

How to Write a Good Prompt – in 5 Steps

1. State clearly what you want

- Define the task clearly: what should the result be?
- Avoid vague instructions such as “write something about...”.

2. Add context

- Say who the text is for.
- Explain what the output will be used for.

3. Specify the output format

- State whether you want bullet points, a paragraph, an email, a table, or an outline.
- A clear format helps produce a more useful answer.

4. Set the style and length

- Specify the tone: formal, informal, academic, or simple.
- State the language and approximate length.

5. Add requirements and limitations

- Say what the answer should include.
- Also say what should not be included.

Template

Write [what], for [whom], in the form of [what format], in a [what kind of] style, with a length of [how much], and include [what exactly].

Write a short formal email in English to a university colleague asking to move tomorrow's meeting to next week. Keep the tone polite and professional, and limit the email to 80–100 words.

1. Write a short formal email in English

- it is clear what should be written, in which language, and in what style.

2. to a university colleague

- this defines the recipient and therefore also the appropriate level of formality.

3. asking to move tomorrow's meeting to next week

- this states the exact purpose of the email.

4. Keep the tone polite and professional

- this sets the tone of the text.

5. limit the email to 80–100 words

- this defines the length, so the output will be brief and practical.