How to Instruct AI Effectively

# 1. Be Clear and Specific

Avoid vague instructions. Instead of saying 'Summarize this,' say 'Write a 300-word summary in simple English.'

# 2. Provide Context

Explain the purpose of your request. For example: 'I'm preparing a community grant proposal. Please write a project description suitable for a local council.'

# 3. Break Down Complex Tasks

Split big requests into smaller, manageable parts. Start with an outline, then generate each section one by one.

# 4. Specify Format or Style

Clarify the expected output format: bullet points, formal email, friendly tone, etc.

# 5. Iterate and Refine

Ask for a draft, then provide feedback to improve the response step by step.

# 6. Use Role-Playing

Ask the AI to 'act as' a professional, e.g., 'Act as a cybersecurity expert explaining ransomware to a CEO.'

# 7. Provide Examples

If possible, paste a sample and ask the AI to mimic the tone or structure.

# 8. Avoid Overloading One Prompt

Too many instructions at once can confuse the AI. Sequence your objectives.

# 9. Ask for Editable Output

Use prompts like 'Give me a draft I can build on' to keep the process collaborative.

# 10. State Your Goal

Let the AI know your objective. For example: 'I'm preparing a 5-minute speech to motivate volunteers.'

# Bonus Prompt Starters

\* Write a step-by-step guide for...  
\* Compare the pros and cons of...  
\* Translate this into plain English...  
\* Generate ideas for...  
\* What questions should I ask if I want to...  
\* Summarize this in 5 bullet points...

Example instructions:

Hello ChatGPT, you are the world’s best Risk Management Professional. You are required to provide a Risk Management Plan for the Rotary Club of (insert your club’s name here) for an (name of event/activity) being held on (date & times of event) at (location of event). This event will include (include more information, such as food stalls, tents, registered & unregistered motor vehicles etc). Please produce a Risk Management Plan in Australian English, which lists all possible risks and ways to reduce or minimize them and rates the risks before and after treatment. Please produce the risks in table form, and in accordance with ISO3100. Finally, please keep it to no more than 3 pages