

WORKSHEET

Crafting Effective AI Prompts for your Needs

OBJECTIVE:

This worksheet will help you create clear, targeted prompts that you can use to leverage AI tools in your classroom. By the end of this worksheet, you should be able to craft prompts that precisely address your instructional goals.

Step 1: Identify the Goal of the Prompt

What is the primary objective you want to achieve with this prompt? What is your Objective?

Examples: Create a lesson plan, generate feedback, design an assessment, enhance classroom communication, etc.

Who is the target audience for this output?

Target Audience:

Examples: Students (specific grade), parents, colleagues, or yourself.

My Target Audience is.....

Step 2: Define the Specifics

Which key elements or criteria must be included in the output?

Examples: Differentiated instruction strategies, question types, behavior management tips, etc.

- 1.
- 2.
- 3.
- 4.
- 5.

What specific content or subject area will this prompt focus on?

Examples: Math, Science, English, Classroom management

Notes

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Step 3: Structure Your Prompt

Begin with a clear action verb that indicates what you want the AI to do.

Action Verb.... "Generate"

Clearly state what you want the AI to generate or do.

"Generate a quiz," "Design a lesson plan," "Provide feedback," etc.

Include the necessary details that will guide the AI to produce the most relevant and useful output.

- 1.
- 2.
- 3.
- 4.

Describe or list them here. These details are IMPORTANT to clarify and guide the AI with your INTENDED results..

Specify any additional elements or components that you want the AI to include or consider.

Examples: "Include questions of varying difficulty," "Provide automated feedback," etc.

Make sure you.....

Notes
