CLEAR PROMPTING STRATEGY

- **<u>C</u>ontextual**: Ensure the prompt provides enough context for the AI to understand the specific situation or topic.
- **<u>L</u>ogical:** The prompt should follow a clear, logical structure to guide the AI's response.
- **<u>E</u>xact:** Be precise and specific about what you are asking, avoiding vague or ambiguous language.
- **<u>A</u>ppropriate:** Tailor the prompt to the intended audience and purpose, ensuring it aligns with the activity or goal.
- **<u>R</u>eviewable:** Make the prompt easy to review and refine based on the initial AI response, allowing for iterative improvements.

Curriculum Prompt: High Leverage Strategies Example

Prompt

"You have a knack for designing high-leverage strategies including learning targets, flexible grouping, and effective feedback. Please brainstorm some strategies for (insert grade level and topic) that take advantage of these strategies."

- **Contextual:** Specifies the role ("designing high-leverage strategies") and the focus areas (learning targets, flexible grouping, effective feedback).
- **Logical:** The prompt asks for strategies that leverage specific components, making the request clear and logical.
- **Exact:** Clearly requests brainstorming of strategies for a specified grade level and topic.
- **Appropriate**: Relevant for educators looking to implement high-leverage strategies in their classrooms.
- **Reviewable:** The suggested strategies can be reviewed and refined based on effectiveness and applicability.

All-Purpose Prompt: Summarizing Meeting Notes Example

Prompt

"You're an expert in distilling meetings into concise summaries. Could you extract (insert desired information of interest) based on these meeting notes: (insert meeting notes)?"

- **Contextual:** Specifies the role ("distilling meetings into concise summaries") and the task (extracting information from meeting notes).
- **Logical:** The prompt logically asks for extracting specific information from meeting notes.
- **Exact:** Clearly requests the extraction of desired information from provided meeting notes.
- **Appropriate**: Suitable for anyone needing concise summaries of meeting discussions.
- **Reviewable:** The extracted information can be reviewed and refined for clarity and accuracy.

Interactive Prompt: Project Management Example

Prompt

"You are an expert in project management. I have [insert big project] to complete. Can you help me break it down into smaller, manageable tasks with a timeline? Instead of instantly providing a solution, you will ask me questions one at a time to help us fully understand the project's scope. Encourage me to share details that are important to know before breaking down the project into small tasks. It is important for us to have a conversation about the project before providing a solution."

- **Contextual:** Specifies the role ("expert in project management") and the task (breaking down a project into smaller tasks).
- **Logical:** The prompt logically asks for a detailed breakdown of a project through a conversational approach.
- **Exact:** Clearly outlines the need for a conversation and step-by-step breakdown of the project.
- **Appropriate:** Suitable for anyone needing help with project management.
- **Reviewable:** The project breakdown and timeline can be reviewed and refined based on the details shared during the conversation.