

CRAFTING THE PERFECT CHATGPT PROMPT

Welcome to your interactive guide on crafting prompts for ChatGPT. Constructing an effective prompt can significantly enhance the assistance you receive from AI. In this exercise, we'll create a Mad Libs style template to unveil your prompt masterpiece!

Understanding Prompt Structure:

An effective prompt for ChatGPT clearly outlines the task, provides detailed context, sets the scene, specifies the communication tone, and describes the desired outcome. The AI uses this information to understand your needs and produce relevant responses. A well-structured prompt leads to more accurate and helpful assistance from ChatGPT.

Now, let's get started!

- 1. Identify Your Task:** "I want ChatGPT to help me with _____." (task)
- 2. Context is Key!** "It's important that ChatGPT knows about _____, _____, and _____." (specific details)
- 3. Set the Scene:** "In this scenario, we are dealing with _____, and it takes place in _____." (background/environment)
- 4. Tone and Style:** "ChatGPT should talk like a _____." (desired tone/style)
- 5. Desired Outcome:** "I need the result to be a _____ that includes _____, _____, and _____." (format/content)

Crafting Your ChatGPT Prompt:

Combine all the information, and here's your custom prompt:

"Hello, ChatGPT! I need some assistance. I'm working on _____ (task), and I need it to be tailored to our university housing context. Specifically, it's essential you're aware of _____, _____, and _____ (specific details). We're currently handling _____, and this is all happening in _____ (background/environment). I'd like the communication to be _____ (desired tone/style), and the final output should be a detailed _____ (format/content) with key components like _____, _____, and _____. Thanks!"

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Sample Key:

Use this page as a reference guide when filling out your Mad Libs prompt on the front. These examples are tailored to the diverse tasks and responsibilities of university housing professionals.

1. Identify Your Task: Examples might include:

- Drafting an email to residents about upcoming events
- Creating a program proposal for community engagement
- Preparing an RA one-on-one meeting agenda
- Outlining a staff meeting agenda
- Composing an email to enforce quiet hours
- Developing a conflict resolution plan between roommates
- Crafting facility maintenance announcements

2. Context is Key! Key details might involve:

- Objectives of a program or event
- Issues needing address during meetings
- Dynamics and needs of your residential community
- Policies and procedures related to housing operations
- Specific instances prompting communications

3. Set the Scene: Background information could include:

- Broader goals or ongoing initiatives
- Recent events impacting housing operations
- Context on past communications related to the current task

4. Tone and Style: Communication approach varies depending on:

- An RA addressing residents
- A director communicating with staff
- Formal tone for official communications
- Casual or empathetic tone for resident outreach

5. Desired Outcome: Expected results could be:

- A structured document (agenda, proposal)
- A clear and concise email or announcement
- A detailed plan or strategy outline

As you utilize ChatGPT, remember that the specificity and clarity of your prompts are crucial in guiding the AI to produce the most effective and relevant output for your needs.

