## Prompts to copy/paste

1. Enter the following in the prompt box.

***Rewrite the following sentence to make it clearer. ACME Industries was looking to roll out some training to their Team Leaders to empower them to become more self-aware, pay more attention to their emotions and their application in the workplace and understand how to work better with their teams.***

***Rewrite this with less words.***

***Rewrite again in a tone that is less abrupt.***

### Exercises

Ask ChatGPT to write a business case. You need to ask your boss for a paid license for ChatGPT to help you in your job. See if it will create the full business case with the benefits listed to help you save time in your job. Review the output.

Copy and paste some text from an email and see if ChatGPT can summarise the email, and check to see if there is a call to action (something you have to do).

Copy and paste some text and ask ChatGPT to critique the writing, or ask it to summarise.

Copy and paste some text and ask ChatGPT to rewrite it for an audience of a different age, or with different language abilities.

Ask ChatGPT some fact checking questions. See what answers it gives you. Ask questions about recent events (anything after 2022).

* ***What are the rules around smoke alarms when renovating a house in [choose your home state].***
* ***What are the rules around wheelchair accessibility in public toilets in [choose your home state].***

1. *Write a covering letter for the position of Office Administrator at ACME Limited.*

|  |  |
| --- | --- |
| Objective | How the prompt might look |
| Basic knowledge inquiry | *What is prompt engineering?* |
| Clarification Query | *Can you* ***clarify*** *the difference between ChatGPT and Microsoft Copilot?* |
| Explanatory Request | *Can you* ***explain*** *the transformer foundation models?* |
| Scenario-based Inquiry | ***How*** *can prompt engineering enhance productivity?* |
| Advanced exploration | ***What are*** *the current challenges of using Large Language Models?* |
| Use-Case Specific Query | *How is prompt engineering applied to reduce hallucinations?* |
| Comparative Analysis | *Could you compare the advantages and disadvantage of ChatGPT?* |
| Problem-Solving Challenge | *Can ChatGPT solve data analytics and computational problems? … present the problem.* |
| Ethical Inquiry | *What ethical considerations should be taken into account when using ChatGPT?* |
| Historical Perspective | *How has ChatGPT evolved since its inception?* |
| Future Trends | *What emerging trends do you foresee in the GPT models?* |
| Educational Tutorial | *Can you provide a step-by-step tutorial on how to apply prompt engineering?* |
| Complex Scenario Simulation | *Given a complex manufacturing process, how could AI be utilised to optimise product efficiency while ensuring product quality?* |
| Domain Integration | *How can AI technologies be integrated into HR?* |
| Interdisciplinary Applications | *How are AI and robotics being combined in interdisciplinary research to enhance capabilities in fields like prosthetics and assistive technologies?* |

## Prompt considerations

**Be specific**

***What is the best Italian restaurant in Lygon Street, Carlton, in Melbourne Victoria?***

Using plain, simple words is ok, however a model will usually understand complex words. It may not understand technical terminology or local slang.

***Can you rewrite that without hyperbole?*** – the model will know what that means.

**Act in a role**

***You are a skilled chef working in a trendy restaurant known for its fusion cuisine. Maintain a confident and passionate tone, reflecting the chef's expertise and love for culinary arts. Incorporate culinary terminology and cooking techniques to enhance the authenticity of the chef persona.***

***Write a series of responses to questions about your signature dish, share insights about your cooking philosophy, and recommend dishes based on the customer's preferences.***

**Say how you want your output to be presented**

***Present this as a report. Present the answer as a blog post. Present the answer as an email. I need the answer to be less than 100 words. Provide a list of dot points. Specify your context. Provide a brief summary.***

**Provide examples**

***Write a response in the style of Tony Robbins or Simon Sinek. Create the image in an impressionist style. Create a song lyric inspired by the style of Bob Dylan.***

**Use do and don't**

***Act in the role of a travel agent. Create an itinerary for a 10-day trip to Portugal. Do make sure the itinerary starts and ends in Lisbon, but* don't *include any towns north of Porto. What other questions would you ask the client before building the itinerary? What other considerations do they need?***

***Create a recipe for dinner with the following ingredients, onion, mushrooms, eggs, bacon, spinach, haloumi, garlic.* Do not *include any extra ingredients containing gluten.***

**Provide constraints**

***The itinerary must start and end in Lisbon and use public transport to get to the other destinations. Can you incorporate the travel time into the itinerary?***

***I have 1 onion, mushrooms, 3 eggs, a slice of bacon, spinach, 200g of haloumi and 2 cloves of garlic. What recipe can I make with only those ingredients and no others?***

The AI won't be offended if you use the words **must**, **don't** or **won't**.

***I need the recipe to take less than an hour to prepare and cook.***

***I need to discuss AI but I do not want to reference ChatGPT. I need to discuss other tools.***

***Summarise the response in less than 100 words.***

**Consider tone and audience**

***Give me ideas for a presentation that is funny and heartwarming but appropriate for a small team meeting.***

**Build on previous prompts**

You don't have to get everything into your first prompt. Be specific, yes, but an overly complicated prompt can confuse the model.

Try starting with a basic question and adding to it over time. Change the wording or tone or add more context and specificity to guide the AI toward the output you're looking for.

***That is a great itinerary, but I would like more time in the Algarve. Can you rewrite the itinerary to add one more day there and less time in Obidos?***

***That is a great itinerary. Can you include a list of things to do in each town? Make sure the list includes activities that are free, or budget priced?***

**Correct mistakes and give feedback**

***That recipe contains soy sauce. Can you adapt the recipe without soy sauce because someone has an allergy to soy.***

***Can you include travel time in that itinerary? It didn't end in Lisbon and the trip needs to end there. Can you rewrite it to include time to drive from Porto to Lisbon.***

***That formula didn't work when I tried it. It produced an error message. Is there another solution?***

**Ask it to create your prompts or what else it needs from you**

Start with a basic idea of what you want and ask the AI to expand on it for you.

***What should I ask you to help me write a persuasive argument about using AI? Tell me what other information you require to do this.***

Adding that last sentence at the end of any prompt can fill in any gaps that will help the AI produce better outputs.

**Don't just settle for the first answer**

Experiment with different phrasings or approaches to find the most suitable and accurate response.

***That recipe has a lot of preparation. Is there another recipe with the same ingredients that has less preparation time?***

***I don't have an oven. Can the recipe be adapted for the microwave? Can it be adapted for an air fryer?***

**Encourage the model to self-evaluate its answer**

***Are you sure that is the best answer? Is there a quicker way?***

***Is there any other recipes with the same ingredients? This one seems difficult.***

***Can you provide another itinerary using the same criteria?***

***Is there a different formula that can produce the same answer?***

**Use adjectives**

Incorporate adjectives when relevant to add nuance and detail to the generated output.

**Compare, contrast, justify, describe, evaluate, analyse, define, explain, identify, outline, summarise, assess, critically evaluate, demonstrate, interpret, review, apply, design, develop, illustrate.**

Exploratory: Broadly written open questions help to explore a wide range of ideas and opinions.

* ***What are your thoughts on [insert topic]?***
* ***What do you think about [insert topic]?***

Completion of information: Get your AI tool to fill in the blanks.

* ***Can you provide me with a list of tourist destinations in [enter city or country] to help with building an itinerary [for x period of time].***
* ***Can you give me a recipe that contains eggs, mushrooms, onion and milk.***
* ***What are some beneficial exercises to help relieve lower back pain?***

Context: When you need guidance on a complex or difficult problem and don't know where to start.

* ***I have to give a presentation on [insert topic] I don't know much about. How can I prepare for it?***
* ***I have to write a training manual about [topic]. What are some good chapter headings?***
* ***I have a difficult conversation coming up with a customer. What are some strategies to approach it effectively. The conversation is about [enter context of the customer needs and wants and why it will be difficult].***

Step-by-Step: When you need clear and concise instructions.

* ***What are the steps to troubleshoot a computer that won't turn on?***
* ***What are the steps to make a home-made ham and pineapple pizza?***
* ***What are the steps to create a successful social media marketing campaign about xx product?***

Evaluation: These are useful when you want to get an objective and data-driven perspective on something. The response should provide constructive feedback and suggestions for improvement.

* ***I have been trying to improve my writing skills. Can you provide feedback on my grammar and sentence structure? [paste your writing into the prompt].***
* ***I need to write an email that is empathetic because it is sensitive nature. Can you provide feedback on the style and approach? [enter a copy of your email].***

Follow up Asking further questions of the AI tool after the initial response can clarify, or dig deeper on an answer.

* ***Prompt: Please provide me with some healthy breakfast ideas?***
* ***Answer: how about some oatmeal with fresh fruit and nuts.***
* ***Follow up prompt: Can you give me some more specific ideas for oatmeal toppings?***

#### Compose an email

***Scenario: You are unable to meet a deadline. You are waiting on a co-worker to complete a crucial component of work, of which you can't start until their work is complete. You want to draft an email to a boss (they are remote, you can't just phone them), telling them that you believe you won't be able to meet your deadline. You want the email to sound professional, but without it sounding like you are complaining about your colleague.***

#### Asking for simple, factual answers

Enter some of the following questions

* ***What are the rules for using a comma?***
* ***What is the Oxford comma and when do you use it?***
* ***What is the answer to 10+6/2. Ask it to explain why.***
* ***Explain Pythagoras Theorem***
* ***When driving in NSW, where on the steering wheel should you place your hands?***
* ***What is the fine in Queensland for running a red light?***
* ***What is quantum physics?***
* ***Who is the current Prime Minister of Australia?***
* ***Who is the current monarch of England?***

#### Improve your writing skills

* ***Ask your AI tool how to write a summary.***
* ***Ask to find synonyms for some words. (accept, except, elicit, illicit)***
* ***Find some inspiration. (have it give you some story inspiration)***
* ***Do some research on a work-related topic.***
* ***Summarise your work – provide a written example.***
* ***Review your work. Enter some text and ask AI to rewrite it for you.***
* ***Ask AI for a critique of your work (write a paragraph or copy/paste work into the prompt box)***

#### Writing Tasks

* ***Write an email to request some paperwork from a colleague.***
* ***Write an email to ask a colleague to complete a task. You are delegating the task to them.***
* ***Write an email to deliver bad news.***
* ***Write an email to request an extension on a deadline.***

#### Prompting creativity

* ***Create a short story about a character who discovers an undiscovered talent.***
* ***Write a poem about nature's beauty.***
* ***Write a list of ways to improve customer service.***
* ***What are the top trends in [your industry] for 2024?***
* ***Tell me a joke.***
* ***Write a song lyric in the style of [insert artist]***

#### Brainstorming

***Generate creative ideas to enhance employee engagement in a workplace. Consider initiatives, activities, or strategies that can positively impact the work environment and foster a sense of belonging and motivation among employees.***

#### Data organisation

***Create a four-column spreadsheet of top 10 countries by population, area in square kilometres, annual GDP and top 3 languages spoken.***

#### Problem solving

1. ***You have four columns of dates in Excel. On each row you want Excel to return the latest date on that row, which could be in any column of that row. Ask your AI tool to give you a formula to work out the result.***
2. ***Ask AI how you would write a formula that would work out the last day of the month in Excel. You want it to look at the date in a cell, and for that date, provide an answer that will tell you what day of the week is the last day of that month.***
3. ***Ask AI for another date related formula. You have a date. You want to work out what week of the month that date is in. e.g. 1 January – 7 January is week 1. 1 February-7 February is week 1. You want to be able to calculate the week for any date that you enter.***
4. ***Write a macro in Excel to take you to a row with today's date and move it to the top of the screen.***
5. ***Expand that macro to write a filter and only show today's date.***

#### Generating images in AI

*cozy library filled with books and a comfy reading chair.*

*There is a pair of glasses and an open book on a table in the foreground.*

***an image of adults in a training room. They are engaged with their instructor. Everyone has a computer. The instructor is standing and directing their attention to a screen with an engaging presentation. The room is set up in a traditional classroom style. The mix of people is culturally and demographically diverse.***

Refine the prompt: ***An image of adults in a training room. They are engaged with their instructor. Everyone has a computer. The instructor is standing and directing their attention to a screen with an engaging presentation. The room is set up in a traditional classroom style. The mix of people is culturally and demographically diverse. Everyone's screen is showing the same content.***

#### Further exercises

* Write an email – fill with some text to copy/paste.
* Ask it to rewrite an email based on a scenario.
* Ask it to clarify the differences between words – support, agree, endorse.
* Ask it to use more formal/less formal language for a writing task.
* Ask it to change spelling from British English to American English, or vice versa.
* List your career accomplishments and have AI write a resume, or a LinkedIn 'About Me' section.
* Write a cover letter for a job application (Identify the job summary and your resume, and enter into the prompt box).
* Copy/paste some text and have it summarised.
* Copy/paste some text and ask it to critique your writing style.
* Write some points you are trying to sell to a colleague/manager/customer, and ask it to write a persuasive argument.
* Mashup song lyrics (the cutup method used by David Bowie – or learn all about the cutup method).
* Generate song lyric – in style of a particular artist.
* Write a poem – haiku.
* Generate a short story/scenario based on specific information.
* Compare two stories and have AI write a comparison between them.
* Research a topic and gain some reference sources.
* Helping assist with a child's school project by having AI generate questions to ask the child to prompt them to do research (or see what happens when they use AI to research answers).
* Have AI generate extra homework questions to give to a child to help challenge them further.
* Planning a holiday at a destination. Provide any details you want to include (specific locations, attractions), or encourage the tool to give you suggestions at the destination.
* Plan for a fixed itinerary and provide parameters that include driving time, days in each location etc.
* Have AI provide a list of challenging job interview questions
* Paste your resume summary into your AI tool, and press Shift + Enter to start a new line. Now paste in the job description and hit Shift + Enter again. Add the prompt ***"Using my resume and a job description, give me some ideas for how to respond to these job interview questions: xxx"***.

**Fun: solving logic puzzles**

1. ***There are two ducks in front of a duck, two ducks behind a duck and a duck in the middle. How many ducks are there?***
2. ***Five people were eating apples, A finished before B, but behind C. D finished before E, but behind B. What was the finishing order?***
3. ***A man has 53 socks in his drawer: 21 identical blue, 15 identical black and 17 identical red. The lights are out and he is completely in the dark. How many socks must he take out to make 100 percent certain he has at least one pair of black socks?***
4. ***The day before two days after the day before tomorrow is Saturday. What day is it today?***
5. ***You're at a fork in the road in which one direction leads to the City of Lies (where everyone always lies) and the other to the City of Truth (where everyone always tells the truth). There's a person at the fork who lives in one of the cities, but you're not sure which one. What question could you ask the person to find out which road leads to the City of Truth?***

**Further prompts**

Rewrite this text critique the writing/ write this better.

ACME Industries was looking to roll out some training to their Team Leaders to empower them to become more self-aware, pay more attention to their emotions and their application in the workplace and understand how to work better with their teams.

Summarise text

Can you summarise this essay.

***How do you solve a problem like Artificial Intelligence?***

*You might have heard all of the wonderful things about using Artificial Intelligence (AI), however, there are still some things to be cautious about when you use these tools in the workplace, or at home. You should at least be aware that that AI has a few limitations and pitfalls.*

* ***Privacy Concerns:****AI systems often rely on vast amounts of data, raising concerns about data privacy and security. By understanding AI, you can better navigate these concerns and protect your personal information.*
* ***Job Displacement:****As AI automates routine tasks, there's fear of job displacement. However, understanding AI can help you adapt and upskill, ensuring you stay competitive in the workforce. Understanding the need for good prompt engineering (asking the AI the right questions in the right way) will help keep you ahead of the pack.*
* ***Bias in AI:****AI systems can reflect and amplify societal biases, leading to unfair outcomes. Understanding how AI works can help us identify and counteract these biases. This bias can happen because the data fed into an AI model contains a bias. The algorithm that generates automatic output could also work from flawed logic. Some systems also have a lack of transparency – how did the AI come to its conclusion?*
* ***Plagiarism:****AI models can easily reproduce and distribute copyrighted content, leading to potential plagiarism issues. For example, AI can generate articles, music, or artwork that closely mimic original works, causing legal and ethical dilemmas.*
* ***Ownership and infringement:****It’s unclear who owns the intellectual property rights when AI creates something new. For instance, if an AI tool creates a piece of art or music, does the copyright belong to the AI, the programmer, or the user who generated the AI work? Current copyright laws are not equipped to handle these issues. AI systems may inadvertently infringe upon existing copyrights by creating similar or derivative works, leading to potential legal battles.*
* ***Deepfakes and digital hallucinations:****AI can create hyper-realistic fake videos or 'deepfakes,' where people appear to say or do things they never did. This can be used to spread misinformation, damage reputations, and even threaten national security. This has already happened with fake video of President Joe Biden, and false images of Taylor Swift circulating on pornography sites. Slight alterations to an image (hard for humans to detect) could trick AI into misidentification. Already there have been cases of wrongful arrest based on AI facial recognition software.*
* ***Reality Distortion:****As AI gets better at generating realistic images, text, and speech, it becomes harder to distinguish between what's real and what's AI-generated. This can lead to a distorted sense of reality and trust issues. The AI can then be misled into believing it is right based on the information that it has been fed. Social media users will already recognise this through filters on popular social media sites to change facial structures in selfies.*

*To stay ahead of the curve and prevent potential pitfalls, it's crucial to understand how to effectively use tools like ChatGPT, Google Gemini and Microsoft Copilot. That's why Odyssey Training has developed a dynamic half-day course, continually updated to reflect the latest advancements in AI models and tools. Seize the opportunity to enhance your skills today.*

Check an email for a call to action

What does this email want me to do?

Dear All,

If you use a non-company mobile phone to connect to our company data, like emails, ensure you keep safe by following this security control.

 In 2022, IT initiated our Mobile Device Management (MDM) project with the aim to secure our corporate data by implementing security settings when an employee uses their mobile phone to access company data such as company emails, calendars, documents, TEAMS, etc.

 Back then, we focused on enrolling company-owned mobile devices and recommended the use of the Microsoft app “Intune Company Portal” on non-company devices used for business purposes. We’re pleased to report that more than 48,700 users are using the Intune Company Portal!

 In this next phase, all remaining users using personally-owned Android or iOS mobile device are requested to install the app “Intune Company Portal” by June 30 if they want to use such a device for business. This way, our company can expand mobile protection even further. Users of personal mobile devices simply need to install the “Intune Company Portal” app on their device, published by Microsoft, from their usual app store – personally-owned device users DO NOT need to open this app. None of your personal content, like photos, will become accessible to our company.

Please note, if you’re using an unsupported device operating system (OS), you may get a warning (see below) until you upgrade the device or its firmware/software. For now, a connection to company data will continue to be allowed at this point, however it is planned to be blocked in a later phase.

 If you see this warning, you should update your device’s software as soon as possible. If you cannot update your device’s software, it may be end of life and a new device will be needed to be in security support compliance.

Interpret an email or a long-winded explanation

Here is a long email. Can you summarise it and tell me if I have to take any action.

Hi jenny,

Thanks so much for offering to assist with the project, I know I can always rely on you.

I thought it would be a good idea for us to get started by discussing the process and timelines for our first update, leading teams. Here are the proposed completion dates we need to consider:

Research and references – John will provide you the research and reference information you need to start working on this courseware by 2 June.

Manual draft – Just to be sure we are on track and that content meets requirements, our process is to submit a draft to Jane for discussion and approval to proceed. We have set 4 July as the draft submission date. You are very welcome to reach out to Jane during this time if you have any questions. Jane has a deadline of 10 July to liaise with you, review the draft and finalise approval to proceed.

Facilitator guide and PowerPoint – Facilitator guide to be designed tailored to the requirements of the manual and to include content, timing, icebreakers, project work, group activities, energisers, individual activities and anything else you think will enhance the learning. FG and supporting PowerPoint is due by 7 August. Again, both Jane and I are available to discuss at any time.

Final review and sign off – our deadline for final approval and printing is 14 August.

Would you like to get together to discuss any element of the project on Monday? I am very happy to do so as it will mean that we are on the same page and ready to proceed with the next scheduled projects for Communication Skills for Managers and Time Management. Please let me know if you have any questions or concerns at any time as I am happy to help.

Kind regards

Bob

Provide a list of Frequently asked questions

I am working on a Microsoft computer help desk. I support users with help on the Microsoft products. Generate a list of frequently asked questions that might be asked by users, and some sample answers.

Persuade – write a business case

How do I write a persuasive business case?

What do I need to write?

I have to ask the boss to buy new computers for the classroom. Our computers are old and the new software isn't able to run on them. This will affect our classes as we can't offer classes in the new programs. Can you write a persuasive business case for the boss, and add in some text to compare computers from Dell and HP that have the specifications we need?

Formula in excel

I have a date in cell A2 in excel. How do I put a formula in B2 that works out the day of the week? For that date?

I have dates in column A. Write a macro to always scroll to today's date when I open the file.

I have an excel table with dates in column A. Can you write a VBA macro that will always open the file and navigate to the cell in column A that contains today's date.

Explain a chart what it is and how to interpret it

How do I interpret a treemap graph?

How do I understand a radar graph?

What is the purpose of a histogram and how do I set out my data to make one?

Grammar checker

A greenhouse is a glass building used to grow plants. A greenhouse has transparent glass that allows the sunlight to pass through, but does not allow the heat inside to escape. The same affect occurs on the earth. The suns radiation passes through the atmosphere to heat the earth's surface. When heated, the earth's surface produces infrared radiation, which has a longer wavelength than that of sunlight. This infrared radiation rises into the atmosphere where gases, such as carbon dioxide, prevents the infrared radiation from escaping into space. The concentrations of these gases which are called greenhouse gases, control how much infrared radiation escapes. The retained radiation heats the earth's atmosphere, thus keeping the planet warm.

Write some keywords for an image

Create a list of keywords for this image.

Write a caption for this image.

Write a story inspired by this image.