



QuickAiPrompt

PROMPT ENGINEERING GUIDE FOR BEGINNERS

A practical, example-rich handbook for writing clearer prompts and getting more useful AI results

LEARN • PRACTICE • IMPROVE • VERIFY

Includes reusable frameworks, weak-to-strong examples, 100+ prompt ideas, exercises, checklists, safety guidance, and mini-projects.

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This beginner-friendly guide is an educational resource. AI systems can produce incomplete, biased, outdated, or incorrect output. Treat every response as a draft, verify important claims with reliable sources, and keep human judgment in control.

- Do not paste passwords, confidential workplace information, personal identifiers, medical records, financial records, examination material, or private client data into unapproved AI systems.
- Follow the rules of your school, employer, client, platform, and country.
- Do not present invented facts, quotations, references, or AI-generated work as verified human research.
- For legal, medical, financial, security, or other high-impact decisions, consult an appropriately qualified professional.

Best learning method

Read one chapter, copy one prompt, replace the bracketed placeholders, test it, score the output, and revise only the weakest part. Save prompts that work in your own prompt library.

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Navigation note

The document uses true heading styles, so Microsoft Word can generate or update an automatic Table of Contents from References > Table of Contents.

1. Understanding Generative AI and Prompts

What is generative AI?

Generative AI is software that creates new content in response to instructions. Depending on the tool, it may produce text, code, images, audio, video, summaries, plans, or structured data. It predicts useful output from patterns learned during training and from the context supplied in your request.

What is a prompt?

A prompt is the information and instruction you give an AI system. A prompt may include a question, goal, source text, audience, examples, constraints, tone, output format, and quality checks.

Simple prompt

Explain photosynthesis.

Improved prompt

Explain photosynthesis to a Grade 6 learner in simple language. Use one everyday analogy, define five key terms, provide a six-step explanation, and finish with three self-check questions and an answer key.

Prompt engineering in simple language

Prompt engineering is the practical process of designing, testing, and improving instructions so an AI system is more likely to produce a useful result. It is not about finding a magical phrase. It is about reducing ambiguity and clearly defining success.

What AI is good at, and where caution is needed

Often useful for	Needs careful human review
Brainstorming and outlining	Facts, dates, quotations, citations, and calculations
Rewriting and simplifying	Legal, medical, financial, or safety-critical advice
Creating draft templates	Confidential, personal, or regulated information
Generating variations	Bias, stereotyping, fairness, and accessibility
Explaining concepts	Current events and rapidly changing information

2. The Anatomy of a Strong Prompt

A strong prompt usually combines several building blocks. You do not need every block for every task, but complex tasks benefit from more structure.

Element	Purpose	Example
Role	Sets a useful perspective	Act as a patient beginner-level writing coach.
Task	States exactly what to do	Create a blog outline.
Goal	Defines the desired result	Help first-time users understand prompt engineering.
Audience	Sets knowledge level and needs	For non-technical beginners.
Context	Provides relevant background	The article is for QuickAiPrompt.com.
Input	Supplies material to use	Use the notes inside triple quotation marks.
Constraints	Sets limits and boundaries	Use plain English; do not invent statistics.
Format	Defines structure	Return headings, bullets, examples, and a checklist.
Quality criteria	Defines success	Accurate, practical, original, and easy to scan.
Verification	Requests uncertainty handling	Mark claims that require independent checking.

Master beginner template

Act as [ROLE]. Complete [TASK] for [AUDIENCE]. My goal is [GOAL]. Use this context: [CONTEXT]. Requirements: [REQUIREMENTS]. Constraints: [LIMITS]. Return the answer as [FORMAT]. Quality criteria: [CRITERIA]. If essential information is missing, list the gaps. Do not invent facts. Mark uncertain claims and suggest how to verify them.

3. The CLEAR Prompt Framework

Use CLEAR as a simple memory tool when building prompts.

Letter	Meaning	Question to ask
C	Context	What background or source material does the AI need?
L	Limitations	What must the answer include, avoid, or stay within?
E	Expected output	What structure, length, tone, and format do I want?
A	Audience and action	Who will use the output, and what should the output help them do?
R	Review and refine	How will I check quality and improve the next version?

CLEAR example

Context: I run a beginner-friendly AI prompt website. Limitations: Use simple language, avoid unsupported claims, and keep the introduction under 120 words. Expected output: A title, introduction, five sections, FAQ, and conclusion. Audience and action: New AI users should be able to write their first strong prompt. Review: Finish with a factual-risk checklist and three improvement suggestions.

A five-minute prompt-building process

21. Write the outcome you need in one sentence.
22. Add the intended audience and their knowledge level.
23. Supply only the context relevant to the task.
24. Define the required output structure.
25. Add limits, quality criteria, and verification requirements.
26. Run the prompt and score the result.
27. Revise the prompt based on the weakest score.

4. Weak Prompts vs. Strong Prompts

Weak prompt	Why it is weak	Stronger prompt
Write a blog.	No topic, audience, purpose, or format.	Write a 1,200-word beginner guide to prompt engineering for small-business owners. Use plain English, five practical examples, an FAQ, and a short checklist.
Make it better.	The improvement criteria are unknown.	Rewrite the passage for clarity and trust. Keep the meaning, shorten long sentences, remove jargon, and show the five most important edits.
Give marketing ideas.	No product, customer, channel, or budget.	Suggest 12 low-cost content-marketing ideas for a new AI prompt website targeting students, teachers, creators, and freelancers.
Create an image.	No subject, composition, style, lighting, or size.	Create a landscape editorial illustration of a beginner learning to communicate with AI, clean modern style, blue-teal palette, balanced composition, no text.
Summarize this.	No purpose or desired depth.	Summarize the text in 6 bullets for a busy manager. Include decisions, risks, unresolved questions, and next actions. Use only the supplied text.

The one-change-at-a-time rule

When a response is poor, avoid rewriting everything immediately. Identify the main weakness, such as missing facts, wrong tone, weak structure, or excessive length. Change the related instruction, run the prompt again, and compare results.

5. Roles, Context, Constraints, and Output Formats

Roles

A role can guide vocabulary, priorities, and the kind of review to perform. Use a role that is relevant to the task. A role does not give the AI real-world credentials or professional accountability.

Role prompt

Act as an accessibility-aware UX writing coach. Review the button labels and error messages below for clarity, consistency, and actionability. Do not claim formal WCAG conformance. Return a table with original text, issue, improved text, and reason.

Context

Good context answers: What is being created? Why? For whom? What has already been decided? What source material must be used? What must not be assumed?

Constraints

- Word or character limit
- Required and prohibited topics
- Tone and reading level
- Sources the output may use
- Privacy and confidentiality boundaries
- Accessibility requirements
- Brand voice and terminology
- Delivery format and deadline, if relevant

Output formats

Need	Useful format
Quick scan	Bulleted list
Comparison	Table with defined criteria
Execution	Numbered steps with owner and status fields
Writing draft	Headings and paragraphs
Machine processing	Valid JSON with a specified schema
Learning	Explanation, example, practice, answer key
Decision support	Options, trade-offs, risks, and recommendation

6. Zero-Shot, One-Shot, and Few-Shot Prompting

Zero-shot

Ask for the task without providing an example. Use this for straightforward, common tasks.

Example

Classify this support message as Billing, Technical, Account, or Other. Return only the category. Message:
[MESSAGE]

One-shot

Provide one example to demonstrate the expected pattern.

Example

Convert a feature into a user benefit. Example: “Automatic backups” -> “Protect your work without remembering to save copies.” Now convert: “Reusable prompt folders.”

Few-shot

Provide two or more examples when labels, style, or structure may be misunderstood. Keep examples representative and consistent.

Example

Rewrite technical statements in beginner-friendly language.

Input: “Enable two-factor authentication.” Output: “Add a second sign-in check to protect your account.”

Input: “Clear the application cache.” Output: “Remove temporary app files so the app can load fresh information.”

Now rewrite: [TEXT]

When examples may hurt

Poor, biased, inconsistent, or overly narrow examples can steer the output in the wrong direction. Review examples as carefully as the instruction.

7. Step-by-Step Task Decomposition

Large prompts often fail because several difficult tasks are mixed together. Break the work into stages with a clear output from each stage.

Example: Creating a high-quality article

28. Define audience, purpose, search intent, and success criteria.
29. Generate and select an outline.
30. Gather and verify reliable source material.
31. Draft one section at a time.
32. Review factual claims and citations.
33. Edit for clarity, originality, accessibility, and brand voice.
34. Create title, description, internal links, and final checklist.

Decomposition prompt

Help me create an article about [TOPIC]. Do not draft the full article yet. First return: (1) audience assumptions, (2) user questions, (3) a structured outline, (4) facts that require research, and (5) quality criteria. Wait for the selected outline before drafting.

Ask for visible outputs, not hidden reasoning

Request a concise plan, assumptions, calculations, evidence, or verification checklist that you can inspect. Do not depend on an AI system revealing private internal reasoning.

8. Iteration, Follow-Ups, and Prompt Chaining

Prompting is a conversation and a design process. The first response is often a starting point.

Useful follow-up prompts

- List the three biggest weaknesses in the draft.
- Rewrite only the introduction using the feedback below.
- Give three alternatives with clearly different tones.
- Reduce the length by 30% without removing essential facts.
- Identify unsupported claims and questions that still need evidence.
- Reformat the approved content as a checklist.
- Compare version A and version B against the quality criteria.

Prompt chaining pattern

Stage	Prompt goal	Output
1. Discover	Clarify the problem	Questions and assumptions
2. Plan	Design the solution	Outline or task plan
3. Draft	Produce the first version	Draft content
4. Critique	Find weaknesses	Issue list
5. Revise	Apply selected improvements	Improved draft
6. Verify	Check risks and completeness	Quality report

Critique prompt

Review the draft against these criteria: accuracy, relevance, clarity, completeness, accessibility, originality, privacy, and actionability. For each criterion, provide a score from 1 to 5, one piece of evidence, and one specific improvement. Do not rewrite the draft yet.

9. Accuracy, Hallucinations, and Verification

An AI system may generate confident language that is wrong or unsupported. A fluent answer is not automatically a factual answer.

High-risk content to verify

- Names, dates, prices, laws, policies, standards, and product features
- Statistics, research findings, quotations, and citations
- Calculations, conversions, code, and configuration commands
- Current events and rapidly changing information
- Claims affecting health, safety, money, rights, or employment

Verification workflow

35. Separate factual claims from suggestions and creative content.
36. Ask which claims require external evidence.
37. Check important claims in authoritative, current sources.
38. Open and read the source, not only the search snippet.
39. Confirm that the source actually supports the claim.
40. Correct or remove unsupported details.
41. Record source title, publisher, link, and access date when appropriate.

Grounded-answer prompt

Answer using only the source material inside triple quotation marks. If the source does not contain the answer, write “Not stated in the provided material.” Separate direct facts from reasonable suggestions. Do not invent quotations, citations, names, dates, or numbers. Source: ""[PASTE APPROVED SOURCE]""

Important

A prompt can reduce fabrication risk, but it cannot guarantee truth. Independent verification remains necessary.

10. Responsible, Safe, and Private Prompting

Privacy first

Before sending information to an AI service, ask whether the information is necessary, approved, and safe to share. Remove names, contact details, IDs, credentials, private records, confidential project details, and other sensitive information unless an authorized process explicitly permits their use.

Fairness and inclusion

- Avoid asking the AI to rank people using protected or irrelevant personal characteristics.
- Review examples and language for stereotypes or exclusion.
- Use accessible structure, meaningful headings, plain language, and descriptive link text.
- Ensure human review for consequential decisions.

Copyright and originality

Use AI output as a draft. Add your own expertise, verify originality, respect licences and attribution requirements, and avoid asking for close imitation of living creators or reproduction of protected material.

Safe transformation prompt

Rewrite the supplied text for clarity while preserving its meaning. Do not add facts. Remove personal identifiers shown inside square brackets. Flag any sentence that may require permission, attribution, or factual verification.

11. Prompts for Writing and Content Creation

Blog planning

Copy-ready prompt

Create a detailed article brief for [TOPIC] for [AUDIENCE]. Goal: [GOAL]. Include search intent, reader questions, unique angle, outline, examples, evidence needed, internal-link opportunities, FAQ ideas, and a quality checklist. Do not fabricate keywords or search volumes.

Editing

Copy-ready prompt

Edit the text for plain language, logical flow, concise sentences, consistent terminology, and accessibility. Preserve the author's meaning and voice. Show: (1) revised version, (2) major changes, and (3) claims needing verification. Text: ""[TEXT]""

Social media

Copy-ready prompt

Create five posts about [TOPIC] for [PLATFORM]. Audience: [AUDIENCE]. Tone: [TONE]. Each post must contain a distinct idea, an informative opening, one practical takeaway, and an honest call to action. Avoid exaggerated claims and invented statistics.

Email drafting

Copy-ready prompt

Draft a professional email to [RECIPIENT TYPE] about [SUBJECT]. Context: [CONTEXT]. Desired action: [ACTION]. Tone: respectful and direct. Keep it under [WORD COUNT] words. Include a clear subject line and do not invent commitments, dates, or attachments.

12. Prompts for Students and Teachers

AI should support learning rather than replace thinking or violate academic rules.

Learning coach

Copy-ready prompt

Act as a patient tutor for [SUBJECT]. Help me understand [TOPIC] at [LEVEL]. Begin with three diagnostic questions. Then explain the concept using simple language, one analogy, one worked example, and two practice questions. Do not complete assessed work for me.

Study plan

Copy-ready prompt

Create a [NUMBER]-day study plan for [TOPIC]. I can study [TIME] per day. My current level is [LEVEL]. Include daily goals, active-recall tasks, spaced review, practice, and a simple progress check. Mark any assumptions.

Lesson planning

Copy-ready prompt

Create a [DURATION] lesson for [GRADE/SUBJECT] on [TOPIC]. Include learning objective, prior knowledge, starter, explanation, guided practice, independent practice, formative check, accessibility support, and exit ticket. Use only these resources: [RESOURCES].

13. Prompts for Business, Marketing, and Careers

Customer research

Copy-ready prompt

Create an interview guide for learning about [CUSTOMER] needs related to [PROBLEM]. Include 12 open questions, neutral follow-ups, signals to listen for, and a note-taking template. Avoid leading questions and do not invent customer evidence.

Marketing plan

Copy-ready prompt

Create a practical 30-day content plan for [PRODUCT] targeting [AUDIENCE]. Channels: [CHANNELS]. Resources: [TEAM/BUDGET]. For each idea include objective, format, key message, call to action, effort level, and measurement method. Distinguish assumptions from known facts.

Resume improvement

Copy-ready prompt

Review my resume against this job description. Do not invent experience, skills, achievements, or metrics. Identify matching evidence, gaps, unclear statements, and keyword opportunities. Then rewrite only the lines supported by my resume. Resume: ""[RESUME]"" Job: ""[JOB]""

14. Prompts for Coding, Data, and UX Design

Coding

Copy-ready prompt

Act as a senior [LANGUAGE] developer. Help me implement [FEATURE]. Environment: [VERSIONS]. Inputs: [INPUTS]. Expected behavior: [BEHAVIOR]. Constraints: [CONSTRAINTS]. Return assumptions, approach, code, test cases, edge cases, security considerations, and setup instructions. Do not invent APIs or packages.

Debugging

Copy-ready prompt

Diagnose the error below. First summarize the likely cause, then list the smallest safe checks in order. Ask for missing information instead of assuming. Provide a minimal fix and explain how to verify it. Error: ""[ERROR]""
Relevant code/config: ""[CODE]""

Data analysis

Copy-ready prompt

Analyze the supplied dataset for [BUSINESS QUESTION]. First describe columns, data types, missing values, and quality risks. Then propose appropriate analyses and charts. Do not invent missing data. Clearly separate observed results from interpretation.

UX review

Copy-ready prompt

Review the described interface for usability and accessibility. Users: [USERS]. Task: [TASK]. Interface: [DESCRIPTION]. Return issues grouped by severity, evidence, affected users, recommendation, and a validation method. Do not claim compliance without a formal audit.

15. Image and Video Generation Prompts

Visual prompting benefits from concrete descriptions of subject, action, setting, composition, camera view, lighting, colour, style, and exclusions. Avoid conflicting instructions.

Image prompt formula

Template

[SUBJECT] [ACTION] in [SETTING], [COMPOSITION/CAMERA], [LIGHTING], [COLOUR PALETTE], [VISUAL STYLE], [MOOD/ENERGY], [DETAILS], [ASPECT RATIO], no text, no watermark, avoid [UNWANTED ELEMENTS].

Example

A beginner working at a desk while learning to communicate with an AI assistant, modern home workspace, wide editorial composition, soft natural morning light, blue and teal palette with warm accents, polished realistic illustration, approachable and focused, detailed screen glow and stationery, landscape 16:9, no text, no watermark, avoid distorted hands and clutter.

Video prompt formula

Template

Create a [DURATION] video showing [SUBJECT/ACTION] in [SETTING]. Camera: [SHOT/MOVEMENT]. Visual style: [STYLE]. Lighting: [LIGHTING]. Sequence: [BEGINNING], [MIDDLE], [END]. Motion: [PACE]. Audio: [AUDIO IF SUPPORTED]. Format: [ASPECT RATIO/RESOLUTION]. Exclude [UNWANTED ELEMENTS].

Consistency tips

- Reuse the same character description, palette, and style wording.
- Define shot size and camera movement.
- Keep one main action per clip.
- State exclusions clearly but briefly.
- Test short prompts first, then add detail where the result is weak.

16. Building a Personal Prompt Library

A prompt library turns successful experiments into reusable assets.

Field	What to record
Prompt name	Short, searchable title
Purpose	The task it solves
Tools tested	Where it was tested
Prompt template	Reusable version with placeholders
Example input	Safe sample data
Expected output	Structure and quality criteria
Version	Date or version number
Known limitations	Where it fails or needs review
Owner/source	Who maintains it
Verification	Required checks before use

Naming convention

Example

WRITING-BlogBrief-Beginner-v1
UX-AccessibilityReview-Generic-v2
CODE-Debug-JavaScript-v1

Versioning prompt changes

Change one major variable at a time. Record the prompt, test input, output, score, and reason for the change. This creates a small evaluation history instead of relying on memory.

17. Troubleshooting Poor AI Results

Problem	Likely cause	Prompt improvement
Generic answer	Goal or context is vague	Add audience, purpose, background, and success criteria.
Wrong format	Output was not defined	Provide a schema, headings, or a short example.
Too long	No length or priority limit	Set word limit and rank essential content.
Invented facts	Prompt invites unsupported completion	Restrict sources and require uncertainty labels.
Wrong tone	Tone is subjective	Describe tone with concrete traits and an example.
Missed requirements	Too many mixed instructions	Use a checklist and split into stages.
Inconsistent results	Task or examples are ambiguous	Standardize inputs, examples, and evaluation criteria.
Unsafe or private output	Sensitive data was supplied	Remove or anonymize data and use approved systems.

Prompt repair template

The previous output did not meet these criteria: [CRITERIA]. Problems observed: [PROBLEMS]. Revise only [SECTION]. Keep [WHAT WORKED]. Add [MISSING ELEMENTS]. Remove [UNWANTED ELEMENTS]. Before answering, list any essential information still missing.

18. Practice Exercises and Mini-Projects

Exercise 1: Improve a vague prompt

Starting prompt: “Make a presentation about AI.” Rewrite it using role, audience, goal, context, constraints, format, and quality criteria.

Exercise 2: Build a few-shot classifier

Create three examples that classify website feedback as Bug, Feature Request, Content Issue, Accessibility Issue, or Other. Add one ambiguous example and tell the AI how to handle uncertainty.

Exercise 3: Grounded summary

Choose a short trusted source. Ask the AI to summarize only that source, identify what is not stated, and produce five verification questions.

Exercise 4: Prompt A/B test

Write two prompts for the same task. Change only one variable, such as output format or supplied example. Score both results using the rubric below.

Criterion	1	3	5
Accuracy	Many errors	Mostly correct	Correct and verifiable
Relevance	Off-task	Partly focused	Directly solves the task
Clarity	Hard to follow	Generally clear	Easy to understand and scan
Completeness	Major gaps	Some gaps	Covers all required points
Safety	Important risks	Some safeguards	Clear safeguards and review

Mini-projects

- Create a 20-prompt beginner library for one profession.
- Build a prompt-powered article workflow with research checkpoints.
- Design a lesson-planning prompt and test it on three topics.
- Create a UX review prompt with severity, evidence, and verification fields.
- Build an image-prompt style guide for one brand.

19. 30-Day Learning Plan

Days	Focus	Deliverable
1-3	Prompt basics and anatomy	Rewrite 10 vague prompts
4-6	CLEAR framework	Create 5 structured prompts
7-9	Roles, context, constraints	Test 3 role variations
10-12	Output formats and examples	Create table, JSON, and checklist prompts
13-15	Zero/one/few-shot methods	Build a small classifier
16-18	Decomposition and chaining	Create a six-stage workflow
19-21	Accuracy and verification	Audit 3 AI answers
22-24	Privacy, fairness, accessibility	Create a safety checklist
25-27	Domain practice	Build 10 prompts for your work
28-29	Evaluation and prompt library	Score, version, and document prompts
30	Capstone	Complete one mini-project and publish a safe sample

20. Master Templates, Checklists, Glossary, and Resources

Universal master prompt

Copy-ready master prompt

Act as [RELEVANT ROLE].

Task: [EXACT TASK].

Goal: [DESIRED OUTCOME].

Audience: [WHO WILL USE IT + KNOWLEDGE LEVEL].

Context: [BACKGROUND AND APPROVED SOURCE MATERIAL].

Requirements: [MUST INCLUDE].

Constraints: [LIMITS, EXCLUSIONS, PRIVACY, TONE, LENGTH].

Output format: [STRUCTURE OR SCHEMA].

Quality criteria: [HOW SUCCESS WILL BE JUDGED].

Verification: Do not invent missing facts, names, dates, quotations, statistics, links, or citations. List assumptions and flag claims that require checking. If essential information is missing, ask focused questions or state the gaps.

Pre-send checklist

- Is the task specific?
- Is the audience defined?
- Did I provide necessary context but avoid sensitive data?
- Are requirements and constraints clear?
- Did I specify the output format?
- Did I define quality criteria?
- Did I request uncertainty handling and verification?
- Could the request cause unfairness, harm, or a policy violation?

Output review checklist

- Accuracy: Are important claims verified?
- Relevance: Does the result solve the real task?
- Clarity: Can the intended audience understand it?
- Completeness: Are required points and edge cases covered?
- Privacy: Is sensitive information absent or properly handled?
- Fairness: Does the output avoid stereotyping and exclusion?
- Accessibility: Is the structure clear and usable?
- Originality: Did you add human expertise and judgment?
- Actionability: Is the next step clear?
- Transparency: Should AI assistance be disclosed?

Beginner glossary

Term	Simple meaning
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Term	Simple meaning
AI model	A system trained to recognize patterns and generate outputs.
Prompt	The instruction and information sent to an AI system.
Token	A small unit of text processed by a model.
Context	Information available to the model for the current task.
Hallucination	A fluent but incorrect or unsupported AI output.
Zero-shot	A task request without an example.
Few-shot	A task request with several examples.
Prompt chaining	Using a sequence of prompts where one output feeds the next.
Grounding	Connecting an answer to supplied or retrieved source material.
Evaluation	Testing output against defined success criteria.
Multimodal	Working with more than one type of input or output, such as text and images.
Temperature	A model setting that may influence variation or predictability, where the tool exposes it.

100 quick prompt starters

1. Explain [topic] to [audience] using one analogy.
2. Summarize [text] into five key points.
3. Turn [goal] into a step-by-step plan.
4. List the missing information needed for [task].
5. Compare [A] and [B] using [criteria].
6. Create three distinct approaches to [problem].
7. Improve this prompt for precision: [prompt].
8. Rewrite [text] in plain language.
9. Create an outline for [content].
10. Generate practical examples of [concept].

11. Create a checklist for [process].
12. Review [draft] against [criteria].
13. Identify assumptions in [proposal].
14. List risks and mitigations for [plan].
15. Convert [notes] into meeting minutes.
16. Extract actions, owners, and dates from [text].
17. Create FAQs for [topic].
18. Create a glossary for [subject].
19. Create a study guide for [topic].
20. Quiz me on [topic] one question at a time.
21. Create practice questions with answers for [topic].
22. Explain why [answer] is incorrect.
23. Create a lesson plan for [topic].
24. Adapt [content] for different learning needs.
25. Create a rubric for [assignment].
26. Create a blog brief for [keyword/topic].
27. Write three headline options for [content].
28. Create a content calendar for [brand].
29. Rewrite [copy] with a clearer call to action.
30. Create five social posts from [article].
31. Draft an email about [subject].
32. Shorten [text] without losing meaning.
33. Change the tone of [text] to [tone].
34. Find repetition and jargon in [text].
35. Create an editing checklist for [document].
36. Create interview questions for [role/topic].
37. Create customer research questions for [problem].
38. Turn feedback into prioritized themes.
39. Create a simple project plan for [goal].
40. Create a decision matrix for [choices].
41. Generate names for [product] using [style].

42. Create value proposition options for [audience].
43. Create an ethical marketing plan for [product].
44. Review this claim for exaggeration: [claim].
45. Create a competitor research template.
46. Create resume bullet improvements using only supplied facts.
47. Create a cover letter outline for [role].
48. Prepare interview practice for [role].
49. Create a professional development plan.
50. Draft a polite follow-up message.
51. Explain this code: [code].
52. Find likely causes of this error: [error].
53. Create test cases for [feature].
54. Refactor [code] for readability.
55. Create documentation for [function/API].
56. List security risks to review in [feature].
57. Create a data-cleaning checklist.
58. Suggest charts for [question/data].
59. Explain the observed pattern without inventing causes.
60. Create a JSON schema for [data].
61. Review this interface description for usability.
62. Improve form labels and error messages.
63. Create user stories for [feature].
64. Create acceptance criteria for [story].
65. Design an accessible onboarding flow.
66. Create a usability test plan.
67. Create an information architecture for [site].
68. Write accessible alt-text options for [image description].
69. Create microcopy for [state].
70. Create a design critique rubric.
71. Create an image prompt for [subject].
72. Create three visual styles for [campaign].

73. Convert this idea into a storyboard.
74. Create a shot list for [video].
75. Create consistent character descriptors.
76. Improve this visual prompt: [prompt].
77. Create negative constraints for [visual].
78. Create logo concept directions for [brand].
79. Create a colour-palette brief for [brand].
80. Create a landing-page wireframe description.
81. Identify facts in [draft] that need sources.
82. Create a source-verification checklist.
83. Answer only from the supplied material.
84. Separate facts, assumptions, and suggestions.
85. List uncertainty in this answer.
86. Create an evaluation rubric for [output].
87. Score [output] against [criteria].
88. Compare two prompt versions.
89. Create edge cases for [task].
90. Create a red-team review checklist.
91. Anonymize this text while preserving meaning.
92. Identify possible privacy risks in [workflow].
93. Review [content] for stereotypes and exclusion.
94. Rewrite [content] for accessibility.
95. Create a disclosure note for AI-assisted work.
96. Create a reusable prompt template for [task].
97. Turn this successful prompt into a parameterized template.
98. Create a prompt-library record for [prompt].
99. Design an A/B test for [prompt].
100. Create the next revision based on this feedback: [feedback].

Selected references and further learning

The following resources informed the general best-practice themes in this guide. Product behavior changes over time, so consult current official documentation for the tool you use.

- **OpenAI, “Prompting” documentation:** <https://developers.openai.com/api/docs/guides/prompting>
- **OpenAI Help Center, “Best practices for prompt engineering with the OpenAI API”:** <https://help.openai.com/en/articles/6654000-best-practices-for-prompt-engineering-with-the-openai-api>
- **Anthropic, “Prompt engineering overview”:** <https://platform.claude.com/docs/en/build-with-claude/prompt-engineering/overview>
- **Anthropic Interactive Prompt Engineering Tutorial:** <https://github.com/anthropics/prompt-eng-interactive-tutorial>
- **Anthropic, “Best practices for prompt engineering”:** <https://claude.com/blog/best-practices-for-prompt-engineering>

Final message

You do not need to memorize hundreds of prompts. Master the thinking pattern: define the goal, provide relevant context, specify the output, set limits, review the result, and verify important claims. Begin with one real task, improve the prompt once, and save what works.

QuickAiPrompt.com edition

Use this guide as a practical learning resource and as the foundation for your own responsible prompt library.