

Prompt Engineering Cheat Sheet

Master the art of communicating with AI - GigaDev Learn

The Two Golden Rules

Rule 1: CLARITY - Use simple, unambiguous language

Say exactly what you mean. Avoid jargon unless necessary. Be direct and specific.

Bad: "Make it good"

Good: "Make it more concise and professional"

Rule 2: SPECIFICITY - Provide context, format, length, audience

The more details you provide, the better results you'll get. Think: What, Who, How, How Long?

Bad: "Write an email"

Good: "Write a 100-word follow-up email to Sarah about Monday's meeting, confirming the project timeline"

The Prompt Structure Template

```
[ROLE] Act as a [expert type]  
[CONTEXT] I need help with [situation]  
[TASK] Please [specific action]  
[FORMAT] Present this as [format]  
[CONSTRAINTS] Keep it [length/tone/style]
```

Element	Use When
ROLE	You want expertise or a specific perspective
CONTEXT	Background information affects the answer
TASK	Always - be specific about what you want
FORMAT	You need output in a particular structure
CONSTRAINTS	You have limits on length, tone, or style

TIP: Not every prompt needs all elements. Use what's relevant to your request. TASK is always required.

Advanced Techniques

Few-Shot Give examples of what you want

Here are examples of the style I want:

- "The sunset painted the sky in shades of amber"
- "Morning dew clung to petals like tiny diamonds"

Now write one like this about a forest.

Best for: Getting specific writing styles, formatting patterns, or consistent outputs

Chain of Thought Ask AI to reason step by step

Let's solve this problem step by step:

[Your problem here]

Walk me through your reasoning before giving the final answer.

Best for: Math problems, logic puzzles, complex analysis, debugging code

Role Prompting Assign a specific expertise

You are a patient teacher explaining this concept to a complete beginner who has no technical background. Use simple language and everyday analogies.

Best for: Getting expert perspectives, specific communication styles, domain expertise

Negative Prompting Specify what you DON'T want

Explain quantum computing to me.

Don't use technical jargon.

Don't assume I know physics.

Don't include mathematical formulas.

Best for: Avoiding unwanted content, simplifying explanations, excluding topics

Quick Technique Reference

Technique	Key Phrase	Use Case
Few-Shot	"Here are examples..."	Consistent style/format
Chain of Thought	"Step by step..."	Complex reasoning
Role	"Act as an expert..."	Specialized knowledge
Negative	"Don't include..."	Exclude content

The Iteration Cycle

The best results come from iteration, not a single perfect prompt. Follow this cycle:



Useful Refinement Phrases

For Length:

- "Make this shorter/longer"
- "Condense to one paragraph"
- "Expand point #2"
- "Give me a 3-sentence summary"

For Content:

- "Add specific examples"
- "Include statistics/data"
- "Focus more on [topic]"
- "Remove the part about..."

For Tone:

- "Make this more formal/casual"
- "Add more enthusiasm"
- "Sound more professional"
- "Be more conversational"

For Structure:

- "Convert to bullet points"
- "Add headers/sections"
- "Present as a table"
- "Number the steps"

Example: Bad ' Better ' Best

Bad:

"Write about coffee"

Better:

"Write about the health benefits of coffee"

Best:

"Write a 300-word blog post about the health benefits of coffee for a wellness website. Include 2-3 scientific findings, use a conversational tone, and end with a balanced view on moderation."

Common Mistakes to Avoid

- Being too vague - "Help me with my project"
- Not providing context - AI can't read your mind
- Expecting perfection on first try - iterate!
- Not specifying format - you'll get random structure
- Trusting without verifying - always fact-check important info