




Effective Prompting Fundamentals

LEARNING ACTIVITY 1: Using ChatGPT

What Does a Prompt Look Like?

A prompt is anything you type or say to the AI to start a task. It can be the following:

Question	Task	Set Of Instructions
 <p>What are 3 ways to save money on groceries?</p>	 <p>Write a short message to thank my colleague for the help.</p>	 <p>List 5 healthy recipes for elderly people under \$10. Use bullet points.</p>

Follow the instructions in the next slide to use ChatGPT for either of the following:

- Meal Planning
- Writing Bedtime Stories
- Writing a Marketing Proposal
- Creating a Training Plan

You may choose to do any one (1) of the following:

Topic: **Meal Planning**

Prompt:	
Output:	

Topic: **Writing Bedtime Stories**

Prompt:	
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Output:	
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Topic: **Writing a Marketing Proposal**

Prompt:	
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Output:	
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Topic: **Creating a Training Plan**

Prompt:	
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Output:	
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LEARNING ACTIVITY 2: Using ReAct Framework

Prompting Using ReAct Framework

The ReAct framework breaks a prompt into two parts

ReAct = Reason + Act

Reason



How AI Should Think

Act



What AI Should Do

Use the ReAct framework to create a prompt based on the following scenarios:

- Recipe for chicken soup
- Learning a new language
- Planning a birthday party
- Writing meeting notes

- Preparing for a presentation

Input the prompt into ChatGPT to generate the results

Present to the class

You may choose to do any one (1) of the following:

Topic: **Recipe for chicken soup**

Reason	You are a (role). Think about (situation/problem) carefully.
Act	Then, (take a specific action).
Output	

Topic: **Learning a new language**

Reason	You are a (role). Think about (situation/problem) carefully.
Act	Then, (take a specific action).
Output	

Topic: **Planning a birthday party**

Reason	You are a (role). Think about (situation/problem) carefully.
Act	Then, (take a specific action).
Output	

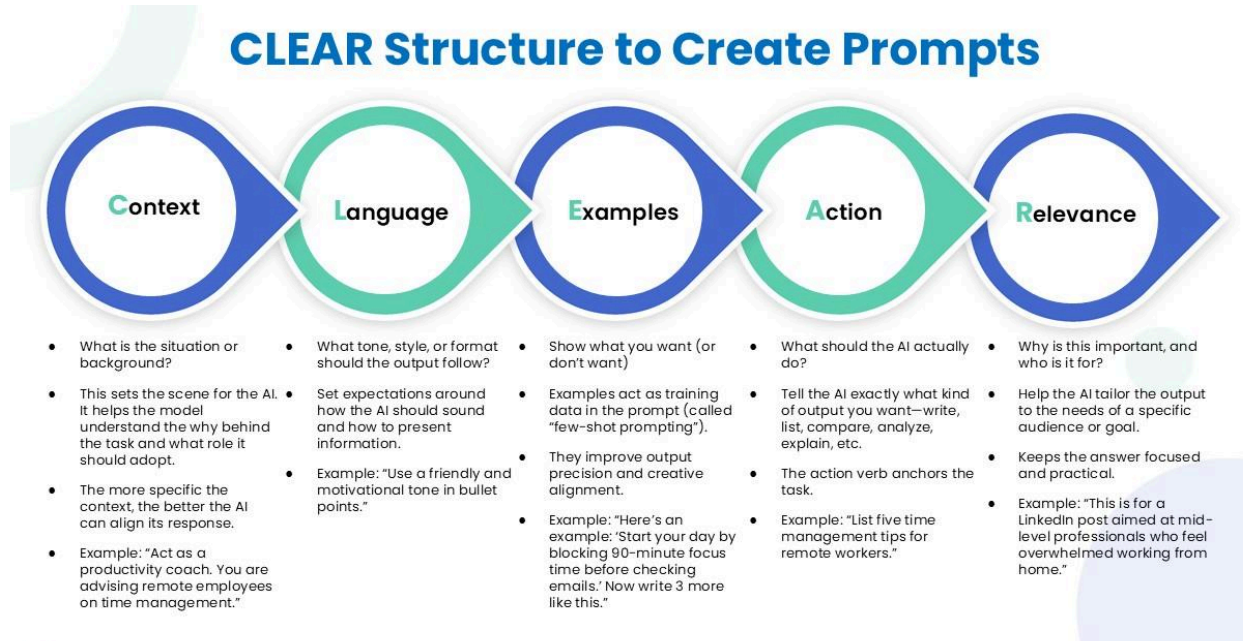
Topic: **Writing meeting notes**

Reason	You are a (role). Think about (situation/problem) carefully.
Act	Then, (take a specific action).
Output	

Topic: **Preparing for a presentation**

Reason	You are a (role). Think about (situation/problem) carefully.
Act	Then, (take a specific action).
Output	

LEARNING ACTIVITY 3: CLEAR Framework



Create a 5-Day Itinerary to Shanghai Using the CLEAR Structure.

You and two friends are planning a leisure trip to Shanghai for 5 days. The group prefers:

- Relaxed sightseeing over intense activities
- Simple, culturally rich experiences (e.g. parks, historical spots, tea houses)
- Easy-to-understand suggestions written in clear English

Craft a prompt using CLEAR Structure in ChatGPT.

Context:	
Language:	
Examples:	
Action:	
Relevance:	

LEARNING ACTIVITY 4: Using SAFE Prompting

SAFE Prompting Checklist

Step	Questions to Ask	Yes/No
Sanitise	Did I remove names/IDs?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Abstract	Did I generalise the person or place?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Filter	Did I only include important details?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Encrypt	Did I use code/Fakes name if needed?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No

Using SAFE Prompting to edit the following prompt:

Prompt

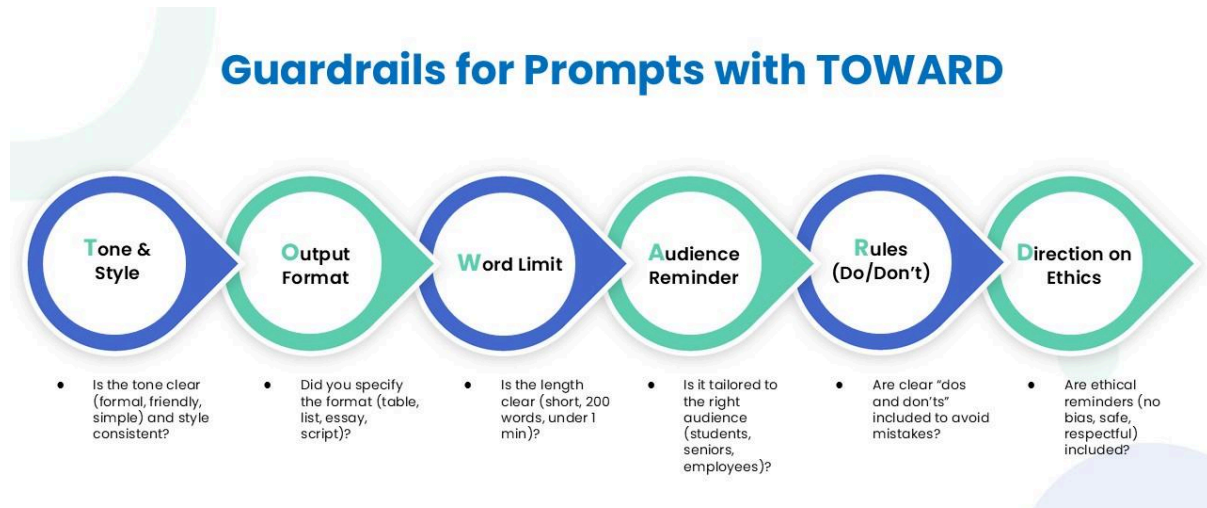
"Write a thank-you message to my neighbour Mrs. Mary Tan from Blk 456, #08-123, who bought lunch for me on Sunday."

Write the **SAFE** prompt in the next slide and use the checklist.

SAFE Prompt

Step	Questions to Ask	Yes/No
Sanitise	Did I remove names/IDs?	
Abstract	Did I generalise the person or place?	
Filter	Did I only include important details?	
Encrypt	Did I use code/Fakes name if needed?	

LEARNING ACTIVITY 5: Applying Guardrails with TOWARD



Apply guardrails with TOWARD and create a prompt based on the following scenarios:

- Crafting job descriptions for an admin executive
- Generating a product launch timeline
- Generating grocery lists
- Creating music playlists for a wedding

Input the prompt into ChatGPT to generate the results

Present to the class

You may choose to do any one (1) of the following:

Scenario: **Crafting job descriptions for an admin executive**

Tone & Style	
Output Format	
Word Limit	
Audience Reminder	
Rules (Do/Don't)	
Direction on Ethics	
Output	

Scenario: **Generating a product launch timeline**

Tone & Style	
Output Format	
Word Limit	
Audience Reminder	
Rules (Do/Don't)	
Direction on Ethics	
Output	

Scenario: **Generating grocery lists**

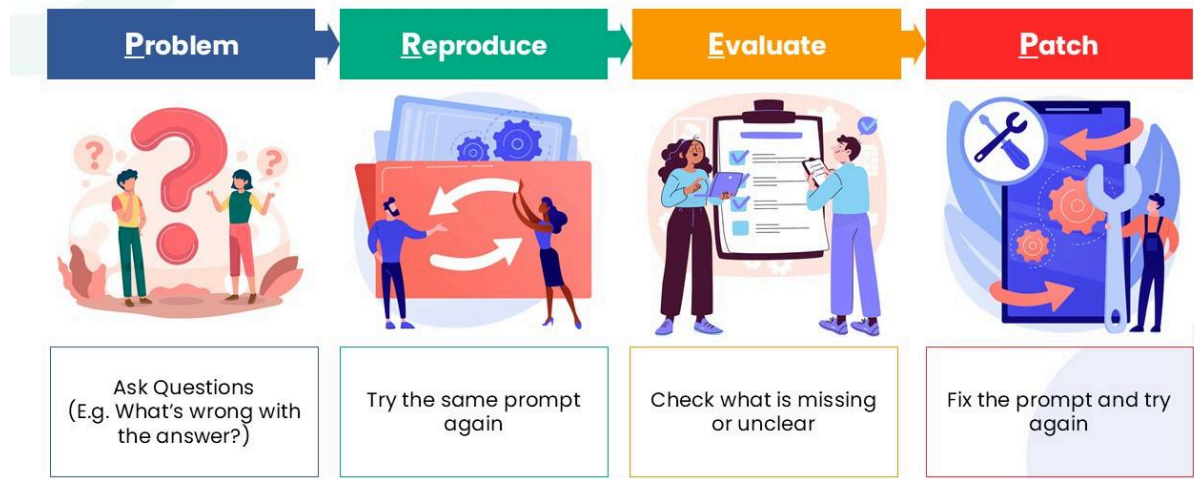
Tone & Style	
Output Format	
Word Limit	
Audience Reminder	
Rules (Do/Don't)	
Direction on Ethics	
Output	

Scenario: **Creating music playlists for a wedding**

Tone & Style	
Output Format	
Word Limit	
Audience Reminder	
Rules (Do/Don't)	
Direction on Ethics	
Output	

LEARNING ACTIVITY 6: Fix the Prompt

Troubleshooting with PREP Framework



Group Practice

Prompt: "Give me some exercise tips."

- Identify what's missing
- Add tone, length, or purpose guardrails

Evaluate the prompt to identify the problem in the next slide

Fix the Prompt and provide a New Prompt

Problem	Reproduce	Evaluate	Patch
			You are a (role), think about (situation/problem) carefully, then (take a specific action).

LEARNING ACTIVITY 7: Spot the Misuse

Analyse this prompt:

- Help me plan a monthly budget for family expenses and maybe savings and some emergency money too.

Read the output on the next slide and complete the CONFUSE checklist

Suggest how to fix the prompt and generate the output on ChatGPT



Prompt & Output from ChatGPT

**ChatGPT
Output**

Help me plan a monthly budget for family expenses and maybe savings and some emergency money too.

Here's a simple, beginner-friendly framework for planning a **monthly family budget**, including expenses, savings, and emergency funds.

Category	Recommended % of Income	Notes / Tips
Housing (rent/mortgage, utilities)	30-35%	Include electricity, water, internet, and insurance.
Food & Groceries	15-20%	Plan meals to avoid waste; consider bulk buying.
Transportation	10-15%	Fuel, public transport, car maintenance.
Healthcare	5-10%	Include insurance, medicines, and checkups.
Education / Childcare	5-10%	School fees, supplies, extracurriculars.
Savings	10-15%	Long-term goals, retirement, or investment.
Emergency Fund	5-10%	Aim for 3-6 months' living expenses.
Entertainment & Leisure	5-10%	Movies, dining out, hobbies.
Miscellaneous	3-5%	Unexpected small expenses.

Tips:

1. Track actual spending for 1-2 months to adjust percentages.
2. Automate savings and emergency fund contributions if possible.
3. Review and tweak monthly to stay on target.



CONFUSE Checklist

Did I Confuse the AI?		Yes/No
Clarity Missing	"I didn't say clearly what I want."	
Overloaded Prompts	"I put too many questions in one prompt."	
No Audience or Tone	"I forgot to tell who it's for or how it should sound."	
Format Ignored	"I didn't tell what format I want (list/ table etc)."	
Using No Examples	"I didn't give a sample for AI to follow."	
Sensitive Data	"I included private information."	
Edit for Revised Prompt	"I am ready to refine the output (shorter, clearer, different tone) after the first draft."	

LEARNING ACTIVITY 8: Different Modes

Prompt Examples Across Modes

**ChatGPT
Output**

Mode	Prompt
Structured Data	"Create a table with columns: Benefit, Description, Suitable Age Group."

Output

Benefit	Description	Suitable Age Group
Heart Health	Walking improves blood circulation and lowers the risk of heart disease.	All ages
Mental Well-being	Daily walks reduce stress, improve mood, and boost mental clarity.	Teens to seniors
Muscle & Bone Strength	Strengthens leg muscles and improves joint flexibility and balance.	Adults and older adults

Group Practice

Topic: "Eco-friendly home tips"

Write 4 prompts for the different modes:

- Text
- List
- Table
- Image

Compare outputs and discuss:

- Which was most suitable for its mode?
- What could make the weaker ones better?

Topic
"Eco-friendly home tips"
Prompt for <u>Text</u>

Topic
"Eco-friendly home tips"

Prompt for List

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Topic

"Eco-friendly home tips"

Prompt for Table

--

Topic

"Eco-friendly home tips"

Prompt for Image

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