

Beginner's AI Prompt Reminder Checklist

This checklist is designed to help beginners structure effective AI prompts by guiding them through the essential components that improve clarity, relevance, and output quality. Use this as a reminder to include the necessary elements for different prompting techniques, whether for storytelling, business communication, or research-level writing.

Clear Specific Messages

Start every prompt with a clear and specific message. Ambiguity leads to vague results, while precision delivers focused and usable responses.

Role

Assigning a role helps the AI understand how to frame its response, whether as an expert, teacher, marketer, or storyteller. This sets the tone and depth of the reply.

Tone

Define the desired emotional or stylistic tone—professional, friendly, persuasive, etc.—to ensure the AI matches your communication goals.

Context and Circumstances

Providing background or situational context helps the AI generate content that fits the setting, history, or audience environment.

Tasks, Objectives, and Goals

State clearly what you want the AI to accomplish. Goals keep the response purposeful and actionable.

Audience

Describe the intended audience to tailor language, tone, and complexity appropriately.

Output Formats

Request specific formats—lists, essays, tables, emails—to get structured and usable results.

Temperature in AI Applications

Temperature controls creativity. Lower values yield precise answers; higher values generate more creative or varied responses.

Formatting Tips

Use bullet points, section headers, and numbered instructions to make longer prompts clearer and more effective.

Zero Shot Prompting

This technique asks the AI to complete a task without prior examples. It's best for simple or well-known tasks.

Few Shot Prompting Include a few examples to guide the AI on structure and tone. This improves accuracy on more complex or customized outputs.

Chain of Thought (CoT)

Encourage step-by-step reasoning by asking the AI to explain its process. This is useful for problem-solving or logic-heavy tasks.

Condensed Chain of Thought (C-CoT)

A streamlined version of CoT, used when space is limited but some reasoning steps are still needed.

Creating Prompts for Personal Writing

When writing journal entries, memoirs, or self-reflection pieces, prompts should be open-ended and emotionally grounded to support creativity and depth.

Retrieval-Augmented Generation (RAG) Prompts

RAG prompts use an external data source or document to guide AI responses with real-world context. Ideal for research, summarizing, or sourcing answers.

