

CHATGPT

ALL-IN-ONE PROMPTING CHEATSHEET

1. Learn the Terminology

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

2. Master These Commands

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

Useful ChatGPT Extensions

 Superpower ChatGPT	 WebChatGPT
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3. Use These Prompt Structures

TREF	Task, Requirement, Expectation, Format
SCET	Situation, Complication, Expectation, Task
PECRA	Purpose, Expectation, Context, Request, Action
GRADE	Goal, Request, Action, Detail, Examples
ROSES	Role, Objective, Scenario, Expected Solution, Steps
STAR	Situation, Task, Action, Result
SOAR	Situation, Objective, Action, Result
SMART	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.



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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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Table of Contents Beginner Tutorial For Ultimate Chatgpt Prompts

1. Understanding the eBook Beginner Tutorial For Ultimate Chatgpt Prompts
 - The Rise of Digital Reading Beginner Tutorial For Ultimate Chatgpt Prompts
 - Advantages of eBooks Over Traditional Books
2. Identifying Beginner Tutorial For Ultimate Chatgpt Prompts
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Beginner Tutorial For Ultimate Chatgpt Prompts
 - User-Friendly Interface
4. Exploring eBook Recommendations from Beginner Tutorial For Ultimate Chatgpt Prompts
 - Personalized Recommendations
 - Beginner Tutorial For Ultimate Chatgpt Prompts User Reviews and Ratings
 - Beginner Tutorial For Ultimate Chatgpt Prompts and Bestseller Lists
5. Accessing Beginner Tutorial For Ultimate Chatgpt Prompts Free and Paid eBooks
 - Beginner Tutorial For Ultimate Chatgpt Prompts Public Domain eBooks
 - Beginner Tutorial For Ultimate Chatgpt Prompts eBook Subscription Services
 - Beginner Tutorial For Ultimate Chatgpt Prompts Budget-Friendly Options

6. Navigating Beginner Tutorial For Ultimate Chatgpt Prompts eBook Formats
 - ePub, PDF, MOBI, and More
 - Beginner Tutorial For Ultimate Chatgpt Prompts Compatibility with Devices
 - Beginner Tutorial For Ultimate Chatgpt Prompts Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Beginner Tutorial For Ultimate Chatgpt Prompts
 - Highlighting and Note-Taking Beginner Tutorial For Ultimate Chatgpt Prompts
 - Interactive Elements Beginner Tutorial For Ultimate Chatgpt Prompts
8. Staying Engaged with Beginner Tutorial For Ultimate Chatgpt Prompts
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Beginner Tutorial For Ultimate Chatgpt Prompts
9. Balancing eBooks and Physical Books Beginner Tutorial For Ultimate Chatgpt Prompts
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Beginner Tutorial For Ultimate Chatgpt Prompts
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Beginner Tutorial For Ultimate Chatgpt Prompts
 - Setting Reading Goals Beginner Tutorial For Ultimate Chatgpt Prompts
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Beginner Tutorial For Ultimate Chatgpt Prompts
 - Fact-Checking eBook Content of Beginner Tutorial For Ultimate Chatgpt Prompts
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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