



Prompting Cheat Sheet

A one-page companion to the class "Prompting: How to Talk to AI". Use the four parts below and your answers will get much better.

The four parts of a great prompt

Role

Who should the AI be?
"Act as a friendly business coach."

Task

What exactly do you want? "Write a WhatsApp post..."

Context

Who is it for and why?
"...for my bakery in Ibadan, for customers on a budget."

Format

How should it look?
"Under 50 words, with 2 emojis."

Before and after

Weak: "Write about my bakery."

Strong: "Act as a friendly business coach. Write a WhatsApp status post for my bakery in Ibadan announcing fresh meat pies every morning at 7am. My customers are students on a budget. Keep it under 50 words with 2 emojis."

Power phrases

- "Explain it like I'm a beginner."
- "Give me 3 options."
- "Ask me questions first if you need more details."
- "Use an example from Nigeria."
- "Put it in a table."
- "Step by step, one step at a time."
- "Keep it under [number] words."
- "What could go wrong with this plan?"

When the answer is not right

- **Too long?** "Make it shorter."
- **Too formal or too casual?** "Make it sound more friendly" or "more professional".
- **Not what you meant?** Say what you want changed. You don't need to start over.
- **Sounds unsure or too sure?** "How confident are you? What should I double-check?"

Stay safe: AI can make mistakes, so check important facts. Never share passwords, PINs, your BVN or private documents in a prompt.