

TIPS AND TRICKS FOR USING CHATGPT

This ChatGPT tip sheet offers a quick reference to essential commands, shortcuts and methodologies, allowing users ranging from novice to expert to leverage the power of ChatGPT with ease and precision.

Key terms and definitions

- **OpenAI:** The organization that developed ChatGPT
- **ChatGPT:** Artificial intelligence (AI) chatbot that generates human-like text
- **Generative AI:** AI that creates new content based on learned patterns
- **AI models:** Programs that learn from data to make predictions
- **Large language models (LLMs):** AI that processes and generates human-like text
- **Prompts:** Phrases or instruction (inputs) sent to ChatGPT
- **Prompt engineering:** Strategy to optimize ChatGPT inputs
- **Microsoft Co-Pilot:** AI assistant for Microsoft 365

10 common use cases for ChatGPT

- **Customer support:** Responding to queries
- **Content creation:** Producing creative text
- **Language translation:** Translating text
- **Educational support:** Offering interactive lessons
- **Virtual assistant:** Scheduling and Q&A
- **Code writing:** Assisting in programming
- **Chatbots:** Interacting with users
- **Game design:** Building game narratives
- **Knowledge base:** Answering questions
- **Creative writing aid:** Supporting writers

Prompt frameworks

When interacting with ChatGPT, it's crucial to provide a clear and well-structured prompt in generating meaningful and useful responses.

- RTF (role, task, format)
- CTF (context, task, format)
- RASCEF (role, action, steps, context, examples, format)

Prompt examples

- **System instruction:** "You are an assistant who speaks like Shakespeare. Provide a response to 'How are you doing today?'"
- **Specific context:** "In the context of finance, explain the term 'dividend.'"
- **Asking for pros and cons:** "What are the pros and cons of using solar energy as a renewable resource?"
- **Narrowing down:** "Limit your response to two sentences: What is the capital of Japan?"
- **Role-play interaction:** "You are a restaurant critic. Write a review of a fictional restaurant called 'Taste of Heaven.'"
- **Completing a sentence:** "Finish this sentence: 'Innovation is important because...'"
- **Opinions vs. facts:** "What is your opinion on the impact of social media on society? Provide both positive and negative aspects."
- **Comparing and contrasting:** "Compare and contrast the main characters of 'Harry Potter' and 'Lord of the Rings.'"
- **Request for personal experience:** "Share a personal experience where you overcame a challenge in your life."
- **Conditional prompt:** "If you were planning a trip to Paris, what are the top three places you would visit and why?"

Two methods for prompting:

- **Megaprompts:** Write one big message that contains all of the above (i.e., ask for a full press release)
- **Prompt chaining:** Break down the tasks into smaller steps (i.e., start by asking for a blog post idea, then an outline, then the content)

Tones

ChatGPT can adapt its tone based on the context and prompt it receives.

“Tone: [x]” or “Write using a [x] tone”

- **Authoritative:** Expresses confidence and knowledge
- **Empathetic:** Shows understanding and compassion
- **Creative:** Uses imagination in outputs
- **Neutral:** Avoids bias, personal opinions or judgments
- **Persuasive:** Influences opinions or convinces
- **Enthusiastic:** Demonstrates excitement and positivity
- **Formal:** Uses professional language for official contexts
- **Informative:** Provides factual and detailed information
- **Friendly:** Has a warm and approachable tone
- **Professional:** Uses a serious tone for formal interactions
- **Casual:** Uses relaxed and informal language

Responsible use and miscellaneous tips

- **Avoid bias:** Use diverse, representative training data
- **Fact check:** Confirm ChatGPT's responses for accuracy
- **Disclose AI usage:** Inform users they're interacting with AI
- **Set expectations:** Clarify ChatGPT's capabilities and limitations
- **Prevent harmful content:** Don't use ChatGPT for harmful or offensive content
- **Maintain privacy:** Don't share sensitive personal information while interacting
- **Tabular format option:** Ask ChatGPT to output response in a table
- **Copy and paste text:** Simplify something you don't understand, or summarize
- **Output style:** Ask ChatGPT to output the response in the style of your favorite author or company

10 popular ChatGPT plug-ins

- [Zapier](#): Automates workflow
- [Kayak](#): Provides travel information
- [AskYourPDF](#): Pulls data out of PDFs
- [Link Reader](#): Searches the web
- [Open Table](#): Makes reservations
- [Prompt Perfect](#): Helps to ask the right questions
- [VoxScript](#): Searches through YouTube
- [Wolfram](#): Provides the best answers for math, science and finance
- [There's An AI For That](#): Finds useful AI programs
- [What to Watch](#): Finds streaming shows

Prompt resources

- [PromptHero](#)
- [SnackPrompt](#)

Are you ready to accelerate your exploration of emerging AI technologies?

RSM can help your organization start your GPT journey with our [GPT Foundation Starter Kit](#). Contact [Diego Rosenfeld](#) to learn more about this exciting four-week workshop.

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