

Prompting Techniques

Technique

The Adviser - Take your brainstorming with ChatGPT to the next level. This prompt asks you three questions, one at a time, to better understand your needs and what to consider for the desired outcome before producing a response.

Chain-of-Thought - Chain-of-thought prompting is a technique that guides the model to break down complex tasks such as developing a policy briefing or a research plan into clear, logical steps. It encourages the model to explain its reasoning process step by step before arriving at a final answer.

Self-Critique - A technique where the AI reviews and critiques its own initial answer to improve the quality, clarity, or fairness of the response.

Tree of Thought - A method of thinking that branches out like a tree starting with a main question then exploring different lines of reasoning, or perspectives before reaching a conclusion.

RISEN - PROMPT TEMPLATE

"Role: [insert the role you want AI to take.]
 Instructions: [Specify the task you want AI to complete.]
 Steps to complete task: [Insert numbered list of steps to follow.]
 End Goal: [State your goal for the output]
 Narrowing: [Enter constraints]."

RODES - PROMPT TEMPLATE

"Role: [Insert desired role you want AI to take.]
 Objective: [Insert objective you want AI to do.]
 Details: [Insert any context or constraints AI needs to create a good output]
 Examples: Here are good examples you can use to model your answer. [Insert examples of good outputs]
 Sense Check: Do you understand the objective and the specific guidelines for this task?"

Example

Compose a stakeholder update email in the style of the reference emails <add reference email>. Translate the bullet points into a logical narrative with next steps.

Analyse the latest CBK Quarterly Statistical Bulletin tables (<https://www.cbk.gov.kw/en/statistics-and-publication/bulletins-and-periodicals/quarterly-statistical-bulletin>). Identify three indicators most relevant to household cost pressure in Kuwait, quantify the last four quarters of change, and write a 200-word assessment for a policy briefing with one risk, one opportunity and two recommended monitoring metrics. Make sure to explain every step of your thinking.

Please list at least 5 things wrong with your previous answer and then write a new one fixing them.

Pretend to be an AI working group discussing the Kuwait 2025 Vision (<https://www.mofa.gov.kw/en/pages/kuwait-vision-2035>). Members of the group should challenge each other and explore the subject thoroughly.

Role:

You are an experienced university lecturer preparing an engaging seminar for undergraduate students.

Instructions:

Help me design a 60-minute seminar plan on [insert topic] that encourages active participation and critical thinking. Include structure, discussion prompts, and brief activities. Make sure the seminar outline meets the following learning objectives [insert learning objectives].

Steps:

1. Outline the session objectives.
2. Suggest a clear sequence (introduction, main discussion, wrap-up).
3. Recommend materials or visuals to support learning.
4. Add two formative assessment ideas (e.g. quick polls or reflection tasks).

End goal:

Produce an initial seminar outline that aligns with the course learning outcomes and can be delivered in a blended (in-person and online) format. Include notes in the outlines with suggestions for a human reviewer.

Narrowing:

Limit the plan to 3-- 4 main sections and a total teaching time of 60 minutes. Use plain English and concise bullet points.

Role: You are a senior policy writer in [ministry/authority, country]. You produce clear, accessible consultation papers that meet our house style guidelines [please specify].

Objective: Write a complete public consultation on [topic] for [audiences] that: explains context and problem, sets proposals or options, asks focused questions, and explains how to respond and next steps.

Details:

- Title: [title]; Issuing body: [dept/committee].
- Policy context: [strategies, laws].
- Scope: [in]; Out of scope: [out].
- Stakeholders: [list].
- Evidence inputs to cite: [links or notes].
- Timings: publish [date]; languages [e.g., Arabic and English].
- Style: neutral, plain English, British spelling. No jargon.

Examples: Use these headings:

Title page; Executive summary, 120–180 words; Purpose of this consultation; Policy context and problem; Draft proposals or options, with brief pros, cons, costs, impacts, Questions for respondents, 8–12, mapped to proposals; Evidence considered, with uncertainties; How to respond: deadline, channels, formats, workshops; Confidentiality and data protection; Next steps and timeline; Annex: impact template and glossary.

Sense check: Report pass or fail for: clear problem and objectives; balanced options; decision-linked questions; accurate citations; accessibility and bilingual plan; FOI and privacy compliance; practical costs, risks, dependencies.

Output: Return the finished consultation document using the headings above, plus:

- One-paragraph internal covering note.
- A table of proposals or options with benefits, risks, costs, delivery notes.
- The sense-check results and any fixes applied.

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Image Generation - To generate images, make sure you specify: subject & action, setting & perspective, aspect ratio, any on-image text, style & tone and *[optional]* colour palette.

Finding Insights in Reports and Papers - You can use ChatGPT to review documents and to quickly find relevant information. Make sure to specify: which document (include a link or attachment), what to extract, level of detail, attribution, word or length limit.

Visualisation Example - You can use ChatGPT to turn raw numbers into punchy graphics. Make sure to specify: the visual design (e.g. infographic) & any colours or fonts, headlines & labels, output format (e.g. png).

Generating Charts - To run this one, you need to have a table with some data ready. When creating graphics, make sure you specify: The type of graphic/ chart (bar chart, pie chart, etc.), what to show, data to plot, any calculations, the labelling, whether you want a title/ subtitle, colour palette and output format.

[Optional: cite the data source beneath the chart and note any accessibility requirements.]

Example

Generate a cartoonish image (aspect ratio: 16 x9) of a loo falling out of a train travelling between 'Strood' and 'Rochester' (as shown on signs along the track). The loo roll is tumbling from an open carriage doorway and unraveling across the track, symbolising how Southeastern has recently had a problem with stocking sufficient loo rolls for its on board toilets. The tone should be playful but news friendly. This image will go with a column where the writer laments the sad state of affairs of Kent's railways.

First, read the attached state budget and provide an overview of the total estimated spent on education. Secondly, calculate how much the budget allocation for education accounts for of the overall estimated budget.

Create a clean, data-centric 1080x1080 infographic with a 56 px safe margin. Use a modern sans-serif typeface. Background colour #FBF5EF.

TOP, CENTRED

- Headline: "1 in 7 Dinars goes to Education", size 76–80 px, bold, centred, fully inside the safe margin.
- Subhead: "Education share of FY 2025/26 budget: 14.49%", size 34–36 px, centred.

LEFT VISUAL: DONUT CHART

- Centre the donut at (x=380, y=620).
- Outer radius: 230 px; inner radius: 135 px.
- Base ring (remainder) colour: #E5E7EB.
- Draw one teal wedge (#0F766E) that covers exactly 14.49% of the circle.
- Angle convention: 0° at 3 o'clock, increase clockwise. Override zero by setting start at 12 o'clock.
- Start angle: 90.000° (12 o'clock).
- Sweep: 52.164° clockwise (0.1449 x 360°).
- End angle: 142.164°.
- Keep all remaining donut area #E5E7EB.
- Add a thin outer ring around the donut: stroke 10–12 px, colour #F59E0B, concentric with outer radius.
- Place the text "14.49%" in #111827, centred in the geometric middle of the donut hole (not in the slice). Use ≈ 40–48 px, bold.

RIGHT COLUMN: STAT CARD

- Position on the right side, vertically aligned to the donut centre.
- Card size ≈ 420 px width; background #FFFFFF; corner radius 24 px; 2 px outline #E5E7EB; no shadow.
- Header strip at top: height 44–80 px; colour #16A34A; full card width.
- In header, centred: "KD 3,555m", white text, ~40 px, bold.
- Below header, in the white body, centred text on two lines:
Line 1: "Education"
Line 2: "allocation"
Each ≈ 38–42 px, bold, colour #111827. Maintain equal left/right padding.

CHIP BELOW THE CARD

- Yellow rounded chip under the card, centred horizontally relative to the card.
- Fill #F59E0B; width 240–260 px; height 50–64 px; corner radius 25–32 px.
- Centre the text inside: "Share: 14.49%", #111827, 28–32 px, bold.

FOOTNOTE

- Bottom-left inside the safe margin, small text #111827:
"Source: State Budget FY 2025/26, Functional Classification, Table (5)."

PALETTE

- Teal #0F766E; Green #16A34A; Yellow #F59E0B; Neutral #111827; Dividers #E5E7EB; White #FFFFFF.

ACCESSIBILITY

- Ensure WCAG-AA contrast for all text on backgrounds (e.g., white text on #16A34A header; #111827 on #FBF5EF and #FFFFFF).
- Keep every element inside the 56 px safe margin. Do not add shadows or pictograms.

Using the table you generated above, create a pie chart showing the percentage for [X categories], and group all remaining items under 'Others' so the total equals 100%.

[Optional: Do not label percentages on the chart directly.] Ensure the chart has a concise, descriptive title. Use the following colour palette for consistency: #005F58 (teal), #24D7BE (aqua), #013A63 (navy), #A0A0A0 (soft grey), #EFEFEF (off-white). Make this graphic available as a png.



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Example

CustomGPT Config Template These go into the configure tab of your custom GPT and are specific instructions for your GPT. Essentially, it's a mini programme.

Instructions:

Role: You are [name of assistant], a [role] that helps [target audience] achieve [primary outcomes].

Core Behaviour: Specify any desired behaviours.

Output: Structure every answer as: [e.g., Summary, Key steps, Details, Sources]

Tools: Browse the web when [conditions]. Avoid when [conditions].

Rules:

E.g. If ambiguous, state assumption and proceed.

Verify recent or high-stakes facts.

Trigger

Action

Example

Trigger

Action

Example

Error: If a tool fails, explain and proceed with best effort.

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Agent Mode Example Prompt: Monitors the pricing of a specific product and compared it to a pricing list spreadsheet. For this example, the agent monitors chatgpt's pricing. (Make sure to have 'connectors' enabled and connected to GoogleDrive.

****Goal****

Monitor ****ChatGPT.com pricing page**** for any changes and alert me when their plan prices differ from the latest values stored in my Google sheet.

****Baseline Data****

Existing Google Sheet: ****ChatGPT Price Monitoring: [link to spreadsheet]**** (contains the most recent prices for each ChatGPT plan)

****Source to check****

URL: ****https://chatgpt.com/pricing/ ****

****Workflow****

****Open**** the Google Sheet "ChatGPT Price Monitoring" - you should be able to read this via using the Google Drive connector/

****Fetch**** the current plan name and prices from the chatgpt.com pricing page.

****Compare**** each plans price with the corresponding value in the sheet.

****If any price has changed**** - Post an ****alert**** in the chat that lists the plan name, old price, and new price.

****If no prices have changed****: reply with *****no changes*****.

****If prices have changed****: ****Alert**** me about the change.

End the run.