# ChatGPT Prompting
# Cheat Sheet

## Use this Cheat Sheet to master prompting

### MODES AND ROLES

**Intern**: Find research on [insert topic]
**Idea generator**: Generate ideas on [x]
**Editor**: Edit and fix this text: [insert text]
**Teacher**: Teach me about [insert topic]
**Critic**: Critique my argument: [argument]

### FORMAT

| Code | Table | Essay |
| Tweet | Blog | Report |
| Social media post | Email | Presentation |
| | Bullets | Research |

### TONES
#### Write using [x] tone

| Firm | Professional | Persuasive |
| Confident | Descriptive | Formal |
| Poetic | Humorous | Informal |
| Narrative | Academic | Friendly |

### HOW TO BUILD A CHAIN PROMPT WITH EXAMPLE

1. **Insert first prompt:** Give me a summary of this document [insert or copy paste document text]
2. **Modify the output:** Use the summary above and write a 500 word piece that explains the topic to beginners
3. **Modify the tone:** Change the tone of the answer above and make it sound more professional
4. **Modify the format:** Convert the answer above into text for a presentation with 1 slide for each key point

### PROMPTS FOR MARKETERS

List [insert number] ideas for blog posts about [insert topic]

Create a 30 day social media calendar about [insert topic]

Generate landing page copy for [insert product description]

Write 5 pieces of Facebook ad copy for [product description]

Generate 5 persuasive subject lines for an email about [insert email description]

### PROMPTS FOR CODING

Help me find mistakes in my code: [insert your code]

Explain what this snippet of code does: [insert code snippet]

What is the correct syntax for a [statement or function] in [programming language]?

How do I fix the following [programming language] code which [explain the functioning]? [insert code snippet]

### PROMPTS FOR SALES

Generate 10 ways to generate leads for [product description]

Create a personalized sales email for potential customers. Include [topic, brand name, promo offers, etc.]

Write a sales landing page description for [product description]

Generate 5 personas I should include in my outreach for [X]

Generate a script to use when cold-calling [insert persona]

### PROMPTS FOR DESIGNERS

What are some interactions to consider when designing a [insert app or website description]

Create a user persona for [describe product]

Generate 10 questions for a user interview regarding [topic]

Create a user journey for [insert app and persona description]

Generate UI/UX design requirements for [describe feature]

### PROMPTS FOR RESEARCH

Identify the top 20 companies in [insert industry] by revenue

What are the top trends in [insert industry] for 2023?

Find me the best-reviewed software for [insert task]

Summarize the annual financial statement of [insert company]

Summarize this research paper and give me a list of the key insights: [insert research paper text]

### PROMPTS FOR CUSTOMER SERVICE

Create a template for an email response to customers inquiring about [product].

What are the most frequently asked questions about [topic]?

Create a help page that explains how to use [your product].

Summarize the following knowledge base article to give step-by-step instructions: [insert article]

### GENERAL PROMPTS

Rewrite this text and make it easy for a beginner to understand: [insert text].

I want to [insert task or goal]. Generate 5 for ideas for [insert task or goal].

Explain [insert topic] in simple and easy terms that any beginner can understand.

Summarize the text below and give me a list of bullet points with key insights and the most important facts.

Proofread my writing above. Fix grammar and spelling mistakes. And make suggestions to improve the clarity of my writing.

### CREATED BY ZAIN KAHN

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