

My AI Prompting Practice Worksheet

Tutorial 3 – How to Get Better Answers From ChatGPT

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Lesson Checklist

After completing this tutorial, I can:

- ☐ Explain what a prompt is.
- ☐ Understand why better prompts produce better answers.
- ☐ Use the 4-part prompt formula.
- ☐ Ask more specific questions.
- ☐ Request answers in a format I prefer.
- ☐ Improve a prompt when the answer isn't quite right.
- ☐ Feel more confident using ChatGPT.

The 4-Part Prompt Formula

Whenever I ask ChatGPT for help, I will try to include:

1. Who I am

2. What I want

3. Important details

4. How I want the answer presented

Let's Improve These Prompts

Rewrite each prompt to make it better.

Example 1

Weak Prompt:

Tell me about gardening.

My Improved Prompt:

Example 2

Weak Prompt:

Help me save money.

My Improved Prompt:

Example 3

Weak Prompt:

I want to travel.

My Improved Prompt:

My Own Prompt Builder

Use the formula from the tutorial.

Who I am

What I need help with

Important details

I would like the answer as

- ☐ Step-by-step instructions
- ☐ Checklist
- ☐ Table
- ☐ Bullet points
- ☐ Simple explanation
- ☐ Other:

My Practice Prompts

Write three prompts you would like to try this week.

Prompt 1

Prompt 2

Prompt 3

Which Prompt Worked Best?

What did you ask?

What made the answer useful?

My Favourite Prompt Starter

Tick the ones you think you'll use most often.

- ☐ Explain this like I'm a beginner.
- ☐ Give me step-by-step instructions.
- ☐ Create a checklist.
- ☐ Give me examples.
- ☐ Simplify this.
- ☐ Compare these options.
- ☐ Improve this.

Weekly Practice Challenge

Use ChatGPT at least **five times** this week and try a different prompt style each time.

Prompt Style	Completed
Beginner Explanation	☐
Step-by-Step Guide	☐
Checklist	☐
Examples	☐
Compare Options	☐

My Best AI Prompt

Write your best prompt from this week.

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Notes and Ideas

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Confidence Rating

How confident do you feel about writing prompts?

- ★ I'm still learning
- ★★ I understand the basics
- ★★★ I'm getting better
- ★★★★ I can write good prompts
- ★★★★★ I can teach someone else

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Matt's Tip

Don't expect the perfect answer on your first try. The best ChatGPT conversations happen when you ask follow-up questions and gradually improve your prompt. Think of it as having a friendly conversation rather than asking a single question.

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Prompt Scorecard

Question	Score (1–5)
Did I explain who I am?	☐
Did I clearly state what I	☐

wanted?

Did I include useful
details? ☐

Did I ask for a specific
format? ☐

Was I happy with the
answer? ☐