



LET'S TALK ABOUT

PROMPT STRUCTURES

FOR EFFECTIVE PROMPTS

GUIDELINES

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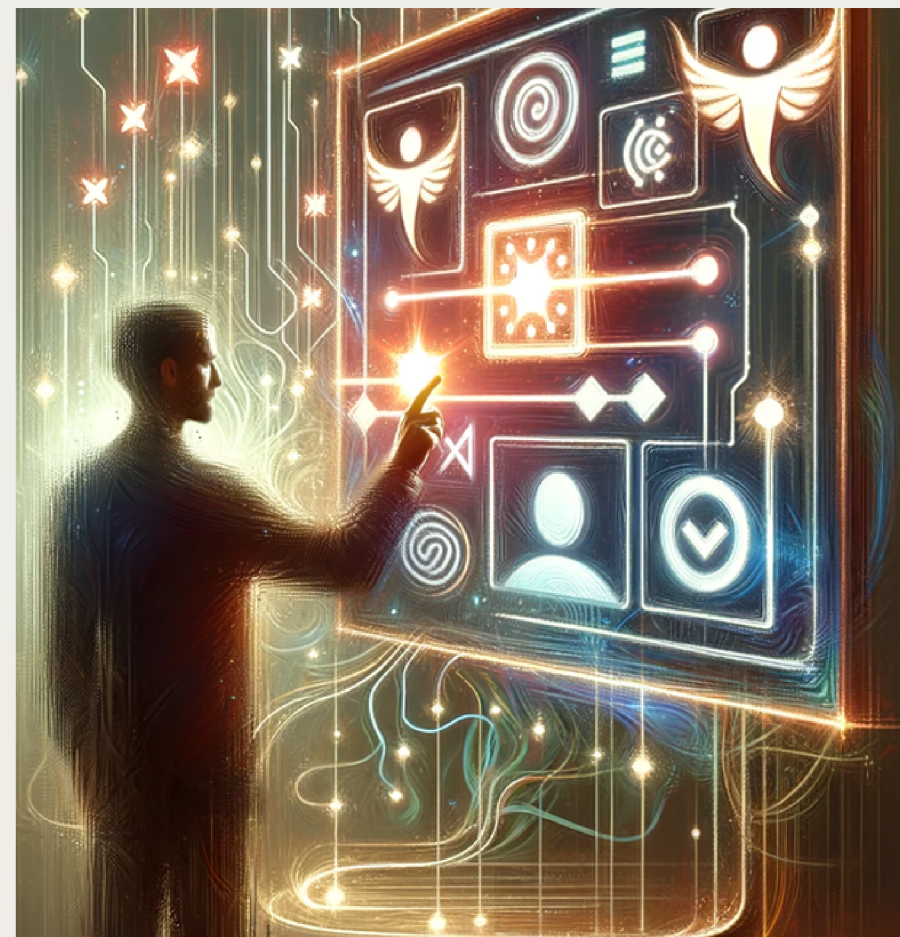


USE PROVEN GUIDELINES TO BOOST
YOUR PROMPTS

GUIDELINES

The prompt structure guidelines provide a foundational framework for crafting engaging and thought-provoking questions, facilitating effective communication and inquiry.

While comprehensive, these guidelines may not cover every scenario.



Be Clear and Specific

Provide Context and Background

Focus the Response

Engage with Natural Language

Consider the Audience

State Objective or Purpose

Allow for Creativity

Check for Bias

Pilot Test and Iterate

BE CLEAR AND SPECIFIC

Clarity and Specificity: The Cornerstones of Effective Prompt Engineering

Just as well-defined user story sparks focused development, clear and specific prompts empower individuals to truly engage, delve deeper, and deliver insightful responses

Clarity: Key to Precise and Relevant Responses

- *Single Objective:* Aim for a well-defined goal per prompt to eliminate ambiguity and ensure focused responses
- *Plain Language:* Use straightforward language, avoiding jargon, to make prompts easily understandable and reduce confusion
- *Context & Targeting:* Combine targeted questioning with clear context to guide responses effectively, making it easier for respondents to provide relevant and precise answers

Specificity: Targeting Precision

- *Detail-Oriented Queries:* Craft prompts that ask for specific information or examples to avoid broad, generalized responses
- *Explicit Context:* Provide clear parameters or criteria to narrow down the scope of the expected answer, guiding respondents to focus their insights
- *Direct Outcome Specification:* Define the exact type of response desired, such as a numerical answer, a concise list, or a brief explanation, to ensure responses are aligned with the inquiry's intent

EXAMPLES OF CLEAR AND CONCISE PROMPTS



Product Owner Prompt

*"Identify the **single most impactful feature** from the last release based on user feedback, and describe its effect **on user engagement metrics**."*

- *Clarity:* The prompt focuses on one well-defined goal — identifying the most impactful feature, using straightforward language without technical jargon.
- *Specificity:* It asks for detailed information (impact on user engagement metrics) related to a specific feature, ensuring the response is targeted and precise.



Scrum Master Prompt

*"List the **two primary obstacles** that hindered sprint progress and outline **specific strategies** adopted to address them."*

- *Clarity:* By asking for "two primary obstacles," the prompt is clear and directs focus, avoiding ambiguity.
- *Specificity:* The request for "specific strategies" to address these obstacles ensures that the responses will be detailed and action-oriented.



Developer Prompt

*"What **specific bug in the current project** posed the **greatest challenge**, and what steps did you take to resolve it?"*

- *Clarity:* The prompt is straightforward, requesting information on a particular problem (a specific bug) and the resolution process.
- *Specificity:* It zeroes in on the "greatest challenge" and requires a detailed account of the resolution steps, ensuring that the answer will provide deep insights into problem-solving techniques and understanding of the issue.

PROVIDE CONTEXT AND BACKGROUND

Setting the Stage: Providing Context and Background Information

Embedding context and background in prompts clarifies the inquiry's scope, steering responses towards the targeted depth and relevance.

Context: Framing Understanding and Relevance

- *Scenario Integration:* Integrate prompts within relevant scenarios or real-world contexts to enhance participant understanding and foster relatability.
- *Situational Clarity:* Provide clear situational context alongside prompts to ensure participants grasp the scenario's relevance and respond appropriately.
- *Alignment with Objectives:* Contextualize prompts within broader objectives or goals to guide participants towards responses that align with overarching aims and outcomes.

Background: Establishing Foundations for Insight

- *Foundational Knowledge:* Offer background information to provide participants with essential context and understanding of the topic or issue addressed in the prompt.
- *Historical Context:* Provide historical or contextual background to deepen participants' comprehension and enable them to formulate informed opinions or analyses.
- *Relevance Signaling:* Highlight the relevance of background details to the prompt's subject matter, emphasizing their importance in guiding participants towards insightful responses.

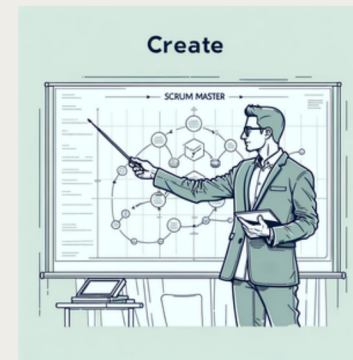
EXAMPLES OF PROMPTS WITH CONTEXT AND BACKGROUND



Product Owner Prompt

"Identify the top three user stories prioritized for the upcoming sprint, detailing the rationale behind each selection and their alignment with the project's overarching goals."

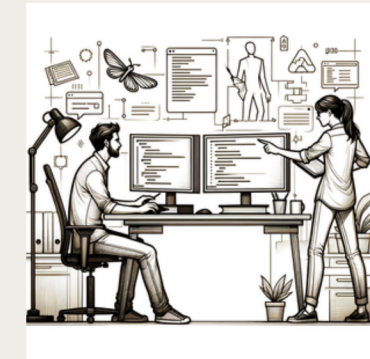
- *Context:* Refers to the "upcoming sprint," providing a specific timeframe for selecting user stories and focusing the Product Owner's response
- *Background:* Emphasizes the importance of user story selection by asking for the "rationale" behind each choice and their alignment with the project's goals, guiding the Product Owner to consider strategic priorities



Scrum Master Prompt

"Identify two key impediments hindering team collaboration and productivity, proposing actionable strategies to mitigate their impact and foster a more cohesive working environment."

- *Context:* Addresses current challenges in team collaboration and productivity, prompting the Scrum Master to reflect on recent experiences and identify relevant impediments.
- *Background:* Emphasizes the need for practical solutions by asking for "actionable strategies" to overcome impediments, guiding the Scrum Master to foster a cohesive team environment.



QA Engineer Prompt

"Evaluate the effectiveness of the latest testing framework implemented for the project, highlighting any strengths, weaknesses, and areas for improvement, along with recommendations for optimization."

- *Context:* Focuses on the "latest testing framework implemented for the project," allowing the QA Engineer to assess recent changes and their impact on testing processes.
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- *Background:* Emphasizes the importance of continuous improvement by asking for an evaluation of the testing framework's effectiveness, guiding the QA Engineer to identify strengths, weaknesses, and areas for optimization.

FOCUS THE RESPONSE

Direct Queries: Crafting concise prompts for targeted answers

Just as well-defined user story sparks focused development, clear and specific prompts empower individuals to truly engage, delve deeper, and deliver insightful responses

- *Singular Objective:* Ensure each prompt has a clear and singular objective to avoid confusion and maintain focus in respondents' answers
- *Concise Language:* Use succinct and straightforward language to convey the prompt's intent, preventing unnecessary complexity that could dilute the focus of the response
- *Targeted Questioning:* Tailor the prompt with specific questions or directives that guide respondents towards providing relevant and focused answers, minimizing the risk of tangential responses
- *Clarifying Context:* Provide adequate context within the prompt to help respondents understand the scope and purpose of the inquiry, facilitating a more targeted and precise response

EXAMPLES OF PROMPTS ON HOW TO FOCUS THE RESPONSE



Product Owner Prompt

"In the upcoming sprint, **prioritize the backlog items based on customer feedback and business value**, ensuring that the team focuses on **delivering the highest impact features first.**"

- *Singular Objective:* Directs Product Owner to prioritize backlog items for the upcoming sprint.
- *Concise Language:* Clearly conveys the task of prioritizing backlog items based on customer feedback and business value
- *Targeted Questioning:* Guides Product Owner with specific criteria for prioritization, ensuring focused answers
- *Clarifying Context:* Mentions delivering high-impact features first, aiding Product Owner's understanding



Scrum Master Prompt

"**Identify the main impediments** hindering the team's progress **in the current sprint** and **propose actionable strategies** to overcome them."

- *Singular Objective:* Prompts Scrum Master to identify and address sprint impediments clearly.
- *Concise Language:* Conveys the task of addressing sprint impediments simply, avoiding complexity.
- *Targeted Questioning:* Guides Scrum Master to propose actionable strategies for identified impediments.
- *Clarifying Context:* Sets context by referring to the current sprint, clarifying the inquiry's purpose.



Development Team Prompt

"Describe the specific **technical challenges encountered during the implementation of the last user story** and **outline the steps taken** to resolve them."

- *Singular Objective:* Guides the Development Team to address technical challenges encountered simply.
- *Concise Language:* Conveys the task of addressing technical challenges succinctly, avoiding complexity.
- *Targeted Questioning:* Directs the Development Team to provide specific challenges and resolution steps.
- *Clarifying Context:* Provides context by referencing the last user story implementation, aiding team understanding.

CONSIDER THE AUDIENCE

Tailored Language: Adapting prompts to audience knowledge levels

Adjusting the complexity and terminology of prompts according to the audience's expertise ensures clarity and fosters meaningful interaction

Tailored Language: Adapting to Your Audience

- *Clarity & Simplicity:* Prioritize accessible language for diverse audiences, ensuring clear understanding
- *Relevance:* Align prompts with target audience needs and interests, fostering engagement
- *Context:* Provide background information to frame prompts effectively and facilitate meaningful responses.

Tailoring for Human Audiences

- *Incorporate Empathy & Emotional Appeal:* Resonate with human experiences and emotions.
- *Adapt language & tone:* Set cultural sensitivities and preferences, fostering inclusivity.

Tailoring for Machine Audiences

- *Structured & Unambiguous Language:* Facilitates comprehension by language models
- *Use of Slang:* Avoid colloquialisms, idiomatic expressions, or ambiguous phrasing that may confuse machine interpretation.

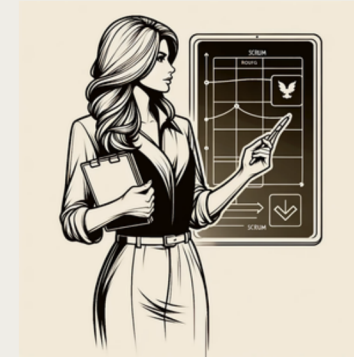
EXAMPLES OF PROMPTS FOR CONSIDERING THE AUDIENCE



Product Owner Prompt

"As a Product Manager, outline the key features prioritized for the upcoming release based on market analysis and customer feedback"

- *Clarity and simplicity:* The prompt is clear and straightforward, focusing on identifying key features for the upcoming release.
- *Relevance:* It aligns with the interests and needs of the Program Management Team, as they are responsible for overseeing product releases and aligning them with market demands.
- *Context and background:* The prompt references market analysis and customer feedback, providing context for the selection of features and facilitating informed decision-making by the team.



Scrum Master Prompt

"As a Scrum Master, detail the retrospective findings and proposed action items to improve team collaboration and sprint efficiency"

- *Clarity and simplicity:* Directs the Scrum Master to focus on retrospective findings and proposed action items, avoiding ambiguity.
- *Relevance:* Addresses interests and needs of Program Management Team by focusing on enhancing team collaboration and sprint efficiency
- *Context and background:* By referencing retrospective findings, the prompt provides context for proposed action items



QA Engineer Prompt

"As a QA Engineer, identify and prioritize critical bugs in the software codebase, ensuring compatibility with scientific algorithms and programming logic"

- *Clarity and simplicity:* The prompt is clear and concise, specifying the task of identifying and prioritizing critical bugs in the software codebase.
- *Relevance:* Aligns with the interests and needs of the Language Model for Science, Math, and Programming, focusing on ensuring compatibility with scientific algorithms and programming logic.
- *Context and background:* By mentioning compatibility with scientific algorithms and programming logic, the prompt provides context for bug prioritization, guiding the language model's response

ENGAGE WITH NATURAL LANGUAGE

Crafting Engaging Prompts: A Conversational Approach

Just as well-defined user story sparks focused development, clear and specific prompts empower individuals to truly engage, delve deeper, and deliver insightful responses

Conversational Tone

- *Speak naturally:* Use language similar to how you'd talk to a friend or colleague, avoiding overly formal phrasing
- *Be approachable:* Foster a welcoming atmosphere by using friendly greetings and open-ended questions
- *Inject personality:* Let your unique voice shine through while maintaining a professional demeanor

Clarity & Accessibility

- *Simplicity is key:* Prioritize clear and concise language that is easily understood by a broad audience
- *Jargon-free zone:* Avoid technical terms or industry-specific language that might create confusion
- *Spark engagement:* Craft prompts that invite participation, encourage responses, and stimulate interaction

EXAMPLES OF PROMPTS ENGAGEING WITH NATURAL LANGUAGE



Product Owner Prompt

"Hey, let's brainstorm! We're gearing up for the next sprint and **I'd love to hear your ideas.** Based on recent user feedback (remember those pain points?), what are 2-3 features you think would add real value and **delight our users?** Share your thoughts freely – **no bad ideas here!**"

Conversational Tone

- Uses informal language like "Hey," "brainstorm," and "delight our users."
- Feels collaborative and inclusive with phrases like "let's hear your ideas" and "no bad ideas here."

Clarity & Accessibility:

- Simple and clear avoiding product development jargon
- Provides context ("recent user feedback") and clear instructions ("2-3 features")



Scrum Master Prompt

"Hey team! We just wrapped up the last sprint, and I'd love to get your insights in a quick retrospective. **Let's brainstorm together!** What are some specific actions we can take as a team to improve our workflow and communication in the next sprint?"

Conversational Tone

- Uses informal language like "Hey team," "wrapped up,"
- Creates a friendly and inclusive atmosphere with positive reinforcement

Clarity & Accessibility

- Simple and clear language, avoiding Scrum terminology.
- Uses open-ended questions ("actions to improve") to encourage specific feedback and solutions



Development Engineer Prompt

We're **tackling a new challenge** this sprint – integrating a social media login into our app! Check out the provided documentation and APIs. **What are your initial thoughts** on the feasibility? Feel free to share your insights and any questions you might have!

Conversational Tone

- Uses informal language like "tackling a new challenge," and "feasibility."
- Creates a friendly and collaborative atmosphere

Clarity & Accessibility

- Provides context ("social media login feature") and clear questions ("feasibility," "hurdles).
- Encourages participation with "insights" and "questions."

STATE OBJECTIVE OR PURPOSE

Purposeful Prompting: Guiding respondents towards desired outcomes

Clearly stating the object or purpose in prompts sharpens the respondents' focus, ensuring responses are aligned with the intended outcome

- *Define Clear Goals:* Articulate precise and unambiguous objectives for each prompt, outlining what respondents are expected to achieve. Clear goals help focus responses and facilitate meaningful engagement
- *Use Action-Oriented Language:* Employ verbs that prompt action and direction, such as "analyze," "synthesize," or "recommend," to convey the desired response. Action-oriented language energizes prompts and prompts respondents to take specific actions.
- *Align with Overall Objectives:* Ensure that prompt objectives are in harmony with the broader objectives of the project or task. Alignment ensures coherence and consistency, guiding respondents towards outcomes that contribute to overarching goals.
- *Tailor to Audience Needs:* Customize the language and tone of prompts to resonate with the preferences and expectations of the target audience. Understanding audience preferences enhances engagement and increases the likelihood of meaningful responses.

EXAMPLES OF PROMPTS STATING OBJECTIVE OR PURPOSE



Product Owner Prompt

“Select the highest priority user story from the backlog and justify its inclusion in the upcoming sprint based on customer value and business impact.”

Clear Goals: Aims to select the highest priority user story and justify its inclusion

Action-Oriented Language: Verbs like "select" and "justify" prompt the Product Owner to take action and provide reasoning for their decisions

Alignment with Objectives: Prioritizing user stories based on customer value and business impact aligns with the overarching objective of delivering value to stakeholders, ensuring alignment with project goals



Scrum Master Prompt

"Identify one process improvement opportunity within the current sprint retrospective and propose actionable steps to implement it."

Clear Goals: The objective is to identify a process improvement opportunity and propose actionable steps

Action-Oriented Language: Uses verbs like "identify" and "propose," prompting the Scrum Master to take specific actions towards process improvement

Alignment with Objectives: Improving processes aligns with the broader objective of enhancing efficiency and effectiveness within the sprint



Development Team Prompt

"Identify one technical challenge encountered during the implementation of the last user story and propose solutions to overcome it."

Clear Goals: The objective is to identify a technical challenge and propose solutions, providing a clear focus for the prompt

Action-Oriented Language: Verbs like "identify" and "propose" prompt the Development Team to take action and propose solutions to address the challenge

Alignment with Objectives: Overcoming technical challenges aligns with the overarching objective of delivering high-quality software, ensuring alignment with project goals

ALLOW FOR CREATIVITY

Cultivate Creativity: Stimulating novel ideas with thought-provoking prompts

Encourage respondents to think beyond conventional boundaries by crafting prompts that invite original, creative solutions and perspectives

- *Open-Ended Questions:* Encourage expansive thinking by asking questions that don't have a single correct answer, allowing respondents to explore a range of possibilities
- *Scenario-Based Prompts:* Utilize hypothetical situations to stimulate imagination, prompting respondents to apply their knowledge in new and creative ways
- *Invitation for Personal Insights:* Request personal experiences or opinions, valuing unique perspectives and fostering a deeper, more creative reflection.
- *Challenging Assumptions:* Pose questions that question common beliefs or practices, encouraging respondents to think critically and creatively about alternative solutions
- *Incorporating Visuals:* Use images or diagrams as part of the prompt to inspire visual thinking and novel ideas beyond text-based responses
- *Combining Concepts:* Merge different ideas or fields in your prompts to inspire innovative solutions that cross traditional boundaries.

EXAMPLES OF PROMPTS ALLOWING FOR CREATIVITY



Product Owner Prompt

Open-Ended Questions

"Beyond the usual features, what unconventional ideas could delight our users and set us apart from competitors?"

Encourages exploration and unique ideas.

Personal Insights

"Imagine you're a new user encountering our product for the first time. What emotional journey do you want them to experience?"

Promotes storytelling and emotional connection.



Scrum Master Prompt

Scenario-Based

"If our team had to deliver the next product iteration with half the resources, how would you prioritize tasks and maintain quality?"

Prompts strategic thinking under constraints, encouraging efficiency and critical prioritization skills.

Challenging Assumptions

"Assuming traditional agile methodologies are not an option, how would you approach project management to ensure timely delivery?"

Encourages questioning and rethinking of standard practices, fostering innovative approaches to project management



QA Engineer Prompt

Combining Concepts (Developer)

"How would you integrate AI and blockchain technology to enhance our current software solution's security and efficiency?"

Encourages the fusion of advanced technologies, pushing for innovative solutions

Incorporating Visuals (QA Engineer)

"Using a flowchart, can you illustrate the process for identifying and resolving a recurring bug in our application?"

Promotes the use of visual aids to clarify complex processes, enhancing understanding and problem-solving strategies.

CHECK FOR BIAS

Bias-Free Content: Ensuring prompts are free from prejudices

Craft prompts that are neutral and inclusive, avoiding language that could inadvertently influence or limit the diversity of responses

- *Neutral Language Usage:* Employ language that is impartial and objective, steering clear of words that carry strong emotional connotations or biases.
- *Diverse Perspectives Consideration:* Ensure prompts are crafted with an awareness of different cultural, social, and individual backgrounds to foster inclusivity.
- *Avoid Assumptions:* Refrain from making assumptions about the respondent's beliefs, knowledge, or experiences in the formulation of prompts.
- *Anonymous Review:* Have prompts reviewed anonymously by a diverse group to identify and eliminate any unintended biases.
- *Balanced Scenarios:* Present scenarios and examples within prompts that are balanced and representative of a wide range of perspectives.
- *Iterative Refinement:* Continuously refine prompts based on feedback to remove biases as they are identified.

EXAMPLES OF PROMPTS CHECKING FOR BIAS



Product Owner Prompt

"Considering the global market, what features should we prioritize to cater to a wide range of cultural preferences?"

Technique Used: Encourages consideration of diverse cultural needs, ensuring product decisions are globally informed and inclusive.

"How can user feedback from various demographics influence our next product iteration's priority list?"

Technique Used: Highlights the importance of diverse user feedback in decision-making, preventing bias towards a single user group.



Scrum Master Prompt

"What strategies have proven most effective in fostering inclusive communication among team members with diverse backgrounds?"

Avoids assuming a one-size-fits-all communication strategy, recognizing diversity within the team.

"Can you describe a challenge you faced in adapting the team's workflow to accommodate different working styles, and how you addressed it?"

Acknowledges and respects individual differences, promoting adaptability and inclusivity in workflow management.



QA Engineer Prompt

"In planning the next sprint, how can we ensure our product enhancements are accessible to users with disabilities?"

Promotes awareness and inclusion of accessibility considerations, challenging assumptions about user abilities.

"Reflecting on recent sprint reviews, how can we adapt our approach to be more culturally sensitive to our global user base?"

Encourages reflection on cultural sensitivity, recognizing the impact of cultural nuances on product relevance and user experience.

PILOT TEST AND ITERATE

Iterative Enhancement: Evolving prompts based on usage and feedback

Begin with a pilot phase for prompts, gathering initial reactions and insights, then systematically adjust them based on feedback to improve clarity and engagement

- **Start Small:** Begin with a select, diverse group to test prompts, ensuring a range of perspectives and feedback.
- **Gather Diverse Feedback:** Collect responses from various user demographics to understand different interpretations and reactions to the prompt.
- **Analyze and Adjust:** Carefully analyze the feedback for patterns or common issues, and make adjustments to the prompt accordingly.
- **Iterative Testing:** Repeatedly test the revised prompts with new groups, refining each time based on the latest round of feedback.
- **Monitor Engagement:** Observe how respondents interact with the prompt, noting any confusion or disengagement, to identify areas for improvement.
- **Document Changes:** Keep a record of all versions of the prompt and feedback received to track the evolution of the prompt and justify changes.

THANK YOU FOR
JOINING US ON THIS
JOURNEY!