
AI Prompt Template

Here is a comprehensive template for creating effective prompts to interact with AI, particularly for those new to using ChatGPT. This template will serve as a foundational training tool for your company, guiding employees on how to frame inquiries to obtain precise, relevant responses from AI.

Role

****Definition:**** Specify the hypothetical role you are assigning to the AI, emphasizing the expertise and experience relevant to the task at hand.

Task

****Definition:**** Clearly outline the specific task you are asking the AI to perform. This should include the end goal and any specific deliverables expected.

Specifics

****Definition:**** Detail any particular requirements or constraints that are essential to the task. This could include stylistic considerations, depth of detail required, or specific examples to emulate.

Context

****Definition:**** Provide background information that situates the task within a larger framework. This helps the AI understand the broader significance of the request and tailor its response accordingly.

Example

****Definition:**** Include a practical example of the task at hand. This can be a previous instance where the task was performed or a hypothetical scenario that illustrates what is expected.

Notes

****Definition:**** Offer additional remarks that can guide the AI in understanding the tone, level of formality, or any motivational messages to enhance performance.