**ChatGPT | The Ultimate Prompting Guide**

1. Tone: Specify the desired tone (e.g., formal, casual, informative, persuasive).

2. Format: Define the format or structure (e.g., essay, bullet points, outline).

3. Act as: Indicate a role or perspective to adopt (e.g., expert, critic, enthusiast).

4. Objective: State the goal or purpose of the response (e.g., inform, persuade).

5. Context: Provide background information, data, or context for content generation.

6. Scope: Define the scope or range of the topic.

7. Keywords: List important keywords or phrases to be included.

8. Limitations: Specify any constraints, such as word or character count.

9. Examples: Provide examples of desired style, structure, or content.

10. Deadline: Mention deadlines or time frames for time-sensitive responses.

11. Audience: Specify the target audience for tailored content.

12. Language: Indicate the language for the response, if different from the prompt.

13. Citations: Request the inclusion of citations or sources to support information.

14. Points of view: Ask AI to consider multiple perspectives or opinions.

15. Counterarguments: Request addressing potential counterarguments.

16. Terminology: Specify industry-specific or technical terms to use or avoid.

17. Analogies: Ask AI to use analogies or examples to clarify concepts.

18. Quotes: Request inclusion of relevant quotes or statements from experts.

19. Statistics: Encourage the use of statistics or data to support claims.

20. Call to action: Request a clear call to action or next steps.

21. Sensitivity: Mention sensitive topics or issues to be handled with care or avoided.