

Activity Guide

Rewrite three prompts.

Turn weak prompts into strong ones, compare the answers, and build your first reusable template

TIME

About 25 minutes

LEVEL

Beginner

WORKS ON

Computer or phone

About 25 minutes, using free AI tools.

YOU SUBMIT

Your worksheet answers

Learner record

Name _____

Date _____ Quiz score _____ / 10

Cohort or self-paced _____



BEFORE YOU BEGIN

About this activity

You'll take three weak prompts, rewrite each one with the **four parts** (what, where, limits, done when), and compare the before and after answers. Then you'll try one thinking-first prompt, and save your best prompt as a reusable template.

BY THE END YOU WILL HAVE

- Rewritten three weak prompts using the four parts
- Compared answers before and after, in both tools
- Tried an explain-first or ask-me-questions prompt
- Your first saved prompt template

WHAT YOU NEED

- Your free ChatGPT and Claude accounts
- A short paragraph you wrote (any topic)
- A news or blog article you can open
- About 25 minutes

STAY SAFE WHILE YOU PRACTICE

Use your own practice writing or public articles. Don't paste anything private, like someone else's essay, personal messages, or work documents.

How this guide works

Part	What you do	Time
A · Spot it	Name what's missing in four weak prompts	3 min
B · Rewrite	Three before-and-after rewrites	12 min
C · Think first	One explain-first or ask-me prompt	4 min
D · Save it	Turn your best prompt into a template	4 min
E · Reflect	Three short questions	2 min



What's missing?

For each weak prompt, tick the parts that are missing. (Hint: usually most of them.)

Weak prompt	What	Where	Limits	Done when
"Write something about climate."	☐	☐	☐	☐
"Fix my email."	☐	☐	☐	☐
"Explain this."	☐	☐	☐	☐
"Make a plan for my trip."	☐	☐	☐	☐

Three before-and-after rewrites

For each one: send the weak prompt, save the answer, send your strong version, and compare. Do at least one in **both** ChatGPT and Claude.

1

REWRITE 1 · WITH A SHORT PARAGRAPH YOU WROTE

From "Make it better."

Add what (clearer? shorter?), limits (keep my main point, under 80 words), and done when (one paragraph).

My prompt		Answer rating (1–5)
Before	"Make it better."	
After		

The part that made the biggest difference: ☐ What ☐ Where ☐ Limits ☐ Done when

2

REWRITE 2 · WITH A NEWS OR BLOG ARTICLE

From "Summarize this."

Add the audience (a busy friend? a 12-year-old?), a length, and a format (bullets, a table).

My prompt		Answer rating (1–5)
Before	"Summarize this."	
After		

The part that made the biggest difference: ☐ What ☐ Where ☐ Limits ☐ Done when

3

REWRITE 3 · WITH A PRACTICE PARAGRAPH

From "Help with my essay."

Ask for feedback only: "Point out the two weakest sentences and explain why. Don't rewrite it."

My prompt		Answer rating (1–5)
Before	"Help with my essay."	

After

The part that made the biggest difference: ☐ What ☐ Where ☐ Limits ☐ Done when

☐ **Checkpoint.** Three rewrites done, at least one tried in both tools.



PART C · THINK FIRST · ABOUT 4 MINUTES

Ask before it acts

Pick one and try it. Notice how the answer changes when the AI understands you first.

OPTION 1 · EXPLAIN FIRST

Paste your paragraph and type: *"Explain what this paragraph is trying to say, and where it's unclear. Don't change anything yet."*

OPTION 2 · ASK ME QUESTIONS

Type: *"I want to plan a weekend study schedule. Before you suggest anything, ask me the questions you need answered."* Then answer them.

What did the AI notice or ask that you hadn't thought of?



PART D · SAVE IT · ABOUT 4 MINUTES

Your first template

Take your best "after" prompt and turn the specific parts into [brackets], so you can reuse it. Save it in a notes app under "My prompts".

EXAMPLE

Summarize [the article below] in [5] bullet points for [a busy friend]. Each under [15] words. End with [one question to think about].

My template:



PART E · REFLECT · ABOUT 2 MINUTES

What you learned

1. Which of the four parts do you tend to forget, and why?

2. Did ChatGPT and Claude answer your strong prompt differently? How?

3. Where will you use your template this week?

SUBMIT AND TAKE THE QUIZ

Go to aicaademy.dev/courses/prompting-fundamentals and log in. Under **Activity**, paste your three strong prompts and which part made the biggest difference. Then take the quiz: ten questions, eight to pass. Your certificate is issued as soon as both are done.



LOOK AFTER YOU TRY

Answer guide

Part	A strong answer
A	All four weak prompts are missing nearly everything. "Fix my email" is missing where (which email? paste it), limits (tone, length), and done when.
B1	"Make this paragraph clearer and shorter for a general reader. Keep my main point. Under 80 words, one paragraph."
B2	"Summarize this article in 5 bullet points for a busy friend, each under 15 words, then one line on why it matters."
B3	"Read my paragraph below. Point out the two weakest sentences and explain why in one line each. Don't rewrite it."
C	The AI usually spots unclear phrases or asks about time, goals, or limits you hadn't mentioned.
D	A template has the four parts built in, with only the changing words in [brackets].