

BEGINNER

Prompt Writing Cheat Sheet

The 4-part formula and 24 ready-to-use prompts

Free guide

About 8 minutes to read

tanimawoai.com

Free AI training every Sunday
with Dr. Daniel Tanimawo

The 4-part formula: R C T F

A **prompt** is what you type to the AI. Good prompts get good answers. Use these four parts:

Part	What it means	Example
Role	Who should the AI act as?	"Act as a friendly business coach."
Context	Your situation and details	"I sell shoes on Instagram in Abuja."
Task	Exactly what you want	"Write 5 captions for my new sneakers."
Format	How the answer should look	"Under 20 words each, with 2 hashtags."

Weak vs strong

Weak: write a caption

Strong: Act as a social media marketer. I sell affordable sneakers to students in Abuja. Write 5 Instagram captions for a new white sneaker. Keep each under 20 words with 2 hashtags and one emoji.

The strong prompt gives the AI what it needs to be useful. The AI cannot guess what is in your head.

Power words that improve answers

- "Explain like I am 12" → simpler language
- "Give me 3 options" → more choices
- "Ask me questions first" → the AI gathers details before answering
- "Use a table" → neat comparisons
- "Step by step" → clear instructions
- "In under 100 words" → shorter answers

24 ready prompts

Work and career

TRY THIS PROMPT

Act as an HR expert. Rewrite this CV summary to sound more professional: [paste].

TRY THIS PROMPT

Write a polite email to my manager asking for Friday off for a family event. Under 100 words.

TRY THIS PROMPT

Ask me 5 interview questions for a [job title] role, one at a time, and give feedback on each answer.

TRY THIS PROMPT

Turn these meeting notes into a short summary with action points: [paste].

Business

TRY THIS PROMPT

I sell [product] in [city]. Give me 10 business name ideas that are short and easy to say.

TRY THIS PROMPT

Write a friendly reply to a customer who says my price is too high. Keep it respectful.

TRY THIS PROMPT

Create a 7-day social media plan for my [business], with one post idea per day.

TRY THIS PROMPT

Write a product description for [product] in 3 short sentences for WhatsApp status.

Learning

TRY THIS PROMPT

Explain [topic] to me like I am 12, then quiz me with 3 questions.

TRY THIS PROMPT

Make a 2-week study timetable for [exam], 1 hour a day.

TRY THIS PROMPT

Summarise this article in 5 bullet points: [paste].

TRY THIS PROMPT

Correct the grammar in this text and explain each change simply: [paste].

Home and family

TRY THIS PROMPT

Plan a week of cheap, healthy meals for a family of 4 with a N25,000 budget.

TRY THIS PROMPT

Write a short, warm birthday message for my mother.

TRY THIS PROMPT

Help me plan a simple monthly budget for N[amount] income.

TRY THIS PROMPT

Suggest 5 fun indoor activities for children aged 6 to 10 that cost nothing.

Writing

TRY THIS PROMPT

Rewrite this message to sound more polite: [paste].

TRY THIS PROMPT

Translate this into simple Hausa: [paste].

TRY THIS PROMPT

Write 3 versions of this announcement for my church WhatsApp group: [details].

TRY THIS PROMPT

Turn this voice-note transcript into a clear written message: [paste].

Thinking

TRY THIS PROMPT

Give me the pros and cons of [decision] in a table.

TRY THIS PROMPT

I want to start [idea]. What questions should I answer before I begin?

TRY THIS PROMPT

Play devil's advocate: what could go wrong with my plan? [plan]

TRY THIS PROMPT

What are 5 things I might be missing about [topic]?

When the answer is not right

- Say exactly what is wrong: "The second point is not true for Nigeria."
- Add the missing detail: "My budget is only N50,000."
- Ask for a change: "Make it more formal and shorter."

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Join the free live AI class every Sunday at 8 PM Nigeria time with Dr. Daniel Tanimawo. Register at tanimawoai.com, watch past classes on the Replays page, and download more free guides.

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