

# CHATGPT

# ALL-IN-ONE PROMPTING CHEATSHEET

## 1. Learn the Terminology

<b>Model</b>	The AI's "brain" that processes and learns from extensive data.
<b>Prompt</b>	The input or question you provide to the AI.
<b>Input</b>	Data or queries given to the AI to generate a response.
<b>Output</b>	The response or answer generated by the AI based on the input.
<b>Token</b>	The smallest unit of text the AI reads, which can be a character or word.
<b>Max Tokens</b>	The maximum amount of text the AI can process in a single interaction.
<b>Training Data</b>	The datasets used to teach the AI model.
<b>Inference</b>	The process of the AI generating a response based on the input.

## 2. Master These Commands

<b>List</b>	Create enumerated lists or sequences of items.
<b>Act as</b>	Instruct the AI to assume a specific role or persona to tailor responses.
<b>Continue</b>	Extend the ongoing conversation or add more information.
<b>Elaborate</b>	Provide additional details or explanations on a topic.
<b>Summarize</b>	Condense information into a shorter, concise form.
<b>Identify Gaps</b>	Point out missing or incomplete information.
<b>Pros &amp; Cons</b>	Evaluate and list the advantages and disadvantages.
<b>Compare</b>	Draw comparisons between two or more items.
<b>Explain Like I'm 5</b>	Simplify complex information for better understanding.
<b>Translate</b>	Convert text from one language to another.

## Useful ChatGPT Extensions

 Superpower ChatGPT	 WebChatGPT
 Prompt Storms	 Prompt Genius

## 3. Use These Prompt Structures

<b>TREF</b>	Task, Requirement, Expectation, Format
<b>SCET</b>	Situation, Complication, Expectation, Task
<b>PECRA</b>	Purpose, Expectation, Context, Request, Action
<b>GRADE</b>	Goal, Request, Action, Detail, Examples
<b>ROSES</b>	Role, Objective, Scenario, Expected Solution, Steps
<b>STAR</b>	Situation, Task, Action, Result
<b>SOAR</b>	Situation, Objective, Action, Result
<b>SMART</b>	Specific, Measurable, Achievable, Relevant, Time-bound

## 4. Mistakes To Avoid when prompting

### 1. Avoid vague or closed-ended questions:

Don't: "Do you think our site is good?"  
Do: "Can you tell me specifically which pages on our website you found most useful, and why?"

### 2. Don't forget to be user-centered:

Don't: "What's wrong with our product?"  
Do: "What challenges have you faced while using our product, and how can we improve it to better meet your needs?"

### 3. Avoid overly complex or technical language:

Don't: "Please elucidate the ontological distinctions within our operational paradigm."  
Do: "Can you explain the differences in our operational process in simple terms?"

### 4. Ensure prompts are specific and clear:

Don't: "Tell me about our sales."  
Do: "Can you provide a breakdown of our sales performance for the last quarter?"

## 5. Use These Parameters

**Temperature:** Adjusts the randomness of the AI's responses. Higher values (e.g., 1) produce more creative and varied results, while lower values (e.g., 0.2) yield more focused and deterministic answers.

Example: "Set the temperature to 0.7 for more diverse responses."

**Diversity\_penalty:** Controls the variety of the generated output. Higher values encourage more varied responses, reducing repetition.

Example: "Apply a diversity\_penalty of 0.9 to enhance variety in the conversation."

**Frequency\_penalty:** Adjusts how much the model penalizes repeated terms. Higher values reduce the frequency of certain words or phrases appearing too often.

Example: "Use a frequency\_penalty of 0.5 to control word repetition."

**Stop\_words:** Configures the AI to avoid generating certain words or phrases, improving response quality.

Example: "Enable stop\_words to filter out filler words like 'um' and 'ah'."

## 6. Tone



**Professional:** For formal and technical information.



**Friendly:** To create a warm, approachable tone.



**Enthusiastic:** To generate excitement and engagement.



**Empathetic:** For supportive and understanding responses.



**Instructional:** For clear, step-by-step guidance.



**Reassuring:** To offer comfort and confidence.



**Inspirational:** To motivate and encourage action.



**Formal:** For official communications.  
**Conversational:** For relaxed, informal dialogue.



**DENIS PANJUTA**  
@denis-panjuta



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# Beginner Tutorial For Ultimate Chatgpt Prompts

**Sean GRAHAM**



## **Beginner Tutorial For Ultimate Chatgpt Prompts:**

*AI Prompt Engineering Absolute Beginner's Guide* Michael Miller, 2025-12-22 Master the art of AI prompting to unlock the full potential of generative AI tools for enhanced creativity and productivity *AI Prompt Engineering Absolute Beginner's Guide* by best selling author Michael Miller writer of 200 practical tech books teaches readers how to craft effective prompts that unlock the full power of generative AI You ll learn what generative AI can and can t do why well structured prompts matter and how to craft them step by step for the results you actually want This approachable guide walks you through the anatomy of a great prompt defining clear goals outputs constraints tone and style then builds your skills with proven prompting strategies You ll also learn how to evaluate prompt performance troubleshoot underperforming prompts and refine your prompts with iterative techniques Even better you ll learn how to construct prompts for specific tasks productivity writing image generation and more and take advantage of a large library of prompt templates Whether you are a casual user or a professional in content creation marketing education or tech this book helps you unlock the full power of today s AI tools With practical examples and real world use cases you will learn how to evaluate performance refine and iterate troubleshoot weak outputs and use AI responsibly This book will help you with Understanding how generative AI works and why prompts matter Structuring the anatomy of clear specific goal oriented prompts Defining outputs constraints tone and style to guide results Applying zero shot one shot and few shot prompting techniques Using chain of thought and self consistency to improve reasoning Adopting role and persona based prompting for better context Building prompt chains and multimodal prompts text image video Evaluating prompt performance and iterating for improvement Generating higher quality text images and videos for real use cases Troubleshooting weak outputs and practicing responsible ethical prompting

*Chat GPT 4 Unveiled: A Comprehensive Beginner's Guide to Mastering AI-Powered Conversations* Guido Van, 2024-03-16 Dive into the fascinating world of artificial intelligence with Chat GPT 4 Unveiled This comprehensive beginner s guide is your roadmap to mastering AI powered conversations with ease Whether you re new to the realm of AI or seeking to deepen your understanding this book offers a clear and accessible introduction to Chat GPT 4 Unlock the secrets behind crafting engaging and meaningful conversations with AI From understanding the fundamentals of natural language processing to harnessing the power of Chat GPT 4 s advanced capabilities this guide takes you on a journey from novice to expert With practical tips insightful examples and hands on exercises Chat GPT 4 Unveiled empowers you to navigate the complexities of AI conversation with confidence Say goodbye to confusion and hello to conversational excellence with this indispensable resource

**ChatGPT Unlocked** Aileen Santos, 2024-10-29 Unlock the full potential of ChatGPT with this comprehensive beginner s guide ChatGPT Unlocked The Ultimate Beginner s Guide with Tips Tricks and Prompts to Master AI Conversations Whether you re new to AI or looking to deepen your skills this book will empower you to make the most of ChatGPT as a versatile all in one tool for daily life Packed with expert tips tailored tricks and beginner friendly prompts this guide explores

everything from getting started with simple commands to advanced prompt techniques that yield powerful results Discover how ChatGPT can assist you in productivity creativity organization and learning Each section is designed to enhance your confidence and skill in interacting with ChatGPT making it a helpful companion for personal and professional growth Ideal for anyone looking to integrate AI into their routine this guide provides the essential insights and practical tools needed to make ChatGPT your go to resource for brainstorming problem solving organizing and so much more Dive in to unlock the capabilities of ChatGPT and transform the way you approach tasks projects and ideas

*AI Income Mastery: The Ultimate Guide to Earning Online* Matthew Lane, Fred Ochieng, 2024-07-23 Unlock the Secrets to Ai Driven Wealth and Skyrocket Your Online Earnings Find Everything You Need to Achieve Financial Freedom With Just a Couple Prompts Do you want to get on the fast track to financial freedom Are you ready to unlock the full potential of AI and revolutionize your income streams AI Income Mastery is your ultimate roadmap for turning artificial intelligence into a powerful income generating tool Find step by step actionable strategies that are here to help you leverage AI and turn it into your own money making machine The best part is it s so easy anyone can do it Inside You ll Discover Understanding and Setting Up ChatGPT Grasp the fundamentals and get started quickly Optimizing Productivity and Earnings Boost efficiency and explore various ways to monetize ChatGPT Enhancing Freelancing and Social Media Elevate your freelancing career and streamline social media strategies Content Creation and Effective Prompts Let ChatGPT handle writing tasks and use effective prompts for best results Keys to Success and Business Insights Essential tips for a successful venture and leveraging AI as a business partner Advanced Techniques and Monetization Hacks Implement productivity hacks target markets effectively and make informed financial decisions with AI And so much more AI Income Mastery isn t just a book it s your roadmap to living the life you ve always dreamed of Whether you re looking to augment your current income or seeking new opportunities this guide will equip you with the knowledge and tools to thrive in the digital age Embrace the future of earning with AI and transform the way you work and live Scroll Up Click on Buy Now and Get Your Copy Today

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**Artificial Intelligence Absolute Beginner's Guide** Michael Miller,2024-11-27 Using Artificial Intelligence Absolute Beginner s Guide Who knew how simple AI could be Using Artificial Intelligence Absolute Beginner s Guide will have you getting the most of popular AI tools in no time Here s a small sample of what you ll find inside Learn how AI can make everyday life easier Get tips for using AI to write gather information get advice and more Discover how to use AI to generate images that are realistic and fantastical Examine the risks and rewards of artificial intelligence Find step by step instructions for today s most popular AI tools including ChatGPT Google Gemini Meta AI Microsoft Copilot and Midjourney Find out how to tell when something is AI generated so you don t get fooled by deepfakes Artificial intelligence can be fun and productive if you know which tools to use and when Using Artificial Intelligence Absolute Beginner s Guide tells you all about today s major AI tools and shows how to get the best results from them You ll learn to use AI for turning your ideas into art writing a great email sharpening your resume and even sparking conversation Instantly research everything from planning a trip to making your next big purchase It s all a matter of picking the right AI tool and constructing the right prompt You ll also learn to protect yourself from the risks of AI and distinguish AI fakes from the real thing Everything you need to know is here in this book [Artificial Intelligence in Education: The Intersection of Technology and Pedagogy](#) Peter Ilic,Imogen

Casebourne,Rupert Wegerif,2024-12-02 This book offers a multidisciplinary perspective on the ways in which the careful integration of AI might enhance learning outcomes By inviting dialogue between engineering what is possible and pedagogy what might be desirable the book offers a holistic view of AI s potential for education Offering both case studies of practical implementation and pedagogically informed frameworks it focuses on appropriately integrating technology for educational

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**Engineering For Beginners** Taylor Brooks, 2025-08-26 ChatGPT Prompt Engineering for Beginners How to Get Exactly What You Want from AI is the ultimate step by step guide to unlocking the true power of artificial intelligence Most people open ChatGPT type a quick question and feel frustrated when the answers sound generic inaccurate or robotic This book solves that problem With clear explanations practical examples and ready to use prompt templates you'll learn how to communicate with AI so it consistently delivers the results you need Inside you'll discover The secrets of effective prompting why vague questions fail and how to structure prompts for clarity and precision Simple frameworks you can reuse including role based prompts context driven prompts and the Goldilocks method for giving just the right amount of detail How to avoid AI hallucinations strategies for fact checking refining answers and keeping ChatGPT accurate Ways to make ChatGPT sound human techniques for writing in different tones styles and voices Prompt chaining and chunking methods break down complex tasks like writing ebooks reports or lesson plans into easy steps Over 100 real world prompt examples covering business marketing content creation learning productivity and more How to build your own prompt library save time by creating reusable formulas that work across different situations This beginner friendly guide is designed for entrepreneurs content creators students teachers freelancers and anyone curious about AI Whether you want to generate high quality blog posts draft compelling marketing copy brainstorm business ideas or simply get more accurate and creative answers the strategies in this book will show you how By the end you'll know exactly how to talk to ChatGPT so it becomes a reliable assistant not just a chatbot You'll move from confusion to clarity from trial and error to consistent results and from wasting

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**Prompts** Wesley Duggan,2023-06-05 ChatGPT Prompts is your ultimate guide to mastering ChatGPT and crafting effective prompts that yield accurate and relevant responses **The Ultimate Guide to ChatGPT Prompts** Remon Geyser,2025

*ChatGPT Mastery Made Simple for Beginners* Alex Harper, ChatGPT is a tool that simplifies tedious tasks such as collecting ideas planning your next big project and writing emails It sounds magical doesn t it It s not This isn t just another AI guide it s the solution to finally making ChatGPT work for you In no time you ll go from beginner to confident user without the hassle of complicated instructions or tech jargon Think about how much time you spend on writing brainstorming or organizing your thoughts With ChatGPT those tasks take less time and effort This book shows you how with simple steps that break down everything from the basics to advanced tricks all in plain language Plus it comes with a bonus of 200 prompts to help you tackle emails generate ideas or automate tasks seamlessly Imagine how much more you could get done with ChatGPT helping you every step of the way Whether you re a business owner creative or just someone looking to make life easier this book gives you the tools to use ChatGPT effectively Why struggle when you don t have to Grab your copy of ChatGPT Mastery Made Simple for Beginners today and start using ChatGPT to simplify tasks and boost your creativity Click Buy Now to start making a difference in your daily life *Mastering ChatGPT 5* Jens Belner,2025-08-15 Mastering ChatGPT 5 The Complete Guide from Beginner to Advanced Step into the future of AI with Mastering ChatGPT 5 the ultimate hands on guide for creators entrepreneurs professionals and curious minds who want to unlock the full potential of the world s most advanced AI model ChatGPT 5 isn t just a chatbot it s a powerhouse capable of building entire apps in one prompt automating complex workflows creating AI agents and delivering expert level insights across any topic This comprehensive guide takes you from the basics to cutting edge techniques ensuring you can harness GPT 5 for real results in business productivity and creativity Inside you ll discover Foundations of GPT 5 Understand its capabilities limitations and how it outperforms previous versions in reasoning coding and instruction following Prompting Mastery Learn proven prompt engineering strategies to get precise high quality outputs every time App Agent Building Step by step methods to create custom AI agents automate tasks and integrate GPT 5 with tools like Make n8n and Cursor Advanced Automation Connect GPT 5 to APIs Google Sheets and other platforms to streamline workflows and scale operations Business Applications Use



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A

**Beginner's Guide to Prompt Writing: How to Communicate with AI Tools Like ChatGPT, Claude, and Gemini**

Enamul Haque,2025-07-14 Your AI tools are powerful Your results are mediocre Here s why Most people treat AI like a search engine typing random questions and hoping for magic They get generic responses waste hours on trial and error and conclude that AI is overhyped They re doing it wrong In this groundbreaking guide technology transformation expert Enamul Haque reveals the hidden language of AI communication Through practical frameworks such as the revolutionary 4 Cs method real world examples and step by step techniques you ll discover how to transform ChatGPT Claude and Gemini from frustrating puzzles into powerful thinking partners Learn to craft prompts that get exactly what you need on the first try Debug conversations that go off track Design AI interactions for everything from career advancement to creative breakthroughs Most importantly discover how to think with AI rather than use it Whether you re a complete beginner or already dabbling with AI this book will revolutionise how you communicate with the tools that are reshaping our world Stop accepting mediocre AI responses Start creating exceptional results The future belongs to those who can speak AI fluently Your journey to AI mastery starts here

**ChatGPT Prompt Engineering Mastery Playbook**

Dwayne

Anderson,2023-04-19 ChatGPT Prompt Engineering Mastery Playbook Getting Started is a 15 page free ebook guide that provides an introduction to the basics of ChatGPT prompt engineering It covers the different types of prompts such as single sentence multi sentence and dialogue prompts as well as prompt customization options like length temperature and top p The ebook also offers tips on how to generate high quality and relevant responses from ChatGPT including being specific and providing complete context using neutral language evaluating responses critically and fine tuning the model The guide also provides practical tips on how to customize prompts including adjusting the length temperature and top p settings to generate high quality and relevant responses Additionally the book offers insights into how to evaluate responses critically and fine tune the model for optimal results With this guidebook users can learn how to use ChatGPT on a resonable approach creating unique and engaging content quickly and easily Whether you are an experienced marketer or a beginner this book

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