

# Copilot's AI Prompt Cheatsheet

Here's a **clear, practical, no-nonsense prompt-writing cheatsheet** you can use for *any* AI model. Think of it as the "Swiss Army Knife" of prompting.

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## The Ultimate Prompt Cheatsheet

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### 1. Start with the Goal

Tell the AI exactly what you want **as the final outcome**.

**Formula:**

**"I want to achieve \_\_\_\_."**

**Example:**

**"I want to write a persuasive email convincing parents to attend a school event."**

Why it works: It gives the AI a destination.

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### 2. Provide Context (the more, the better)

Context is fuel. Without it, the AI guesses.

Include:

- Who you are
- Who the audience is
- Why you're doing this
- Any constraints

**Example:**

**"I'm a 5th-grade teacher writing to busy parents who often skim emails."**

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### 3. Set the Format

Tell the AI *how* you want the answer shaped.

Examples:

- Bullet points
- A script
- A table
- A 3-paragraph explanation
- A step-by-step plan

**Example:**

“Give me a 5-step plan in bullet points.”

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#### 4. Specify Tone + Style

This is where the magic happens.

Examples:

- Friendly
- Academic
- Professional
- Humorous
- Like a TED speaker
- Like a coach

**Example:**

“Use a warm, encouraging tone.”

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#### 5. Give an Example (optional but powerful)

AI learns instantly from patterns.

**Example:**

“Write it in the style of this sample:  
‘Hi families! We’re excited to...’”

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## 6. Tell the AI What to Avoid

This prevents unwanted output.

Examples:

- Avoid jargon
  - Avoid long sentences
  - Avoid sounding robotic
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## 7. Ask for Iteration

The first answer is the draft. The second is the masterpiece.

**Example:**

“Give me 3 variations.”

“Now make it shorter.”

“Rewrite it with more energy.”

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## The Prompt Template (Copy/Paste)

Use this anytime you want a perfect prompt:

I want to achieve: [goal].

Context: [who you are, audience, purpose].

Format: [bullet points, table, essay, script, etc.].

Tone/style: [friendly, formal, concise, humorous, etc.].

Constraints: [length, things to avoid].

Examples (optional): [insert sample].

Now produce the output.

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## Examples of Great Prompts

### Example 1 – Writing

“Write a 3-paragraph explanation of photosynthesis for 10-year-olds. Use simple language, short sentences, and friendly tone. Include one analogy and avoid scientific jargon.”

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### Example 2 – Analysis

“Analyze this dataset for trends, outliers, and correlations. Present results in a table, then summarize in plain English.”

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### Example 3 – Creative

“Generate 5 story ideas for a sci-fi novel. Each idea should be 2-3 sentences, high-concept, and centered on a moral dilemma.”

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## The One-Sentence Rule

If you remember nothing else:

**Tell the AI what you want, how you want it, and what it should consider while doing it.**

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If you want, I can also create:

- A printable one-page PDF version
- A classroom-friendly version
- A version tailored to your job or field

Which one would help you most right now?