

May 6, 2024

Dear ChatGPT Explorer,

I'm pleased to share some prompts I've found helpful while experimenting with ChatGPT. Although I'm not an expert in 'prompt engineering,' and there are entire courses devoted to developing this skill, I'm happy to share what has worked for me.

Use these prompts along with context about your situation. For example, you might say, 'I am an experienced [field] professional and currently serve as [title] at [organization]. Our mission is to [mission statement].'

You can also assign ChatGPT a role, like expert speechwriter, social media manager, or fundraiser. Additionally, specify the style you want in its response, such as casual, academic, or friendly.

Lastly, give ChatGPT feedback, ask for adjustments until you're satisfied, and always verify its responses.

Writing Assistance

- **Email Improvement:** "Revise this email to make it sound professional yet friendly. Focus on clarity and conciseness."
- **Citation Updating:** "Update these citations to follow AMA format."
- **Drafting Emails:** "I want to respond to an invitation to speak at a conference. Include a polite inquiry about whether expenses are covered."
- **Scopes of Work:** "Help me draft a scope of work for ###. Ask me one question at a time to gather all necessary information."

Speech and Presentation Development

- **Speech Title Suggestions:** "I need five inspiring titles for a speech about ###."
- **Presentation Outlines:** "I've chosen the title '###' for my speech. Help me create an outline for a 20-minute presentation on this topic."
- **Social Media Posts:** "Create a post for LinkedIn to promote an upcoming presentation I am making about ###."

Grant and Proposal Writing

- **Project Aims:** "Draft three potential aims for a grant proposal targeting ###. The proposal is intended for ###."

- **SMART Objectives:** "Write a SMART objective for this activity: ###."
- **Workplans:** "Revise this workplan to better describe the activities and process measures."
- **Grant Application Titles:** "Based on this excerpt from our grant proposal, suggest five possible titles that connect back to the grant's purpose. Avoid using words like 'enhancing' or 'sustaining'".

Research and Analysis

- **Grant Abstract Analysis:** "Analyze these successful grant abstracts for common themes and keywords."
- **Abstracts:** "Shorten this abstract by 50% and make it suitable for a general audience. Change to third-person perspective."

Data Management and Technical Writing

- **Instructions:** "Edit these instructions for entering data into ### to make them 50% shorter and clearer."
- **Data Cleaning and Analysis:** "Remove all rows containing 'test' from this dataset and analyze the data to report how many entries are complete for ###."
- **Data Conversion:** "Convert the provided list into an Excel spreadsheet. Organize it by year and org type."

Finally, here are a few resources that I've enjoyed:

- **Podcasts:** The ChatGPT Experiment (chatgptexperiment.com) and Everyday AI (youeverydayai.com)
- **Book:** [The Age of AI and our Human Future](#) by Henry Kissinger, Eric Schmidt, and Daniel Huttenlocher
- **ChatGPT Alternatives:** Poe (poe.com)

I hope you enjoy exploring ChatGPT and other AI models as much as I do. I'd love to hear from you: how you use it, what challenges you've faced, and what you're learning.

My best,

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