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 Al. In this exercise, we'll create a Mad Libstyle 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 Chat GPT to help me with	."(task)		
2. Context is Key! 'It's important that ChatGPT knows abou	ıt,	, and	"(specific details)
3. Set the Scene: 'In this scenario, we are dealing with			
background/environment)			
1. Tone and Style: 'Chat GPT should talk like a'	'(desired tone/style)		
5. Desired Outcome: 'I need the result to be at		_,, and	<u>"</u>
format/content)			
Crafting Your C	ChatGPTPrompt:		
Combine all the information, and here's your custom promp	•		
Hello, ChatGPT! Ineed some assistance. I'm working on	•	need it to be tailo	red to our
university housing context. Specifically, it's essential you're			
letails). We're currently handling, and this is all	happening in	(background/er	nvironment). I'd like
he communication to be (desired tone/style), a			
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:

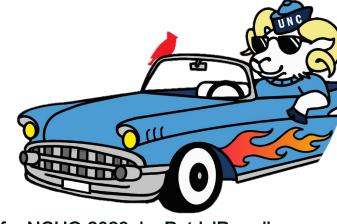
An RAaddressing residents
A director communicating with staff
Formal tone for official communications
Casual or empathetic tone for resident outreach

5. Desired Outcome:Expected results could be:

Astructured document (agenda, proposal)
Aclear and concise email or announcement

Adetailed 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.



Prepared for NCHO 2023, by PatrickPreudhomme