

Prompt Project: Turn a Basic Prompt into a Pro Prompt

Module 2 — Level-102 Prompting



Purpose of This Activity 🧠

This exercise helps you practice one of the most important AI skills: improving a prompt step by step.

You don't need clever wording or "magic prompts."

You just need clarity, structure, and a willingness to refine.

By the end of this activity, you'll see how a simple prompt can become far more useful with small changes.

Step 1: Start With a Basic Prompt 🖋️

Begin with a simple, everyday request.

Example basic prompt:

Help me write an email about a project update.

Now write your own basic prompt below:

(Keep it short and simple on purpose.)

Step 2: Add a Role (Context) 🗣️

Giving AI a role helps set context.

Rewrite your prompt by adding a role at the beginning.

Example:

You are a project manager. Help me write an email about a project update.

Now rewrite your prompt with a role:

Step 3: Add Clear Direction (The Task) 🌀

Next, clarify exactly what you want AI to do.

Ask yourself:

- What is the goal?
- Who is this for?
- What outcome do I want?

Example:

You are a project manager. Write a short, professional email updating stakeholders on project progress.

Rewrite your prompt with clearer direction:

Step 4: Add Constraints (Focus) 🎯

**Constraints don't limit AI —
they help focus the output.**

You might add:

- tone (friendly, professional, simple)
- length (short, bullet points, under 150 words)
- format (email, checklist, summary)

Example:

You are a project manager. Write a short, professional email (under 150 words) updating stakeholders on project progress and next steps.

Rewrite your prompt with 1–2 constraints:

Step 5: Refine Based on the Output

If the response isn't quite right, that's normal.

Instead of starting over, refine it.

Examples:

- “Make this clearer and more concise.”
- “Rewrite this to sound more friendly.”
- “Add a brief closing sentence.”

Write one refinement you might use:

Step 6: Your Final “Pro Prompt”

Now write your final version —
your Pro Prompt.

Take your time.

Quick Reflection (Optional)

Answer one or two if you'd like:

- What changed the most from your first prompt?
- Which step made the biggest difference?

- How confident do you feel improving prompts now?
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Key Reminder ✓

Prompting is not about getting it right the first time.

It's about:

- giving context
- giving direction
- refining calmly

Small improvements lead to much better results.