

Prompt Builder Cheat Sheet

One reusable structure that makes ChatGPT, Claude and Gemini dramatically more useful.

Free from nextwavefusion.com — 100% free during launch. Share it with a workmate.

1 The 5-part prompt structure

- ☐ **ROLE — who the AI should be**
'You are an experienced casino shift manager' beats 'help me with work'.
- ☐ **CONTEXT — what it needs to know**
Your situation, audience and constraints. The #1 reason answers disappoint is missing context.
- ☐ **TASK — the specific thing to produce**
One clear verb: rewrite, compare, plan, explain, list.
- ☐ **FORMAT — what the answer should look like**
Table, bullet list, 100 words, step-by-step — say it or you get an essay.
- ☐ **QUALITY CHECKS — how it should verify itself**
'Flag anything you are unsure about' or 'give a confidence level for each claim'.

2 Copy-paste template

You are [ROLE].

My situation: [CONTEXT – 2-4 lines].

Task: [ONE SPECIFIC TASK].

Format: [EXACT OUTPUT SHAPE].

Before answering, ask me up to 3 questions if anything is unclear.

After answering, list anything you are unsure about.

3 Three worked examples

- ☐ **CV bullet**
You are a recruiter for hospitality roles. Rewrite this CV bullet with a measurable result and one ATS keyword: [paste bullet]. Format: 3 options, strongest first.
- ☐ **Difficult message**
You are a calm communication coach. My situation: [2 lines]. Draft a firm but polite message under 120 words. Then list what reaction to expect.
- ☐ **Learning fast**
You are a patient tutor. Explain [topic] like I'm smart but new to it. Format: plain-English summary, then 5 key terms, then one practice question.

4 Power moves

- ☐ **Make it ask first**
'Ask me 3 questions before answering' — doubles quality on complex tasks.
- ☐ **Ask for 3 options, not 1 answer**
Then combine the best parts yourself.

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Make it critique itself

'Now find the 2 weakest points in your answer and fix them.'



Reuse what works

A prompt that worked once is a template forever. Save it.

USE THE TOOL: Build prompts interactively with the free Plain-English Prompt Builder — nextwavefusion.com/free-tools/prompt-builder/