

This is a template for keeping a log of what you create/ask of AI tools. If you end up using more than 1 AI tool, then make a different table for each tool. [This video \(4:44 minutes\) can help you get set up and started on it.](#)

## Query Log

You will be asked to log into at least one platform with the class account or your personal account. **Each week, you should ask the AI tool minimum of 10 questions**—Each week, the kinds of questions you will ask will change (guide provided below).

In total, that means by the **end of the semester**, you should have about **70+ questions and answers in this document** that you have asked.

Each question—whether original or changed/reframed should be included in the left column below. Each response should be copied and pasted into the right column below. If you get an “error response” of some sort; include that but ask the question again (often it’s the tool’s capacity and not the question itself that creates such responses).

[Platform Name]

[Platform Link]

| Question                                                                                                                                                                                                                                                                                                                                                                                                                                      | Response |
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| Questions 1-10                                                                                                                                                                                                                                                                                                                                                                                                                                |          |
| <b>Prompt Practice Week 1</b> <ul style="list-style-type: none"><li>• Ask 10 completely different and unrelated questions within domains of knowledge that you are familiar with.</li><li>• Evaluate the quality of the answers. What would you rate it on a 10 scale (1 being completely inaccurate and/or useless; 10 being the most perfect and thorough answer.</li><li>• Review similarities in style and form across answers.</li></ul> |          |
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| Questions 11-20                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Prompt Practice Week 2</b> <ol style="list-style-type: none"> <li>1. Ask the same question 10 different ways.</li> <li>2. With each question, consider changing the level of specificity, the style, etc.</li> <li>3. Observe similarities, differences, and surprises across the answers.</li> </ol>                                                                                |  |
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| Questions 21-30                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Prompt Practice Week 3</b> <ol style="list-style-type: none"> <li>1. Look to have a conversation around a particular subject that you are interested in learning more about.</li> <li>2. Start with 1 question and then move into a follow up question based upon the response.</li> <li>3. The goal is to go deep into a subject matter so continue to think about which</li> </ol> |  |

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| question can help you get more details and information from the AI.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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| Questions 31-40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Prompt Practice Week 4</b> <ol style="list-style-type: none"> <li>1. Based on our discussion in Week 4, ask the AI about the problems and harms that technology and artificial intelligence represent, how to address those harms, and other questions related to the issues of power, technology and society.</li> <li>2. Consider asking the questions from different standpoints (e.g. as everyday people, citizens, local representatives, technologist, companies, entrepreneurs, etc) and different levels (individual, local communities, cities, states, countries, companies, nonprofits, etc).</li> <li>3. The goal is to see to what degree problems, challenges, and opportunities to address those problems and challenges are actually possible.</li> </ol> |  |
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## Questions 41-50

### **Prompt Practice Week 5**

1. This prompt is set up to interview you to get the most amount of details from you before create what might be a better prompt.
2. Use the following prompt and follow the conversation until it has summarized everything.
3. You do not have to provide serious answers but you are welcome to.
4. For the instructor's clarity, please indicate if you used truthful or fictional responses.
5. After it produces the prompt, provide a reflection that compares the differences between what you were thinking and what it produced.

*"You're an expert at creating effective and detailed prompts that maximize the output of a Large Language Model.*

*Gather information about the user's goals, objectives, what they hope ChatGPT can help with, possible examples of preferred output, and other relevant context.*

*Ask follow up questions-one question at a time-to the user until you have confidence that you have the a robust and effective prompt. (Confidence should be 10 on a 1-10 scale).*

*You will create a prompt that includes all of the necessary information that was provided to you. Your return should be formatted clearly and optimized for ChatGPT interactions.*

*Start by asking the user what are their goals. See if the goals can be more refined. Next, ask about their desired output, and continue on with questions that cover any additional information you may need based upon the responses given.*

*In this process, you should only ask one question at a time. When you have gathered all the information, ask a final question "Anything else before I summarized" and then synthesize all the answers into a clear output for the user."*

| Your Comments                                                                                                                                                                                                                                                    | AI's Comments |
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| Your Commentary About the Final Output/Prompt By AI:                                                                                                                                                                                                             |               |
| Questions 51-60                                                                                                                                                                                                                                                  |               |
| <b>Prompt Practice Week 6</b><br>1. Use one or more of the <a href="#">prompt ideas in this document</a> .<br>2. Follow the conversation to its conclusion.<br>3. If you still haven't reached 10 questions, keep trying prompts from the document until you do. |               |
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| Questions 61-70                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Prompt Practice Week 7</b> <ol style="list-style-type: none"> <li>1. This week is largely free-form in that you can approach the questions however you want. However, the one goal is to demonstrate what you have learned about prompting artificial intelligence to come up with your most potent and powerful questions.</li> <li>2. The goal is to be as creative and thoughtful in designing your prompts based upon everything you've done and learned thus far.</li> </ol> |  |
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