

The Secrets to a Great Gen-AI Prompt

Better Questions. Better Results.

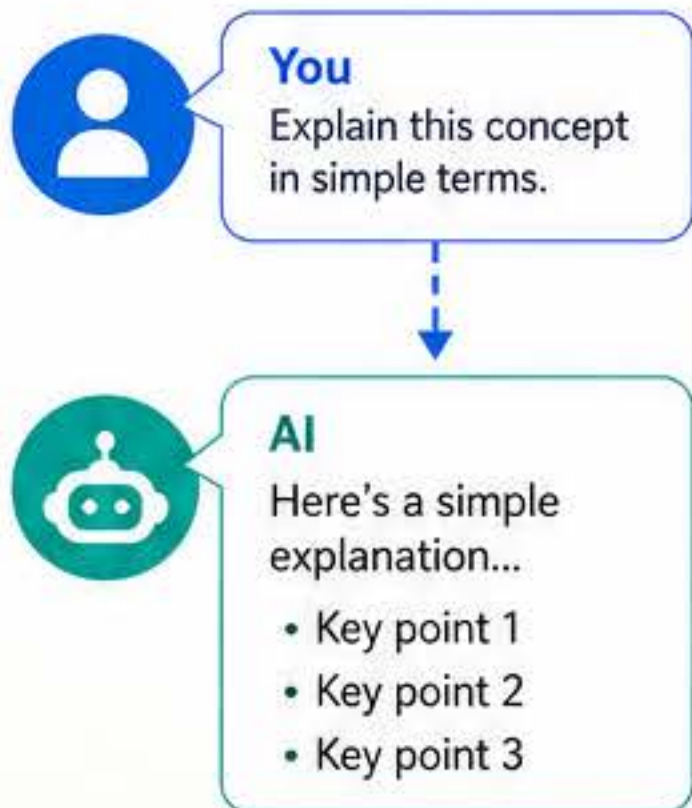
with John Beaumont • 2026



WHAT IS A PROMPT?

A prompt is simply how you communicate with AI.

You give the information... and the AI responds.



A great prompt leads to a great response!

WHY USE CHATGPT?

It can help you:

- ✓ **Learn new topics**
Explain, summarize, translate and more.
- ✓ **Plan and organize**
Trips, meals, projects and events.
- ✓ **Understand documents**
Contracts, reports, receipts and more.
- ✓ **Brainstorm ideas**
Explore options and get suggestions.
- ✓ **Write and edit**
Emails, letters, stories and presentations.
- ✓ **Solve everyday problems**
Compare products, get advice, and more.



You can communicate with it in plain English – no technical skills required!

WHAT SHAPES AN AI RESPONSE?

Many factors work together to shape the answers you get.

- My Prompt**
The information you provide
- Previous Conversation**
What you've already discussed
- Memory**
Information from past chats
- About You / Personalization**
Details you choose to share
- Settings**
How ChatGPT is configured
- Files & Images**
Your documents, photos or data
- AI Model**
Different models can give different responses

THINK OF CHATGPT AS A CONVERSATION



The best results usually come after a few rounds of discussion.

JOHN'S 12 TOP TIPS FOR BETTER PROMPTS

- 1 **Give ChatGPT a Role**
Define who it is for better, focused answers.
- 2 **Name the Audience**
Tailor the response to their knowledge and needs.
- 3 **Choose the Tone or Style**
Tell it how you want the response to sound.
- 4 **Specify the Format**
Ask for the structure or layout you need.
- 5 **Ask for Examples**
Use examples or analogies to make ideas clearer.
- 6 **Ground in Your Material**
Provide your documents or notes. Ask it to use ONLY that information.
- 7 **Make It Interactive**
Invite questions, feedback, or choices.
- 8 **Chain the Task**
Break complex tasks into steps or stages.
- 9 **Ask for the Reasoning**
Ask it to explain its thinking step by step.
- 10 **Ask for a Self-Critique**
Have it review and improve its own answer.
- 11 **Set a Rule**
Give clear rules or constraints to follow.
- 12 **Give Context**
Include background information for better answers.

COMMON USES FOR EVERYDAY LIFE

- Travel**
Plan trips, find things to do, and get local tips.
- Health**
Understand information and prepare questions.
- Shopping**
Compare products and find the best options.
- Learning**
Explain new topics and build your knowledge.
- Family & Genealogy**
Research, organize and preserve your family history.
- Hobbies**
Get ideas and guidance for your interests.
- Writing**
Create and improve emails, letters and documents.

✓ A FEW THINGS TO REMEMBER

- ✓ Be clear and specific.
- ✓ Give helpful context.
- ✓ Tell it who you are writing for.
- ✓ Ask for the format you want.
- ✓ Follow up and refine.
- ✓ Great prompts = Great results!

★ **BONUS TIP:** **Ask ChatGPT to Write the Prompt**
Tell it your goal, and ask it to write a great prompt for you!