

Prompt Writing Handbook (Team Training)

Q: What is a good prompt?

A: A good prompt clearly defines the task, context, constraints, and expected output so the LLM can generate accurate and relevant results.

Q: What are the essential elements of a strong prompt?

A: Role, objective, context, constraints, and output format.

Q: Why is context important in prompt writing?

A: Context ensures the output is relevant, domain-specific, and not generic.

Q: What happens if context is missing?

A: The output becomes vague, generic, or misaligned with the requirement.

Q: What is the role in a prompt?

A: It defines who the AI should act as, influencing tone, depth, and perspective.

Q: What is the objective in a prompt?

A: It clearly states what needs to be done, removing ambiguity.

Q: What are constraints in prompting?

A: Rules that guide output quality, such as avoiding assumptions or vague language.

Q: Why should output format be defined?

A: It ensures structured, consistent, and usable responses.

Q: What is a bad prompt example?

A: "Write about training."

Q: What is a good prompt example?

A: "Create a structured corporate training document for finance employees, including risks and SOP retention issues, formatted in sections."

Q: Where should instructions be placed in a prompt?

A: At the beginning, clearly separated from context.

Q: Why should prompts be specific instead of vague?

A: Specific prompts produce more accurate and predictable outputs.

Q: What is step-based prompting?

A: Breaking complex tasks into smaller steps like analysis, design, and output.

Q: When should step-by-step prompting be used?

A: For complex tasks such as system design, PRDs, or research.

Q: What are assumptions in LLM output?

A: Information inferred by the model that is not explicitly provided.

Q: How should assumptions be handled?

A: They should be clearly labeled and not presented as facts.

Q: Why should we avoid vague or "smart sounding" prompts?

A: They lack clarity and lead to inconsistent or low-quality outputs.

Q: What is few-shot prompting?

A: Providing examples to guide the model's output style and structure.

Q: When should examples be included?

A: When consistency and formatting are important.

Q: What is a common mistake in prompting?

A: Asking for too many things in a single prompt.

Q: What are the key elements of an image prompt?

A: Subject, context, style, composition, lighting, details, and an avoid list.

Q: Why is style important in image prompts?

A: It defines the visual type such as realistic, cinematic, or illustration.

Q: What is composition in image prompting?

A: The arrangement, angle, and framing of elements in the image.

Q: Why include lighting in image prompts?

A: Lighting defines mood, realism, and visual quality.

Q: What is an avoid list in image prompts?

A: A list of elements to exclude, such as blur, distortion, or clutter.

Q: What is a weak image prompt?

A: "Create a modern office image."

Q: What is a strong image prompt?

A: "Create a realistic corporate workspace with a laptop showing analytics dashboards, natural lighting, and a premium SaaS aesthetic, avoiding clutter and distortion."

Q: Why should concrete words be used in image prompts?

A: They improve visual accuracy and detail.

Q: What type of words should be avoided in image prompts?

A: Vague words like nice, good, or cool.

Q: What improves image quality the most?

A: Detailed context, clear style, and defined constraints.

Q: What is the role of an LLM in research?

A: It acts as a research assistant for summarization, comparison, and analysis.

Q: What should a research prompt include?

A: Objective, scope, research questions, and output format.

Q: What is research scope?

A: The boundaries such as industry, geography, and audience.

Q: Why include questions in research prompts?

A: They guide the model to provide structured and focused insights.

Q: What is a good research output format?

A: Executive summary, key findings, detailed analysis, and recommendations.

Q: Why must facts and assumptions be separated?

A: To ensure accuracy and reliability.

Q: What is staged research prompting?

A: Breaking research into phases like overview, comparison, and insights.

Q: Why is staged prompting effective?

A: It produces deeper and more accurate results.

Q: What is a bad research prompt?

A: "Research micro-drama apps."

Q: What is a good research prompt?

A: "Analyze micro-drama platforms including business model, operations, monetization, and market gaps in a structured format."

Q: What is the golden rule of prompting?

A: Clarity is more important than complexity.

Q: Should prompts be long or short?

A: They should be clear and complete, not unnecessarily long.

Q: What is better for complex tasks: one prompt or multiple steps?

A: Multiple steps.

Q: How can prompt quality be improved?

A: Through iteration: write, review, refine, and repeat.

Q: What should every prompt internally answer?

A: What, why, for whom, and how.

Q: Why are constraints important in enterprise use?

A: They ensure consistency, reliability, and compliance.

Q: Why is structured output important for teams?

A: It makes results easier to use, share, and integrate.

Q: What is the difference between generic and production prompts?

A: Generic prompts are vague, while production prompts are specific and structured.

Q: What defines a high-quality LLM output?

A: It is relevant, structured, accurate, and actionable.

Q: What is the final checklist before sending a prompt?

A: Ensure the objective is clear, context is provided, constraints are defined, output format is specified, and ambiguity is removed.
