mccombs.utexas.edu with your feedback, success stories, and suggestions on your use of AI chat.

Have fun!

SAMPLE CHAT PROMPTS

The first of these sample prompts are relatively simple. The subsequent prompts become more complex, demonstrating a variety of good practices in effective prompts.

Elements of better prompts:

- ✔ Explicitly state the goal or purpose of your request

- ✔ Provide relevant context, background information or the type of expert you would like for chat to emulate

- ✔ Break complex tasks into steps

- ✔ State your desired output format

- ✔ Keep prompts as brief as possible while maintaining clarity and completeness.

- ✔ Test and refine, iterate on your prompts to improve results over time

Make any prompt better by adding this sentence at the end of your prompt:

Rephrase and expand this prompt, and then respond.

Editing text:

Please review [TEXT] for any errors or issues. Specifically, check [TEXT] for and list any spelling, grammar, or punctuation mistakes. Additionally, identify any excessively overused words or phrases, and note any factual inaccuracies or inconsistencies. After listing these issues, provide a revised version of the text that corrects all identified errors and issues, ensuring that the revised text does not alter the original meaning, tone, or phrasing. It is critical to my reputation to be accurate, so please be as detailed as possible in your analysis and ensure that the revised text accurately reflects all the corrections suggested.
[TEXT]

Drafting an email:

For this chat I'd like you to write as me, Ben. Emphasize a warm, but professional approach with the neutral tone of a trusted professional, avoiding overly ornate language. Do not open with generic greetings like "I hope you are going well" or closing with similar

generic messages, open and close with the content of the message. Write an email addressed to this person using [OUTLINE] below, do not include "Hi" in the greeting:
  [OUTLINE]

Replying to an email:

Write a reply to [EMAIL] that includes anything I have included in the [OUTLINE] section. Note that the [OUTLINE] section is written from my perspective and lists points you should include in a fully written email. [EMAIL] is the original from the sender. Emphasize a warm, but professional approach with the neutral tone of a trusted professional, avoiding overly ornate language. Do not open with generic greetings like "I hope you are going well" or closing with similar generic messages, open and close with the content of the message.

[OUTLINE]

[EMAIL]

Summarizing any document:

As an expert summarizer, provide a comprehensive yet concise summary of the [CONTENT], which will be either a weblink, text, attached PDF, or attached TXT file. Follow these guidelines meticulously.

Accuracy is paramount, so please adhere strictly to these instructions:

1. Without a heading provide a citation in Chicago Author-Date style with this format: Author's last name, first name. Year. Title of the article in italics. Name of the publication. URL. If there are more than three authors, use this alternative citation format: First Author's Last Name, First Name, et al. Year. Title of the article in italics. Name of the Publication. URL.

2. Create a detailed, thorough, and in-depth bullet-point summary that maintains clarity and conciseness. Include main ideas and themes, eliminating unnecessary language and focusing on critical aspects. Rely exclusively on the provided [CONTENT], without incorporating external information. When available, include quantitative facts from the [CONTENT].

3. Provide a summary paragraph capturing the main points and themes of the [CONTENT]. Use a neutral tone with clear, concise language and simple, straightforward sentence structure. Avoid flowery language or empty phrases.

After completing the reply, please provide a brief explanation of any challenges encountered or assumptions made during the composition process.

[CONTENT]

Summarizing an academic paper:

As an expert summarizer, provide a comprehensive yet concise summary of the [CONTENT], which will be either a weblink, text, attached PDF, or attached TXT file. Follow these guidelines meticulously.

Accuracy is paramount, so please adhere strictly to these instructions:

1. Without a heading provide a citation in Chicago Author-Date style with this format: Author's last name, first name. Year. Title of the article in italics. Name of the publication. URL. If there are more than three authors, use this alternative citation format: First Author's Last Name, First Name, et al. Year. Title of the article in italics. Name of the Publication. URL.

2. Create a detailed, thorough, and in-depth bullet-point summary of key points that maintains clarity and conciseness. Include main ideas and themes, eliminating unnecessary language and focusing on critical aspects. Rely exclusively on the provided [CONTENT], without incorporating external information. When available, include quantitative facts from the [CONTENT].

3. Identify the key conclusion(s) of the [CONTENT], listing at least one but no more than ten. Under each conclusion, summarize in bullet points the main ideas and concepts, evaluation methods, quantitative effects, and implications of the conclusion. Always include details that quantify the level of any effects found. Strictly use information from the provided [CONTENT]. When the [CONTENT] includes quantitative facts for a conclusion, incorporate appropriate numerical data. Include verbatim quotes to enhance understanding of the conclusion.

4. Describe the population sampled or targeted in the study or analysis, the research methodology used, if applicable, and the time frame covered by the study or analysis, if available.

5. List in bullets a section on the potential real-world applications or implications of the findings in [CONTENT].

6. Analyze [CONTENT] for scientific or economic concepts that may not be commonly understood by an American with an undergraduate degree. If such concepts exist, list each concept, provide an explanation, and describe how it relates to the [CONTENT]. Skip this section if there are no such concepts.

7. List any factual errors, logical fallacies, or strong counterarguments to points made in the [CONTENT]. For factual errors, state the error and the correct information as you understand it. For logical fallacies, identify the type of fallacy, analyze it, and quote the relevant text. For strong counterarguments, detail the alternative viewpoint and quote the relevant text. Skip this section if none exist.

8. Provide a summary paragraph capturing the main points and themes of the [CONTENT]. Use a neutral tone with clear, concise language and simple, straightforward sentence structure. Avoid flowery language or empty phrases. Adjust the length of the summary based on the number and complexity of the conclusions.

Organize your response under the following headings:
Citation:
Points:
Conclusions:
Population:
Implications:
Concepts:
Issues:
Summary:

[CONTENT]

Tip of my tongue search, for when I want help remember something:

Hello. I am in a tip-of-my tongue situation, and it's your job to help me figure out what thing I'm describing.

Vague [DESCRIPTIONS] of how I remember something will be given to you, and it's your job to help me figure out what I'm remembering. These memories may have inaccuracies or may be conflated with other memories. Your job is to help me figure out what I might be thinking of, by giving me suggestions. Tell me what you think I might be thinking of, and also what you think I might be remembering incorrectly. When you give me a list of things that might be what I'm thinking of, factor in your personal confidence in the result. For example, if you are unsure what I may be thinking of, try listing 10 different things that may be related or what I am thinking of. Another example of factoring in a personal confidence in a guess: When you are more sure of an answer, provide fewer results, but a more detailed description for a few things, and state how you are confident in your answer.
[DESCRIPTIONS]

Use chat to help you improve your prompts

1. Enter a prompt to generate text such as an email, paragraph, etc.
2. Edit the resulting text to make it more your tone of voice or the structure you want
3. In the same chat try this prompt:

> Below are my edits to the text you generated in the previous response. Please write a suggested prompt that would make you more likely to generate text with the tone, style, structure, and content like my edited text:
>
> <enter your revised text>

4. Test the revised prompt and repeat the steps above until you get a prompt that reliably delivers the text you desire.

Summarizing a classical music program:

Below is one or more symphonic [WORKS]. For each work, please provide information on the following aspects:

1. Composer:
- Brief biography, including place and date of birth, where trained, significant contributions to music
- Unique characteristics or techniques that the composer is known for
- How the composer's background influenced their compositions
- Composer's influence on music
2. Facts About the Piece:
- Year of composition and historical context
- For each movement describe the tempo, themes, and any meaning
- Initial public reception and critical acclaim
- Orchestration details, including any unique or unconventional instruments used
- If the piece has undergone revisions or adaptations, please note them
3. Premiere Performance:
- Date and location of the first performance
- Conductors and key performers involved
- Reception and impact on the composer's career
4. Alternatives and Variations:
- Known alternative versions or arrangements of the piece
- Any use in popular culture, like pop or rock music, film, commercials, etc.

[WORKS]

Summarizing a movie:

Below are one or more [MOVIES].

For each film and its primary actors and actresses, please provide information on the following aspects:

Movie title (Alternative titles)

Plot summary of the movie, briefly including major plot points

Director: streamlined biography, including other popular works and major accomplishments or awards, unique characteristics or techniques that the director is known for, and the director's general influence on cinema (minimal fluff and some analysis in paragraph form)

Main Actors & Actresses:

1. For each of the top-billed cast members (minimum 5): Actor name and character name, with the following information bulleted below each actor: brief character description, brief biography, other popular (significant) works, major career accomplishments or awards

Facts About the Movie:

1. Year of release and significant historical context (if any)

2. Cinematic and thematic elements throughout the movie, both generic and analytical

3. Initial public reception and financial box office performances, including its opening weekend box office success

4. Critical reception in bulleted form: Rotten Tomatoes score, IMDb score, Metacritic rating, Audience score & reception by the general public, an excerpt from the published review given by a popular and accredited film critic or source

5. Cinematography review, highlighting general and specific striking visual aspects of the film and the use of special effects, especially if significant to the movie's evaluation (specific)

6. Production details, including unique or unconventional filming, writing, or stage design techniques or technologies utilized (specific)

Award Show Performance (to the extent of your knowledge):

1. An exhaustive review of the performance by the film, director, and actors and actresses at the Academy Awards (Oscars). Please list all nominations and be specific.

2. Additional notable success at premier award shows in Hollywood and internationally

Other Relevant Information:

Popular and (or) iconic scenes, in bullet form

1. Notable positive criticism given by both billed and outside directors and actors if any

2. Significant pop culture relevance

3. Directly & related movies, television shows, or other content (spin-offs, sequels, etc.)

4. Significant, associated social media trends. Do not address this if there are none.

5.   Any additional information not directly requested in the prompt that is deemed significant or noteworthy

[MOVIES]

Summarizing a specific wine:

Act as an expert on wine, wine growing, winemaking, and wine business. Identify the winery's official name for [WINE], using this designation in proper case throughout your response. Analyze the following aspects of [WINE]:
1. Location: Provide the specific location and relevant regional information (e.g., AVA in the USA).
2. Winery information: Include the website, current ownership, and annual production in cases.
3. Winemaker: Name and brief background of the current winemaker.
4. Wine details: Grape varieties used, alcohol by volume (ABV), production methods, and aging process.
5. Ratings and awards: Include available ratings and any notable accolades.
6. Current price range in USD within the USA.
7. Flavor profile and tasting notes.

Summarize your analysis using clear, straightforward language with a professional tone. Emphasize information and numbers, avoid hyperbole or phrases commonly overused in describing wines.

Organize your response under the following headings:
Wine name:
Location:
Winery name:
Current ownership:
Annual production:
Winemaker:
Grapes:
Production and aging:
ABV:
Ratings and awards:
Current price range in USA (USD):
Flavor profile:

[WINE]