

AI Prompt Builder

AI Prompt Formula

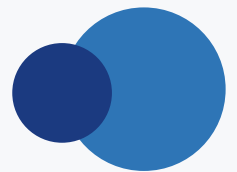
ROLE + TASK + CONTEXT + OUTPUT FORMAT

Example:

You are an IT communications specialist. Draft an email announcing scheduled maintenance. Maintenance occurs Saturday from 10 PM - 2AM. Use a professional email format.

Checklist

- Did I assign a role?
- Did I clearly define the task?
- Did I provide context?
- Did I specify the output format?
- Did I avoid vague language?



Weak vs. Strong Prompts

Weak Prompt: Help me write something

Strong Prompt: You are a project manager. Create a concise status update email for executives summarizing project risks and deadlines.

Common AI Prompt Mistakes

Avoid

- “Write something”
- Missing context
- No audience specified
- No output format .

Instead

- Define the audience
- State the goal
- Add background information
- Request a format