



Effective Prompting

The T A R G E T Framework

T

Task Definition

What do you want the model to do? What actions do you want it to take?



Describe the task with meaningful verbs and objects
...*summarize*...
...*list*...
...*explain*...
...*extract*...



Avoid overly complex instructions. Break your instructions down into multiple prompts if necessary.

A

Audience Context

Describe the audience, What is their background? What is the expected level of knowledge?



Describe the audience.
...*Explain it to someone with a degree in software engineering*...
...*a 5 year old*...
...*the owner of a Tesla Model S*...



Don't use generalized terms for the audience of the prompt without providing some information about who they are.
...*the user*...
...*learners*...

R

Restrictions

Set clear parameters for format, tone, style and length. The clearer you are the more likely you will get the output you desire.



Describe the output you want the model to produce. Be explicit with your directions, effectively restricting the output.
...*a list of steps*...
...*python code*...



Don't be too general
...*an answer*...
...*a text*...
...*a few*...

G

Guiding Persona

Give the model a guiding persona to help frame future prompts.



Describe how you want the model to act.
...*Act as a case worker*...
...*Act as a professional journalist*...
...*Act 4th grade math tutor*...
...*Act as patient support staff*...



Don't describe behavior the AI is going to exhibit anyway.
...*Act as a helpful AI agent*...

E

Examples

Provide the model with specific examples if possible, or, if asking the model for analysis, reference the documents in your prompt.



Provide the model with examples of output or explicitly state external sources you want analyzed.
...*Using the spreadsheet attached*...
...*Using the code provided*...
...*I have provided an example*...



Don't include sensitive information. Remember the adage if you are not paying for a product, you are the product. If you are using a free version of a product your data is being used to train that model.

T

Testing and Iteration

You do not always get the output you want the first time. Refine your prompts to achieve better results.



Test the initial prompt, analyze the output and refine as necessary.
...*This response lacks depth in economic factors, revise the prompt to emphasize them further*...
...*Can you generate some ideas for both a blended class and online class*...



Try restructuring your prompts if you are not getting the output you want. Be explicit in the parts of an output you like and the parts you want replaced.