



Prompt Engineering Starter Kit

Twenty ready-to-use prompts. Copy one, replace the [yellow parts] with your own details, and paste it into any AI chatbot.

Work

1 Professional email

"Write a polite email to [who] about [topic]. Keep it short and friendly, and end by asking [what you need]."

2 Fix my writing

"Correct the grammar and make this clearer, but keep my meaning: [paste your text]"

3 Meeting summary

"Summarise these notes into 5 bullet points and a list of who does what by when: [paste notes]"

4 Interview practice

"Act as an interviewer for a [job title] role. Ask me one question at a time and give me feedback after each answer."

5 CV boost

"Rewrite this CV bullet point to show results, using strong action words: [paste bullet point]"

Learning

6 Explain simply

"Explain [topic] like I am a complete beginner. Use a simple example from everyday life in Nigeria."

7 Quiz me

"Give me 5 multiple-choice questions on [topic]. Wait for my answers, then tell me what I got wrong and why."

8 Study plan

"Make a 2-week study plan for [exam or topic]. I have [number] minutes a day."

9 Compare

"What is the difference between [thing A] and [thing B]? Put it in a simple table."

10 Step by step

"Teach me how to [skill] step by step. Stop after each step and wait for me to say done."

Business

11 Product description

"Write a short, attractive description of [product] for my WhatsApp business status. Price: [price]."

12 Customer reply

"A customer wrote: [paste message]. Write a polite, helpful reply that keeps them happy."

13 Social media ideas

"Give me 10 post ideas for my [type of business] page for this month, with a short caption for each."

14 Pricing help

"I sell [product]. My costs are [costs]. Help me think through a fair price and what to consider."

15 Simple business plan

"Help me write a one-page plan for a small [business idea] in [city]: customers, costs, and first steps."

Everyday life

16 Meal planner

"Plan 7 days of meals for a family of [number] on a budget of [amount] naira, using local market foods."

17 Budget

"Help me make a simple monthly budget. My income is [amount]. My main costs are [list]."

18 Message helper

"Help me write a kind message to [person] to [say sorry / congratulate / ask a favour]."

19 Trip planner

"Plan a one-day trip to [place] with [number] people and a budget of [amount]. Include travel tips."

20 Fact check

"Is this true? Explain what is accurate and what might be false, and how I can check it: [paste claim]"

Tip: if the answer is not quite right, reply with what to change, like "shorter", "more formal" or "give me 3 options". You don't have to start again.