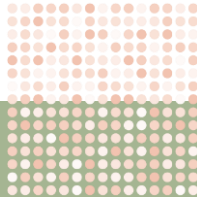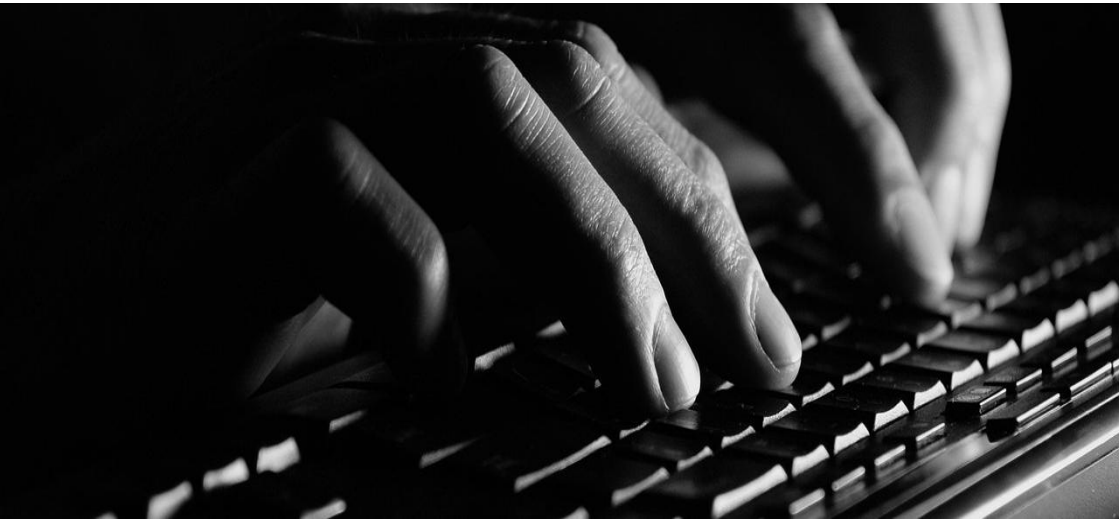Learning
Support

How to write good prompts

A prompt is the question or instruction you give to an AI tool.

Good prompts lead to clearer, more accurate, and more useful results — while poor prompts often create vague, incorrect, or unhelpful answers.

Learning to write strong prompts is essential for using AI as an effective study partner, not a shortcut.

What is a "good" prompt?

A good prompt is:

- **Clear** — the AI knows exactly what you want

- **Specific** — includes necessary details

- **Contextualised** — explains your task or background

- **Purposeful** — tells the AI what to produce

- **Ethical** — supports your learning, not replaces it

Why writing good prompts matters?

- Saves time
- Produces more accurate answers
- Reduces misunderstandings or errors
- Helps you evaluate AI more effectively
- Supports ethical use and genuine learning
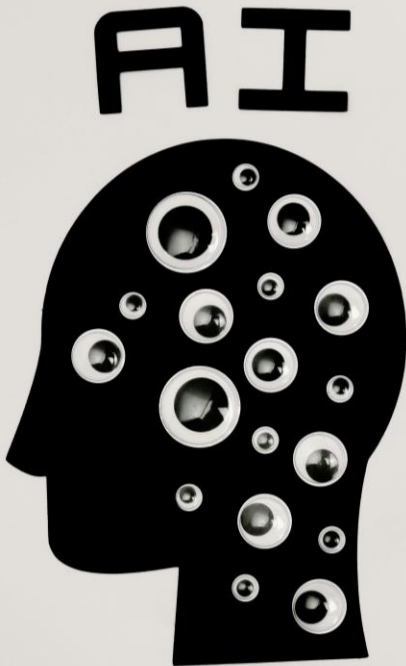- Gives you greater control over the output

Step-by-step: how to write a good prompt

1 Be clear about your purpose

Tell the AI exactly what you need:

- "Help me understand…"
- "Explain…"
- "Give me steps for…"
- "Generate ideas for…"

Generic prompts → generic answers.

<u>2 Give enough context</u>

Include important details:

- Your course or subject
- Your level (undergraduate, master, beginner, advanced)
- The type of assignment or task
- What you already know or struggle with

Example:

Instead of:
"Explain SWOT."

Try:
"Explain SWOT in simple terms for a first-year hospitality student, with one real example."

3 Specify the format

AI responds better when you tell it how to structure the answer:
• Bullet points
• Paragraph
• Table
• Steps
• Comparison
• Short / long / simple / academic

Example:
"Summarise the article in 5 bullet points suitable for an annotated bibliography."

4 Set boundaries or requirements

Tell the AI what to include and what to avoid:
• Word count
• Tone (academic, friendly, professional)
• Definitions
• Examples
• No citations unless verified
• No writing full assignments

Example:
"Explain this concept briefly (150 words), without giving citations, and include one practical example."

5 Ask follow-up questions

A prompt is the beginning, not the end.
• Use follow-up prompts to:
• Clarify
• Correct mistakes
• Add details
• Narrow the focus
• Deepen understanding

Example:
"That's helpful. Now give me an example related to front-office operations."

Example: Weak vs. Strong Prompts

Weak Prompt:

"Write about leadership."

→ Result: Vague, general, not tailored to your needs.

Strong Prompt

"Explain the difference between transactional and transformational leadership in 150 words, using simple language for a first-year hospitality student. Include one example from hotel management."

→ Result: Clear, accurate, relevant, and structured.

Useful Prompt Frames

Understanding Concepts

"Explain topic in simple terms for a beginner."

"Give me a *step-by-step* explanation of topic with one example."

Brainstorming

"Generate 5 ideas for topic, suitable for an undergraduate assignment."

Studying

"Create a study plan for topic with daily tasks for one week."

"Help me understand the difference between concept A and concept B in a table."

Writing Support

"Rewrite this paragraph to make it clearer and more concise, without adding new information."

Research Prep

"Suggest 10 keywords I can use to search databases about topic."

Reflection

"Help me generate reflection questions based on this experience: […]."

Tips & Tricks

Start with <u>simple instructions</u>, then refine

<u>Don't ask AI to complete assessments for you</u>

<u>Break complex tasks into smaller prompts</u>

<u>Check accuracy</u> using reliable sources

<u>Be honest</u> about what you need ("I don't understand…")

Treat prompting <u>like a conversation</u> — adjust as you go

<u>Use your own voice and rewrite AI output ethically</u>

More information on
effective prompting here:
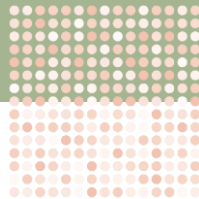
More information
on prompting
techniques here:

Good prompt checklist

Checklist item	Done
I clearly stated my purpose	☐
I gave enough context	☐
I specified the format or structure	☐
I set limits or requirements	☐
I planned to verify accuracy	☐
I will rewrite in my own words	☐

Contact us

T H E   L E A R N I N G   S U P P O R T   T E A M

learningsupport@glion.edu

T H E   L I B R A R Y   &   I N F O R M A T I O N   S E R V I C E S   T E A M

library@glion.edu