



How to write a prompt

There are five prompt-writing building blocks. Remember them by thinking of the “parts” of a prompt: **P**ersona, **A**im, **R**ecipients, **T**heme, and **S**tructure.

1

Persona: Identify your role

Set context for your request by explaining who you are. Examples:

- I am a Math Department Lead analyzing resource gaps.
- I am a Spanish educator designing activities on cultural immersion.

2

Aim: State your objective

Start with a verb/command and enter context for the specific task. Examples:

- Brainstorm ideas for [enter context].
- Create an assessment on [enter context].

3

Recipients: Specify the audience

Include details about the intended audience for the output. Examples: The audience could be the school budget committee, sophomores with at least four years of Spanish, or 9th grade life skills educators.

4

Theme: Describe the style, tone, and any related parameters

Examples: Request the AI tool use a formal voice, write no more than 50 words, include pop culture references, and be enthusiastic.

5

Structure: Note the desired format of the output

Examples: Ask the AI tool to use bullet points, metaphors or analogies, sketches or graphs, quizzes or games, code, or even emojis.



Prompt template

Use this template to write your own prompts: **I am a [Enter your persona]. [State your aim and recipients]. [Describe the theme and structure].**

Example: I am a middle school history educator. Design an engaging classroom activity for 8th grade students about creating a collaborative digital timeline. The activity should incorporate storytelling and technology. The time allotment is 3-4 class periods (60 minutes each). Format this as an outline.