

# HOW TO WRITE A GOOD PROMPT USING A.C.T.T.

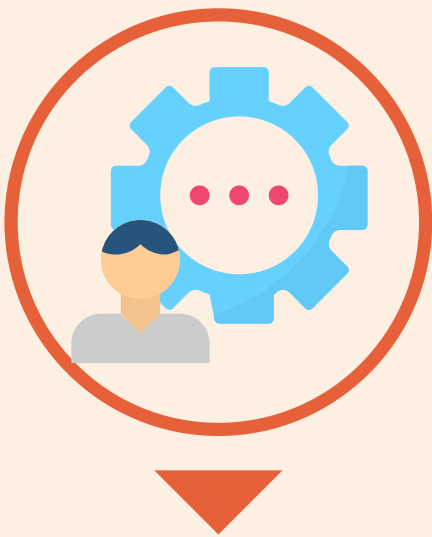
When writing your prompt, include these four elements.



## A=ACT AS

Define the role or persona you want the GPT to adopt.

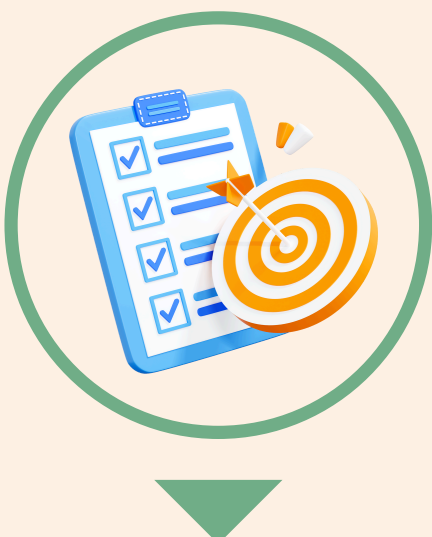
**Example:** Act as an expert instructional designer.



## C=CONTEXT

Provide clear and relevant background information to set the scene and focus the output.

**Example:** You are updating a syllabus for an undergraduate leadership seminar and want to include engaging classroom activities.



## T=TASK

Describe exactly what you want the GPT to do. Be specific and clear about the output you expect.

**Example:** Given the following learning objective, suggest 2-3 engaging activities with instructions on how to facilitate them.



## T=TONE

Specify the desired tone for the output.

**Example:** Use a clear, educative, and professional tone.



## EIGHT WAYS TO GET STARTED USING PROMPTS FOR TEACHING AND LEARNING

1. Create engaging messages to motivate students throughout the course.
2. Suggest discussion prompts for specific course topics.
3. Generate ideas for current events related to your course.
4. Create rubrics for assignments.
5. Generate ideas for active learning in your classroom.
6. Create mnemonic aids to help students learn complex processes or procedures.
7. Make your syllabus more accessible and inclusive.
8. Suggest assignments that align with learning objectives.