

# Prompt Engineering Cheat Sheet

Master the art of communicating with AI - GiggaDev 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

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[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

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



## Useful Refinement Phrases

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### 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

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### 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

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- 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