

QUICK REFERENCE

Write a stronger AI prompt **with GCSE**

Vague input, vague output. Use these four parts to get a result you can actually use.

G Goal

What do you want the AI to do?

"Draft a weekly update email for my project team."

C Context

Why do you need it, and who is involved?

"The audience is my team of eight. Keep it professional but friendly."

S Source

What should the AI draw from?

"Base it on the project notes I've attached from this week."

E Expectations

How should it respond: format, tone, length?

"Cover what's done, what's next and any blockers, in three short paragraphs."

Put it together: Draft a weekly update email for my project team. The audience is my team of eight; keep it professional but friendly. Base it on the project notes I've attached from this week. Cover what was completed, what's coming up next week and any blockers, in three short paragraphs.

Do

- Be clear and specific about the task, audience, tone and length
- Give relevant background
- Show an example of the style or format you want
- Use plain, complete sentences

Don't

- Be vague ("help me with this")
- Use slang, acronyms or internal jargon
- Give conflicting instructions in one prompt
- Switch topics mid-conversation; start a new chat instead

Before you send it

- ☐ Is it an approved tool for work?
- ☐ Have I removed personal and confidential details?
- ☐ Did I include all four GCSE parts?

Before you use the output

- ☐ Checked every fact against the source
- ☐ Balanced: nothing important missing or misrepresented
- ☐ Reads like me, and I'm comfortable putting my name on it

AI gets you most of the way there. Your judgment gets you the rest.