

IN PERSON · SIXTY MINUTES

## 10+1 Tips for Writing AI Prompts

Are you curious about how generative AI can help you write better business documents in less time? When used properly, AI is revolutionizing the way we work, making it easier and faster to draft and revise every type of business writing from emails to reports.

This one-hour session shows you how to craft clear, concise prompts to generate business writing that meets the needs of your readers.

### You learn how to

1. Explain your purpose clearly
2. Describe your audience
3. Define the task
4. Be specific, including details and parameters
5. Prompt with an example or template as a reference
6. Assign the AI a role
7. Use active voice when giving instructions
8. Use plain language to make it easy for the AI and your human reader to understand
9. Set the tone
10. Be polite

### Plus one

1. Iterate

### What to expect

This speaker session is fast-paced and interactive. You practice using the tips during the session and receive a handy tip sheet with examples for reference afterward.