

Updated for 2026

AI Prompt Cheat Sheet

Master AI Prompt Writing for ChatGPT, Claude, Gemini & More



ChatGPT • Claude • Gemini • Copilot

What's Inside

- ✓ Prompt Formula
- ✓ Components
- ✓ Examples
- ✓ Tips
- ✓ Mistakes

The Perfect AI Prompt Formula

Use this simple framework to get more accurate, relevant, and useful responses from any AI assistant.



ROLE

Tell the AI who it should act as.

Example

Act as an SEO expert.



GOAL

Tell the AI who it should act as.

Example

Write a beginner-friendly blog post.



CONTEXT

Tell the AI who it should act as.

Example

The audience is new bloggers.



RULES

Tell the AI who it should act as.

Example

Use simple English and include headings.



OUTPUT

Tell the AI who it should act as.

Example

Return the response as a table.

Best Practices for Better AI Prompts

Follow these best practices to generate more accurate, useful, and consistent responses from AI assistants.

✓ Best Practices

- ✓ Be specific about your request.
- ✓ Give enough context.
- ✓ Define the target audience.
- ✓ Specify the desired tone.
- ✓ Mention the output format.
- ✓ Refine your prompt if needed.

✗ Common Mistakes

- ✗ Being too vague.
- ✗ Asking multiple unrelated questions.
- ✗ Providing little or no context.
- ✗ Forgetting to specify the output.
- ✗ Expecting perfect results on the first try.
- ✗ Ignoring follow-up refinements.

💡 Pro Tip

AI works best when your prompts are clear, specific, and include enough context. Think of AI as a skilled assistant—it performs better when given detailed instructions.

Quick Prompt Template

Role :

Task :

Context :

Tone :

Output Format :

10 Ready-to-Use AI Prompt Templates

Copy, customize, and use these prompt templates with ChatGPT, Claude, Gemini, Copilot, or any modern AI assistant.

Blog Writing

Act as a professional blog writer. Create an outline for [Topic] for [Audience].

Email Draft

Write a professional email about [Topic] using a [Friendly/Formal] tone.

Social Media Caption

Create an engaging social media caption for [Topic] with a compelling call to action.

SEO Article Outline

Generate an SEO-friendly outline for an article about [Topic], including H2 and H3 headings.

Meeting Summary

Summarize the following meeting notes into key decisions, action items, and next steps.

Product Description

Write a persuasive product description highlighting the key features and benefits of [Product].

Brainstorm Ideas

Generate 10 creative ideas for [Topic] suitable for beginners and professionals.

Rewrite & Improve Text

Rewrite the following content to make it clearer, more engaging, and easier to understand.

Research Summary

Summarize the key points about [Topic] in simple language using bullet points.

Translation

Translate the following text into [Language] while preserving its original meaning and tone.



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