

## PROMPT ELEMENTS

Prompt Element	Concept	Example
Goal	What am I trying to do	I want to find the best coffee machine for lattes
Context	In what way, or why?	using an at-home coffeemaker
Role	What is the AI's role, or who would I like to ask about this?	you are an appliance expert at a specialty appliance store
Output	What should the result look like? Text, table, image	provide a bullet list of machines that make lattes
Examples	What are some examples of the results I would like	Search high end brands like Nespresso, Miele or Breville
Specificity	Exactly what should be included or what search done	research only luxury appliances
Creativity	Is there leeway for interpretation	search for unique or unusual options
Source	Where should the AI look for my information?	look at product manuals and specifications
Expectations	Guidelines for the response: concise, professional, funny	a concise response that helps me pick a machine

## COLOR-CODED EXAMPLES

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### Element coding

Goal, context, role, output, examples, specificity, creativity, source, expectations

#### Sales Meeting Prep

Generate 3-5 bullet points to prepare me for a meeting with X to sell a sponsorship package. Look at their organization website, individual linked in page, and posts or articles by X. Use simple language and summarize their top 5 business concerns, and 2-4 personal details such as how many kids they have or where they went on vacation last.

#### Medical Journal Summary

Review articles in medical journals related to cardiology procedure x. List all related articles with links. Summarize the article contents with one paragraph for each article like the format used in this site: URL. Explain the procedure like a 6th grade teacher. This will be used to describe this procedure on a site for patients.

#### Event Survey Analysis

Review the attached survey results for X event. Suggest metrics to use as KPIs. Create a table of average scores for those key metrics. Include at least session satisfaction, speaker satisfaction, and overall satisfaction. Then, summarize all comments, and highlight important positive or negative ones.