

# CHATGPT PROMPTING CHEAT SHEET

## Act as a (ROLE)

- CEO
- Marketer
- Inventor
- Therapist
- Journalist
- Advertiser
- Copywriter
- Ghostwriter
- Accountant
- Entrepreneur
- Mindset Coach
- Project Manager
- Prompt Engineer
- Website Designer
- Best Selling Author

## Create a (TASK)

- Essay
- Recipe
- Article
- Ad Copy
- Headline
- Analysis
- Blog Post
- Summary
- Sales Copy
- Video Script
- SEO Keywords
- Book Outline
- Email Sequence
- Social Media Post
- Product Description

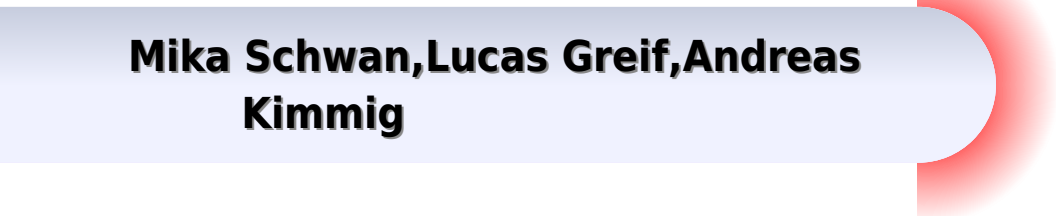
## Show as (FORMAT)

- List
- PDF
- XML
- HTML
- Code
- Graphs
- A Table
- Rich Text
- Summary
- Markdown
- Word Cloud
- Spreadsheet
- Gantt Chart
- Plain Text file
- Presentation Slides

**“Acting as a (ROLE) perform (TASK) in (FORMAT)”**

# Advanced Methods For Best Chatgpt Prompts Tips

**Mika Schwan, Lucas Greif, Andreas  
Kimmig**



## **Advanced Methods For Best Chatgpt Prompts Tips:**

Prompt Engineering: Advanced Strategies for Optimizing Language Models like ChatGPT Salvador Arenes, This book takes an in depth look at Prompt Engineering an essential skill for getting the most out of advanced language models like ChatGPT Through a combination of key concepts practical strategies and detailed examples you ll learn how to design clear and effective prompts that optimize AI responses From the basics of interacting with these models to advanced techniques for complex tasks the book offers a comprehensive guide that will enable you to communicate more accurately and efficiently with artificial intelligence In addition the content covers diverse use cases in areas such as productivity creativity problem solving and much more It also includes an extensive list of optimized prompts for everyday and specific tasks providing the reader with practical tools that can be implemented immediately This book is ideal for anyone who wants to take full advantage of ChatGPT s capabilities regardless of their level of prior AI experience     The Essential Guide to Prompt Engineering Vladimir Geroimenko, 2025-03-17 This book provides a concise yet comprehensive guide to mastering the entire spectrum of prompt engineering from fundamental concepts to pro level techniques and essential security considerations Filled with practical examples and detailed explanations it delivers actionable knowledge that can be directly applied to AI projects The guide includes dedicated chapters on key challenges and security issues equipping readers to overcome significant obstacles they may encounter It outlines a clear pathway to the art and science of prompt engineering offering the tools and insights for a successful journey into the rapidly evolving world of generative AI With its holistic approach and coherent structure this book is an indispensable resource for AI developers professionals in related fields enthusiasts graduate and undergraduate students and anyone keen to enhance the efficiency of their interactions with AI models

Advanced SEO Strategies with Chat GPT V5: A Step by Step Guide StoryBuddiesPlay, 2025-08-13 Advanced SEO Strategies with ChatGPT V5 A Step by Step Guide is the definitive blueprint for harnessing artificial intelligence to supercharge your search engine performance Covering everything from advanced keyword research and content optimization to voice search featured snippets and future SEO trends this eBook shows you how to integrate ChatGPT V5 into every stage of your workflow Packed with practical workflows actionable tips and forward looking insights it s designed for marketers entrepreneurs and content creators who want to stay ahead of algorithm changes and win top positions in search results Whether you re optimizing your first site or managing large scale campaigns this guide will help you rank higher work smarter and future proof your SEO strategy advanced seo strategies ai powered seo chatgpt v5 for seo seo content optimization keyword research ai voice search optimization featured snippet seo topic cluster strategy schema markup guide future of seo 2025     **The Secret to Getting Great Answers: ChatGPT's Art of Prompting** Shu Chen Hou, Introducing The Secret to Getting Great Answers ChatGPT s Art of Prompting the ultimate guide to leveraging the power of ChatGPT to ask the right questions and get the best answers Are you tired of getting lackluster responses to your questions Do you

struggle to come up with the right prompts to get the information you need Look no further ChatGPT is here to revolutionize the way you approach questioning and prompting With *The Secret to Getting Great Answers ChatGPT's Art of Prompting* you'll learn the techniques and strategies needed to craft effective prompts that elicit detailed informative responses From understanding context and background information to leveraging comparisons and analogies this comprehensive guide will equip you with the tools needed to ask the right questions and get the answers you need This ebook includes Tips for crafting well crafted prompts that make a difference Strategies for encouraging elaboration and detail in responses Techniques for leveraging context and background information Best practices for breaking down complex questions into smaller parts Insights on customizing prompts for personal and professional use Whether you're a student researcher interviewer or simply someone looking to improve their questioning skills *The Secret to Getting Great Answers ChatGPT's Art of Prompting* has everything you need to take your questioning abilities to the next level Don't settle for mediocre answers get the best responses possible with the power of ChatGPT Order your copy of *The Secret to Getting Great Answers ChatGPT's Art of Prompting* today and start asking the right questions Happy prompting

*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

**The Early-Career Professional's Guide to Generative AI** Jonas Bjerg, 2024-08-27 The world stands at a pivotal moment due to the emergence of Generative AI

specifically ChatGPT This groundbreaking technology has provoked and impressed almost every industry globally evoking every emotion from awe to anxiety Many are apprehensive about the future fearing job losses due to rapid artificial intelligence AI advancements But if history has taught us anything progress while challenging often paves the way for broader opportunities and growth This book explains in depth the core building blocks that make up the current landscape of transformer and language models and more broadly speaking AI as a whole We have seen how the internet and the mobile revolution changed our world Is AI following a similar trajectory Are we on the verge of something even more transformative This book strives to provide a complete picture of the challenges and opportunities and the implications for our shared futures In subsequent chapters the book will discuss language models in depth These are not just algorithms they represent a nexus of linguistics cognitive science and cutting edge technology You ll trace AI s unexpected and exhilarating evolution observing how it has grown from a mere concept to a force reshaping entire industries Finally you ll consider the rise of AI in the context of advancements While ChatGPT has gained significant attention for certain applications it s essential to recognize that its capabilities extend far beyond what s immediately evident Artificial Intelligence represented by models like ChatGPT is not a static field It s dynamic and ever evolving and its potential applications are broadening each day Technology is not by any means limited to chatbots or translation use cases This book captures this vast and ever expanding horizon of possibilities What You Will Learn How large language models came to be and how they work What ethical AI design looks like The role of regulation in artificial intelligence Why you should not be afraid of losing your job Who This Book is For Working professionals and students in any field     **AI for Everyday IT** Chrissy LeMaire, Brandon

Abshire, 2025-06-24 Automate and accelerate your everyday IT tasks with instant solutions What if you never had to write another after incident report piece of boilerplate code or a performance review from scratch ever again Use AI tools like ChatGPT Claude Gemini and Copilot right and you ll take back hours of your time and more AI for Everyday IT reveals how you can automate dozens of your daily IT tasks with generative AI In AI for Everyday IT you ll learn how to Write effective prompts for common IT tasks Optimize report generation document handling and workplace communication Resolve IT conflicts and crises Acquire new skills and upgrade your resume AI for help desk database administration and systems administration Incorporate AI into DevOps processes and create AI powered applications Simplify time consuming people management tasks In this hands on guide automation experts Chrissy LeMaire and Brandon Abshire show you how AI tools like ChatGPT have made their lives a million times easier and how they can do the same for you You ll find proven strategies for using AI to improve help desk support automate sysadmin and database tasks aid with DevOps engineering handle managing IT teams and dozens more time saving and quality improving hacks Foreword by Nitya Narasimhan About the technology Have you lost days sifting through logs to find a latency issue AI can do it in seconds Need to update your documentation Mere moments for AI Are you writing scripts designing data recovery strategies and evaluating network

designs AI can handle it all if you know how to use it About the book AI for Everyday IT shows you exactly how AI can transform support desk operations root cause analysis disaster recovery planning even writing professional emails when you re too furious to be nice This instantly useful guide has time saving techniques for all IT pros from devs and DBAs to technical writers and product managers Each relatable example is fully illustrated with the prompts and problem formulation strategies along with interesting insights and anecdotes from authors Chrissy Lemaire and Brandon Abshire What s inside Document handling and workplace communication Database administration and development DevOps engineering and AI powered apps People management and career planning About the reader Whether you re working in operations development management or security you ll love these productivity hacks for generative AI No previous AI experience required About the author Chrissy LeMaire is a dual Microsoft MVP and GitHub Star the creator of dbatools and author of the Manning book Learn dbatools in a Month of Lunches Brandon Abshire has spent over twenty years in IT including roles at a leading Fortune 500 semiconductor and telecommunications company and multiple top ranked US hospital systems **Advanced**

**Information Systems Engineering** John Krogstie,Stefanie Rinderle-Ma,Gertri Kappel,Henderik A. Proper,2025-07-19 The two volume set LNCS 15701 15702 constitutes the proceedings of the 37th International Conference on Advanced Information Systems Engineering CAiSE 2025 which was held in Vienna Austria during June 16 17 2025 The 35 papers included in the proceedings were carefully reviewed and selected from 229 submissions They were organized in topical sections as follows Part I Modelling with LLM Security Sustainability Chatbots and social networks process monitoring IS development and usage pre processing and forecasting Part II Comprehension explanation and recommendation process discovery system architecture and privacy conformance checking cloud systems extending process modelling ontologies and knowledge graphs ChatGPT Power User Guide StoryBuddiesPlay,2024-04-14 Unleash the full potential of ChatGPT and transform yourself from a casual user into a pro with this comprehensive guide Ditch the limitations and unlock a world of possibilities with ChatGPT This ultimate resource equips you with the knowledge and techniques to become a ChatGPT power user Master the Art of the Prompt Crafting effective prompts is the key to unlocking ChatGPT s true potential Learn how to formulate clear concise instructions that guide ChatGPT towards the specific outcomes you desire We ll delve into the secrets of tailoring prompts for various tasks from creative writing to research to code generation Fine Tune for Specialization Take ChatGPT beyond its generic capabilities Discover how to fine tune it with domain specific data transforming it into a powerful assistant specifically tailored to your unique workflow and needs Supercharge Productivity Creativity Imagine automating repetitive tasks overcoming writer s block and generating innovative ideas with the help of AI This guide explores how to leverage ChatGPT to streamline your workflow boost productivity and unleash your inner artist Become a Research Powerhouse Tired of tedious research drudgery Learn how to utilize ChatGPT as your intelligent research partner Explore techniques for efficiently sifting through information extracting key findings and generating

insightful reports all with impressive speed and accuracy Navigate Challenges Embrace the Future We'll equip you with the knowledge to identify and mitigate potential biases and factual errors in ChatGPT outputs Discover strategies for troubleshooting unexpected outcomes and ensure responsible and ethical use of this powerful tool Continuous Learning Exploration This guide is just the beginning We'll show you how to stay updated on the latest ChatGPT features and developments by following official channels and engaging with the vibrant community Explore uncharted territory with advanced applications like code generation and data analysis Become an Agent of Change The future of AI is in your hands Learn how to contribute to the responsible development of ChatGPT by providing feedback creating training data sets and participating in crucial discussions about ethical AI practices This comprehensive guide offers 10 Step by Step Chapters A clear and concise roadmap to mastering ChatGPT Actionable Techniques Practical strategies you can implement immediately to see results Advanced Applications Explore the cutting edge capabilities of ChatGPT Expert Tips Tricks Gain valuable insights from seasoned ChatGPT users Ethical Considerations Ensure responsible and ethical use of this powerful tool Don't settle for the ordinary Take control and unlock the full potential of ChatGPT Get your copy of this essential guide today and embark on your journey to becoming a ChatGPT power user

*Master ChatGPT Prompts: Eric Lawson, 2025-08-14*

Master ChatGPT Prompts In a world increasingly shaped by artificial intelligence the ability to communicate effectively with AI is no longer a luxury it's a core skill Master ChatGPT Prompts is your essential guide to unlocking the full power of AI through strategic thoughtful and results driven prompt engineering Whether you're a complete beginner or already using ChatGPT daily this book will elevate your capabilities and help you harness the model's true potential By understanding how language shapes machine responses you'll learn to guide ChatGPT with precision generate more meaningful results and achieve faster smarter outcomes across both personal and professional tasks From creating content to solving complex problems this book offers practical insight deep exploration and real world use cases that will transform how you work with AI Inside This Book You'll Discover How prompt structure impacts accuracy creativity and relevance in responses The thinking patterns of ChatGPT and how to align your input with its output Foundational templates and beginner level strategies for clear prompting Advanced engineering techniques to generate high value responses across use cases Creative storytelling applications and ways to collaborate with ChatGPT as a writer How to use prompts for productivity learning summarization and decision making Troubleshooting methods to fix prompt failures and avoid common mistakes From business automation to technical use cases from ethical considerations to future possibilities Master ChatGPT Prompts is more than just a manual it's your blueprint for thriving in the AI driven era This book doesn't just teach you how to use ChatGPT it shows you how to think with it Scroll Up and Grab Your Copy Today

Mastering ChatGPT: Create Highly Effective Prompts, Strategies, and Best Practices to Go From Novice to Expert TJ Books, Unlock the full potential of ChatGPT with this comprehensive guide Written for beginners this book will teach you how to craft effective prompts and use ChatGPT for business work and

everyday life Become an early adopter and gain a competitive edge by mastering the innovative technology of ChatGPT Learn how to use it to automate tasks generate content and more This is the ultimate guide for those looking to take their skills to the next level and become ChatGPT experts Learn how to craft high quality prompts for business work school and everyday life Get pro tips for successful chats with ChatGPT to get the best replies Access free prompts you can copy and paste and use today Discover how to work around ChatGPT s limitations and make the most of its capabilities Explore the various jobs ChatGPT can complete for you from automating tasks to generating content Use ChatGPT safely and securely with in depth information on privacy and security best practices Plus much more This comprehensive guide is the key to unlocking the full potential of ChatGPT and maximizing its benefits in your life Add it to cart today and see for yourself [Your way to become a prompt expert! A comprehensive guide for working with ChatGPT](#) Mika Schwan, Lucas Greif, Andreas Kimmig, 2023-08-29

Do you want to learn how to achieve stunning results with ChatGPT Then this is the book for you With Your way to become a prompt expert A comprehensive guide for working with ChatGPT Your way to become a prompt expert A comprehensive guide for working with ChatGPT you will get a guide that will help you use the full potential of ChatGPT to accomplish complex tasks In this book you ll learn how to create effective prompts to get ChatGPT to generate the results you want You will learn the best methods and techniques to create precise and controllable interactions with ChatGPT This book will help you take your interaction with ChatGPT to the next level What you ll learn in this book Prompt engineering basics understand how ChatGPT works and how to create effective prompts Advanced prompt techniques Learn different strategies to formulate complex queries and achieve customized results Troubleshooting and Optimization Learn how to identify and optimize problems to get the best results from ChatGPT Practical examples and case studies Use practical examples and case studies to immediately put into practice what you have learned Whether you are an experienced developer or a newbie to ChatGPT Your way to become a prompt expert A comprehensive guide for working with ChatGPT Your way to become a prompt expert A comprehensive guide for working with ChatGPT is the ultimate guide to expand your knowledge and get impressive results from ChatGPT Get your copy now and become a master of prompt engineering for ChatGPT [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

**ChatGPT Prompts Book** Oliver Theobald, 2024-02-28 The course embarks on an enlightening journey through the world of ChatGPT starting from the very basics of understanding what ChatGPT is to delving deep into the mechanics of crafting precision prompts that unlock its full potential From the outset you ll be introduced to the foundational elements that make ChatGPT an indispensable tool for a wide range of applications setting the stage for a comprehensive exploration of its capabilities As we progress the course meticulously unfolds the layers of prompt writing techniques priming strategies and training methodologies that are designed to enhance your interaction with AI You ll learn how to craft prompts for common use cases navigate the nuances of content creation translation tasks and personalized tutoring all while leveraging ChatGPT s advanced AI art capabilities The course culminates by focusing on practical applications and exploring advanced prompt training and role prompting techniques This final stretch is designed to solidify your understanding and empower you with the confidence to employ ChatGPT across various scenarios from professional content writing to creative explorations

**200 Prompt Engineering Tips for ChatGPT** Rick Spair, In the rapidly evolving landscape of artificial intelligence few tools have captured the imagination and utility of both the public and professionals as effectively as ChatGPT Developed by OpenAI ChatGPT is a versatile conversational AI model that has proven to be a game changer in various domains from customer service to content creation and from educational support to entertainment However unlocking the full potential of ChatGPT requires more than just a basic understanding of its capabilities it demands a nuanced approach to crafting prompts that can elicit the most accurate relevant and creative responses This book 200 Prompt Engineering Tips for ChatGPT is a comprehensive guide designed to elevate your interaction with this powerful AI tool Whether you are a seasoned developer a content creator an educator or simply an enthusiast eager to explore the depths of AI driven conversation this book will provide you with the insights and techniques needed to master prompt engineering

**The Evolution of ChatGPT** Since its inception ChatGPT has undergone significant advancements From its early versions to the sophisticated iterations we have today each step in its evolution has expanded its capabilities and refined its conversational prowess Understanding this evolution is crucial as it highlights the increasing complexity and potential of the model setting the stage for the advanced prompt engineering techniques that this book explores

**Why Prompt Engineering Matters** Prompt engineering is the art and science of designing inputs to maximize the quality and relevance of the outputs generated by an AI model The effectiveness of ChatGPT hinges on the prompts it receives well crafted prompts can lead to responses that are not only accurate but also insightful and engaging Conversely poorly designed prompts can result in vague irrelevant or even misleading answers This book aims to bridge the gap between the AI s potential and its practical application by providing you with 200 meticulously curated tips and strategies to enhance your prompt engineering skills

**What You Will Learn** Throughout this book you will embark on a journey that covers the full spectrum of prompt

engineering We start with foundational concepts ensuring that you have a solid grasp of the basics before moving on to more advanced techniques Each tip is designed to be practical and actionable with real world examples and scenarios that demonstrate the application of these strategies in various contexts Who This Book Is For 200 Prompt Engineering Tips for ChatGPT is designed for a diverse audience Whether you are a developer looking to integrate ChatGPT into your applications a writer seeking to enhance your creative process an educator aiming to leverage AI for teaching or a business professional exploring new ways to engage with customers this book offers valuable insights tailored to your needs Welcome to 200 Prompt Engineering Tips for ChatGPT Let s begin **How to Prompt ChatGPT Like a Pro** StoryBuddiesPlay,2024-04-14

Unleash the full potential of ChatGPT with this comprehensive 10 chapter ebook outline designed to guide you from prompting novice to pro Master ChatGPT Prompting The Ultimate Guide equips you with the knowledge and techniques to craft effective prompts that unlock ChatGPT s capabilities for various tasks Struggling with writer s block This guide will show you how to use prompts to spark creative content generation in different formats from poems and scripts to articles and social media posts Need to navigate the information overload Learn how to formulate research questions generate summaries and leverage ChatGPT s functionalities for basic data analysis and fact checking with effective prompts But ChatGPT is more than just content creation This ebook dives into crafting engaging chatbot dialogues interview questions and even persuasive sales scripts using the power of prompts Mastering ChatGPT Prompting goes beyond the basics Explore advanced techniques like temperature control and iterative prompting to refine your ideas and achieve even more creative and informative outputs And because responsible AI use is crucial the guide addresses potential biases and provides best practices for ensuring accuracy and ethical considerations when interacting with ChatGPT Don t just use ChatGPT supercharge it This comprehensive ebook outline is your roadmap to mastering the art of prompting and unlocking the true potential of this powerful AI tool Ready to take your ChatGPT skills to the next level Download the full ebook and start your prompting journey today **ChatGPT Prompt Engineering Mastery Playbook** Dwayne Anderson,2023-05-04

ChatGPT Prompt Engineering Mastery Playbook 500 Prompts for Productivity is a comprehensive guide that covers the basics of ChatGPT prompt engineering This guidebook offers practical tips on how to generate high quality and relevant responses from ChatGPT including customizing prompt settings like length temperature and prompt types such as Long form prompt explainer prompt endnote prompt and envision prompt With this comprehensive guide you ll learn everything you need to know about crafting effective prompts that will produce the results you want The ebook contains a wide range of prompts on various topics to help users save time by providing pre made prompts that guide the conversation and enhance creativity by encouraging imagination and optimizing ChatGPT s full potential Moreover some of the prompts are designed to challenge users thinking expand their knowledge and critical thinking skills and help them achieve specific goals such as learning the neutral language processing system The first book in the series is titled 500 Prompts for Productivity and covers various

aspects of prompt formulation techniques and enhances readers broad scope for productivity such as time management daily goal setting and motivation It offers daily inspiration to keep users focused and motivated boosting their efficiency to get more done every day With real world examples and step by step instructions this guidebook is suitable for both experienced administrators and beginners By investing in this professionally created resourceful package users can benefit from a personalized experience that caters to their specific interests and needs Overall the ChatGPT Prompt Engineering Mastery Playbook is an essential resource for anyone looking to unlock the full potential of ChatGPT and create unique and engaging content quickly and easily

**ChatGPT 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

**Mastering ChatGPT and GPT-3** Ai Mastery Solutions,2023-01-30 Are you ready to take your skills with ChatGPT and GPT 3 to the next level Then look no further than Mastering ChatGPT and GPT 3 Advanced Techniques for Prompt Generation This comprehensive guide provides you with expert insights and practical tips for harnessing the full power of these cutting edge language models Inside you ll discover advanced techniques for prompt generation including how to craft effective questions how to customize responses and how to incorporate visual elements into your prompts You ll also learn how to create and manipulate web based tables use ChatGPT and GPT 3 in enterprise settings and secure your data With clear explanations and step by step instructions this book is your ultimate resource for mastering ChatGPT and GPT 3 Whether you re an AI enthusiast a data scientist or a business professional Mastering ChatGPT and GPT 3 has something to offer So don t wait start unlocking the full potential of these amazing models today

**The Beginner's Guide to ChatGPT Prompts** Dr Vinod Walwante .

,2025-05-25 If you ve ever used ChatGPT and thought Why didn t it answer the way I expected this book is for you Better Prompts Better Results shows you how to ask the right way In simple steps you ll learn how to write clear effective prompts that get you better answers whether you re writing planning researching or solving problems No technical skills needed Just practical tips real examples and easy methods to get the most out of ChatGPT

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