WRai Prompt Training Handout

When prompting WRai, remember: **Role, Task, Format**

Give WRai a Role to play, a task to complete, and then tell it what format you want the information in.

Example: You are a Microsoft Excel expert with over 20 years of experience. I need your help creating a formula that finds the date exactly 90 days before a specific date. Please explain the steps in a simple, beginner-friendly way.

After typing in your RTF information and entering your prompt, you can engage in an **ongoing conversation** with the AI. For example, you can type, **"Tell me more about 'x'"**

Some other prompt techniques include:

- Humanize this response
- Is there anything that I've left out or haven't considered?
- Give me an example
- Be specific
- This is important for my job
- Argue with yourself.
- Explain <topic> like I am <noun>
- Think step-by-step and then challenge each step.