

Give AI a try: Session 1 activities

Activity 1: Fix the prompt

The prompt below is too vague, but can be improved with structured prompt elements. Write an email response to a prospect who requested an auto quote through our website contact form.

Instructions:

1. **Rewrite** the prompt using the 5C framework to be more effective.

- Act as a(n) _____. (character)
- You are helping me with _____. (context)
- Please _____. (command)
- Keep the output _____. (constraints)
- Format it as _____. (constraints)
- Use a _____ tone and make it sound _____. (calibration)

Activity 2: Refine the prompt

AI can help you evaluate your prompt to determine what is missing to make it even stronger.

Instructions:

1. **Copy and paste** the prompt below into a generative AI tool.

Act as an experienced commercial lines account manager. You are helping me prepare for a conversation with a small business owner who requested a review of their current insurance. Create a short list of the key information I should gather to properly evaluate their needs. Keep the list practical and limited to the most important items. Use a professional and approachable tone.

2. **Use** one of the prompts below to ask AI to make the prompt stronger.

What other information do you need to effectively answer my prompt?

- or -

Review my prompt as a [ROLE] and offer suggestions. Then revise the prompt based on the feedback.

Activity 3: Evaluate your writing style

AI can help you understand your writing style and apply it to future AI-generated messages.

Instructions:

1. **Enter** the following prompt – or your own version – into a generative AI tool.

Analyze and describe the writing style for the following text. Please also write a prompt I can use to create the same style of writing in future requests: [INSERT TEXT OR URL]

2. **Attach or paste** into AI content you've written. (email, document, website content, etc.)