

Here is a ready-to-print text handout that you can keep right next to your computer or tablet.

AI Prompt Recipe Cheat Sheet

Think of AI as a helpful digital assistant. To get the best answers, use these simple formulas!

1. The RTF Recipe (Best for quick lists and simple tasks)

- **Role:** Who should the AI pretend to be?
 - **Task:** What do you want it to do?
 - **Format:** How should the answer look?
 -  **Example:** "Act as a **chef**. Create a **3-day dinner menu using chicken**. Put it in a **simple bulleted list**."
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2. The TAG Recipe (Best for learning new hobbies and skills)

- **Task:** The chore you want done.
 - **Action:** How the AI should complete the chore.
 - **Goal:** The final purpose of your request.
 -  **Example:** "Explain how to **start a video call**. List the **steps one by one** so I can chat with my family without getting confused."
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3. The BAB Recipe (Best for fixing a problem or organizing)

- **Before:** Your problem right now.
 - **After:** What life looks like when the problem is solved.
 - **Bridge:** The advice to get you there.
 -  **Example:** "My **spare room is full of old photo albums**. I want it to be **neat enough for a guest**. Give me a **simple plan to sort through it this weekend**."
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4. The CARE Recipe (Best for writing warm letters and notes)

- **Context:** The background story.
 - **Action:** The note you need written.
 - **Result:** How you want the reader to feel.
 - **Example:** A short sample of your personal style.
 -  **Example:** "**Context:** My neighbor shoveled my driveway. **Action:** Write a short note. **Result:** Make them feel appreciated. **Example:** Keep it casual, like: 'Hi Bob, you really saved the day!'"
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5. The RISE Recipe (Best for reading hard or long articles)

- **Role:** The type of expert you need.
 - **Instructions:** The rules the AI must follow.
 - **Steps:** The order of the information.
 - **Examples:** A model layout to copy.
 - 👉 **Example:** "Act as a **friendly neighbor**. Explain the new park rules **using short sentences and no legal jargon**. First **list what is allowed**, then **list what is banned**. Format it **like this: 'Rule: Description'**."
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6. The CRIT Recipe (Best when you want the AI to do the heavy lifting)

- **Context:** Your current situation.
 - **Role:** The expert helping you.
 - **Interview:** Telling the AI to **ask you questions** first!
 - **Task:** The final plan.
 - 👉 **Example:** "I want to take a day trip **next month**. Act as a **local tour guide**. **Ask me 3 questions** about what I like before you **write the trip plan**."
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💡 3 Golden Rules to Remember

1. **Talk Like a Person:** Use your normal voice. No special tech skills needed!
 2. **Keep the Chat Going:** If the answer is too long or too short, just tell the AI to change it.
 3. **Double Check:** AI is a helpful assistant, but it can make silly mistakes. Always read it over.
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Free AI Websites to Try at Home

You can use these tools for free on your computer, tablet, or smartphone. Just open your internet browser and type in these web addresses:

- **Microsoft Copilot**
 - **Website:** microsoft.com
 - **What it is:** A friendly assistant made by Microsoft. It is great for writing letters, planning trips, and answering everyday questions.
- **ChatGPT**
 - **Website:** chatgpt.com
 - **What it is:** The most famous AI assistant. It feels just like text messaging with a very smart friend.
- **Google Gemini**
 - **Website:** gemini.google.com
 - **What it is:** Google's free AI helper. It is excellent at summarizing long articles and explaining complex news topics.