A PRACTICAL LEARNING GUIDE

PROMPT ENGINEERING

Prompt Engineering Masterclass

A Complete Beginner's Tutorial — 30 Classes

Get better results from ChatGPT, Gemini, Claude and every AI tool

Who is this book for?

Students, professionals, teachers and business owners who use AI tools and want reliable, high-quality results

What will you learn?

What is prompt engineering?, How AI models work (simply), The core prompt formula, Clear instructions, Giving context, Roles and personas, Output formats, Examples: few-shot prompting — and more, step by step, with practice in every class.

Prepared as a beginner-friendly learning resource
Version date: 6 November 2026

AI MASTERY ACADEMY

How to use this book

Read one chapter at a time. Keep Prompt Engineering open in another browser tab or on your phone and try every example yourself. You do not need computer knowledge. If a button looks different on your screen, do not worry: AI tools change their layout often, and some features depend on your account, country, device and plan.

Important

This guide explains common Prompt Engineering features as of 6 November 2026. A feature may not appear for every user — follow the labels you can actually see. Never share passwords, OTPs, bank details or private documents with any AI tool.

Contents — 30 classes

1. What is prompt engineering?
2. How AI models work (simply)
3. The core prompt formula
4. Clear instructions
5. Giving context
6. Roles and personas
7. Output formats
8. Examples: few-shot prompting
9. Step-by-step thinking
10. Breaking tasks into chains
11. Iteration and refinement
12. Asking AI to ask you questions
13. Tone and style control
14. Constraints and guardrails
15. Reducing hallucinations
16. Working with documents
17. Data and spreadsheet prompts
18. Writing prompts for content
19. Image generation prompts
20. Video prompts
21. Prompts for learning
22. Prompts for work
23. Prompts for business
24. System prompts and custom assistants
25. Prompt templates and libraries
26. Evaluating outputs
27. Safety, privacy and ethics
28. Prompt injection and manipulation
29. Practical examination
30. Final project: your prompt toolkit

Suggested learning plan

One chapter per class (about 75 minutes) or 20–30 minutes per day at home. Repeat the practice tasks until you can do them without help.

CHAPTER 1

What is prompt engineering?

Learning goal: Understand why the way you ask matters.

Prompt engineering means writing instructions that help AI give useful, accurate answers. The same AI gives very different results depending on the prompt.

1.1 Key ideas

- A prompt is any instruction you give to AI.
- Clear prompts save time and reduce mistakes.
- Skills work across ChatGPT, Gemini, Claude and image tools.
- You are still responsible for checking results.

1.2 Step by step

1. Ask a vague question.
2. Ask the same with details.
3. Compare.
4. Note what improved.

Try this prompt

```
Vague: "write about tea". Better: "Write a 100-word Instagram caption for a Darjeeling tea shop, friendly tone, with 3 hashtags."
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Compare 2 vague vs detailed prompts.
- ☐ Note differences.
- ☐ Share findings.

Check your understanding

1. What is prompt engineering?
2. Why do details help?
3. Who checks results?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 2

How AI models work (simply)

Learning goal: Understand prediction, context and limits.

AI language models predict the next words based on patterns from training. They do not "know" like humans.

2.1 Key ideas

- They work with tokens (pieces of words).
- They use the conversation as context.
- They can "hallucinate" wrong facts.
- Newer facts need search tools.

2.2 Step by step

1. Ask about a recent event without search.
2. Ask with search on.
3. Compare.
4. Discuss limits.

Try this prompt

```
Explain how a language model works using a "very good autocomplete" example.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Test a hallucination.
- ☐ Use search.
- ☐ List limits.

Check your understanding

1. What is a token?
2. What is hallucination?
3. Why use search?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 3

The core prompt formula

Learning goal: Task, context, role, format.

A reliable formula: Role + Task + Context + Format + Constraints.

3.1 Key ideas

- Role: who the AI should act as.
- Task: what to do.
- Context: background details.
- Format and constraints: length, style, rules.

3.2 Step by step

1. Write each part.
2. Combine.
3. Run.
4. Improve one part.

Try this prompt

```
You are a primary school teacher. Explain photosynthesis to Class 4 students in 5 bullet points using a kitchen example. Under 80 words.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Write 3 prompts using the formula.
- ☐ Compare results.
- ☐ Save best.

Check your understanding

1. Name the formula parts.
2. What is a constraint?
3. Why role?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 4

Clear instructions

Learning goal: Say exactly what you want.

Be specific and direct.

4.1 Key ideas

- Use action verbs: list, summarise, compare.
- Give numbers: 5 points, 100 words.
- Say what to avoid.
- One main task per prompt.

4.2 Step by step

1. Write instruction.
2. Add numbers.
3. Add avoid-list.
4. Test.

Try this prompt

```
List 5 low-cost marketing ideas for a mobile repair shop. Avoid paid ads. One line each.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Rewrite 3 vague prompts.
- ☐ Add numbers.
- ☐ Test.

Check your understanding

1. Action verbs?
2. Why numbers?
3. One task why?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 5

Giving context

Learning goal: Background improves answers.

AI does not know your situation unless you tell it.

5.1 Key ideas

- Who you are.
- Who the audience is.
- Purpose of the output.
- Important facts and limits.

5.2 Step by step

1. List context.
2. Add to prompt.
3. Run.
4. Compare without context.

Try this prompt

```
I run a small bakery in Behala with 2 staff and a ₹5,000 monthly marketing budget.
Suggest a 4-week plan.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Add context to 2 prompts.
- ☐ Compare.
- ☐ Note gains.

Check your understanding

1. Context types?
2. Why audience?
3. Purpose?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 6

Roles and personas

Learning goal: Ask AI to act as an expert.

Roles set expertise and tone.

6.1 Key ideas

- "Act as a nutritionist / HR manager / tutor."
- Add experience level and audience.
- Roles don't make AI a real expert.
- Verify professional advice.

6.2 Step by step

1. Choose role.
2. Add audience.
3. Ask question.
4. Verify.

Try this prompt

```
Act as an experienced HR manager. Review my CV summary and suggest 3 improvements for a fresher.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Try 3 roles.
- ☐ Compare tone.
- ☐ Verify one answer.

Check your understanding

1. Why roles?
2. Real expert?
3. Verify?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 7

Output formats

Learning goal: Tables, lists, JSON and more.

Tell AI the shape of the answer.

7.1 Key ideas

- Bullet lists, numbered steps.
- Tables with named columns.
- JSON for apps.
- Templates and headings.

7.2 Step by step

1. Choose format.
2. Specify columns/fields.
3. Run.
4. Adjust.

Try this prompt

```
Compare 3 phone plans in a table with columns: plan, price, data, validity, best for.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Get a table.
- ☐ Get JSON.
- ☐ Get a template.

Check your understanding

1. Name 3 formats.
2. Why specify columns?
3. JSON use?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 8

Examples: few-shot prompting

Learning goal: Show the pattern you want.

Giving examples teaches the AI your style.

8.1 Key ideas

- Zero-shot: no example.
- One-shot: one example.
- Few-shot: several examples.
- Examples should be varied and correct.

8.2 Step by step

1. Write task.
2. Add 2 examples.
3. Run.
4. Compare zero-shot.

Try this prompt

```
Write product descriptions like these examples: [Example 1], [Example 2]. Now write for: cotton kurta, blue, ₹799.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Create a few-shot prompt.
- ☐ Compare.
- ☐ Improve examples.

Check your understanding

1. Few-shot?
2. Why examples?
3. Good examples?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 9

Step-by-step thinking

Learning goal: Ask AI to reason carefully.

For maths, logic and planning, ask the AI to work step by step.

9.1 Key ideas

- "Think step by step" or "show your working".
- Use reasoning models for complex tasks.
- Check each step.
- Break big problems into parts.

9.2 Step by step

1. Ask a maths problem.
2. Ask for steps.
3. Check steps.
4. Compare.

Try this prompt

```
A shop gives 15% off and then 5% extra on ₹2,000. Show each step to find the final price.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Solve 2 problems with steps.
- ☐ Check.
- ☐ Compare models.

Check your understanding

1. Why steps?
2. Reasoning models?
3. Check?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 10

Breaking tasks into chains

Learning goal: Prompt chaining.

Big jobs work better as a sequence of smaller prompts.

10.1 Key ideas

- Plan → draft → review → finalise.
- Output of one step feeds the next.
- Easier to fix errors.
- Keep track of steps.

10.2 Step by step

1. Write a plan prompt.
2. Draft prompt.
3. Review prompt.
4. Final prompt.

Try this prompt

```
Step 1: Outline a 300-word blog on monsoon skincare. (Then draft, review and
finalise in next prompts.)
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Build a 4-step chain.
- ☐ Fix one step.
- ☐ Final output.

Check your understanding

1. Chaining?
2. Why easier?
3. Steps?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 11

Iteration and refinement

Learning goal: Improve through conversation.

Great results come from several rounds.

11.1 Key ideas

- Give specific feedback.
- Say what to keep.
- Ask for alternatives.
- Stop when it fits the goal.

11.2 Step by step

1. Get draft.
2. Feedback 1.
3. Feedback 2.
4. Final.

Try this prompt

```
Make it warmer, keep the second paragraph, and cut 30 words.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Refine one piece 3 times.
- ☐ Keep a change log.
- ☐ Compare.

Check your understanding

1. Specific feedback?
2. Keep what?
3. When stop?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 12

Asking AI to ask you questions

Learning goal: Clarify before answering.

Let the AI interview you to gather details.

12.1 Key ideas

- "Ask me questions before you answer."
- Answer them.
- Then get the result.
- Great for plans and CVs.

12.2 Step by step

1. Request questions.
2. Answer.
3. Get output.
4. Compare.

Try this prompt

```
I want a study plan for a government exam. Ask me 5 questions first, then create the plan.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Use the interview method twice.
- ☐ Compare quality.
- ☐ Note.

Check your understanding

1. Why let AI ask?
2. Best uses?
3. Steps?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 13

Tone and style control

Learning goal: Match voice and audience.

Control how the text sounds.

13.1 Key ideas

- Tone words: formal, friendly, persuasive, empathetic.
- Reading level.
- Language mix (English/Hindi).
- Provide a style sample.

13.2 Step by step

1. Choose tone.
2. Choose level.
3. Give sample.
4. Generate.

Try this prompt

```
Rewrite this notice in a warm, simple tone for senior citizens, Class 5 reading level.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ 3 tones same text.
- ☐ Style sample.
- ☐ Compare.

Check your understanding

1. Tone words?
2. Reading level?
3. Style sample?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 14

Constraints and guardrails

Learning goal: Set rules.

Constraints keep answers focused and safe.

14.1 Key ideas

- Length limits.
- Must-include and must-avoid lists.
- Source rules ("only use the attached file").
- "If unsure, say so."

14.2 Step by step

1. Add rules.
2. Run.
3. Check compliance.
4. Tighten.

Try this prompt

```
Using only the attached price list, answer customer questions. If the item isn't listed, say "Please call us."
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Add 3 constraints.
- ☐ Test.
- ☐ Fix.

Check your understanding

1. Constraint types?
2. Source rule?
3. "If unsure"?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 15

Reducing hallucinations

Learning goal: Get more accurate answers.

Prompts can reduce made-up facts.

15.1 Key ideas

- Ask for sources and dates.
- Provide documents.
- Ask AI to separate facts from assumptions.
- Verify important claims.

15.2 Step by step

1. Ask with sources.
2. Provide a file.
3. Ask for confidence.
4. Verify.

Try this prompt

```
Answer using only the uploaded notice. Quote the exact line for each answer.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Test with and without sources.
- ☐ Verify.
- ☐ Note.

Check your understanding

1. Hallucination?
2. How reduce?
3. Verify?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 16

Working with documents

Learning goal: Prompts for files.

Special prompts for summarising and analysing files.

16.1 Key ideas

- Summaries at different lengths.
- Extract dates, names, amounts.
- Compare documents.
- Ask for page/section references.

16.2 Step by step

1. Upload.
2. Summarise.
3. Extract.
4. Compare.

Try this prompt

```
From this agreement, extract: parties, start date, rent, deposit, notice period — as a table.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Summarise a file.
- ☐ Extract data.
- ☐ Verify.

Check your understanding

1. Extraction?
2. References?
3. Verify?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 17

Data and spreadsheet prompts

Learning goal: Analyse numbers.

Ask AI to analyse tables clearly.

17.1 Key ideas

- Describe columns.
- Ask specific questions.
- Request charts.
- Check calculations.

17.2 Step by step

1. Upload sheet.
2. Describe.
3. Ask questions.
4. Verify.

Try this prompt

```
Using this sales sheet, show top 5 products by revenue and month-on-month growth.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Analyse a sheet.
- ☐ Chart.
- ☐ Verify.

Check your understanding

1. Describe columns why?
2. Questions?
3. Verify?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 18

Writing prompts for content

Learning goal: Blogs, posts and emails.

Content prompts need audience, goal and voice.

18.1 Key ideas

- Audience and platform.
- Goal (inform, sell, engage).
- Structure.
- Brand voice and CTA.

18.2 Step by step

1. Define audience.
2. Goal.
3. Structure.
4. Generate.

Try this prompt

```
Write a 150-word LinkedIn post for small-business owners on why they need a website.
Hook, 3 points, CTA.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Blog outline.
- ☐ Post.
- ☐ Email.

Check your understanding

1. Content parts?
2. CTA?
3. Voice?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 19

Image generation prompts

Learning goal: Prompts for pictures.

Image prompts describe what you see.

19.1 Key ideas

- Subject, setting, style.
- Lighting, colours, mood.
- Camera/composition.
- Text in quotes; negatives.

19.2 Step by step

1. Subject.
2. Style.
3. Lighting.
4. Composition.

Try this prompt

```
A cosy village classroom, children reading, morning sunlight through windows, watercolour, wide shot.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Write 3 image prompts.
- ☐ Compare tools.
- ☐ Improve.

Check your understanding

1. Image prompt parts?
2. Text?
3. Negatives?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 20

Video prompts

Learning goal: Prompts for AI video.

Video prompts add action and camera movement.

20.1 Key ideas

- Shot type.
- Camera move.
- Action over time.
- Sound and style.

20.2 Step by step

1. Shot.
2. Move.
3. Action.
4. Sound.

Try this prompt

```
Close-up of hands making a clay diya, slow dolly in, warm light, soft ambient music.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Write 3 video prompts.
- ☐ Generate.
- ☐ Review.

Check your understanding

1. Video parts?
2. Camera?
3. Sound?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 21

Prompts for learning

Learning goal: Study smarter.

Use AI as a tutor, not an answer machine.

21.1 Key ideas

- Explain simply, then deeper.
- Quiz me.
- Check my answer.
- Socratic method: ask me questions.

21.2 Step by step

1. Topic.
2. Explain.
3. Quiz.
4. Feedback.

Try this prompt

```
Teach me compound interest using the Socratic method. Ask one question at a time.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Tutor session.
- ☐ Quiz.
- ☐ Reflect.

Check your understanding

1. Tutor vs answer machine?
2. Socratic?
3. Quiz?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 22

Prompts for work

Learning goal: Office productivity.

Prompts for emails, meetings and reports.

22.1 Key ideas

- Meeting notes → action items.
- Email replies.
- Reports and summaries.
- Respect confidentiality.

22.2 Step by step

1. Paste notes.
2. Ask for actions.
3. Draft email.
4. Review.

Try this prompt

```
Turn these meeting notes into a table of action items with owner and deadline.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Actions.
- ☐ Email.
- ☐ Summary.

Check your understanding

1. Work uses?
2. Confidentiality?
3. Review?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 23

Prompts for business

Learning goal: Marketing and planning.

Prompts for business strategy and marketing.

23.1 Key ideas

- Customer persona.
- Offers and campaigns.
- SWOT analysis.
- Verify numbers.

23.2 Step by step

1. Persona.
2. Campaign.
3. SWOT.
4. Plan.

Try this prompt

```
Create a customer persona for a women's ethnic wear boutique in Kolkata.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Persona.
- ☐ Campaign.
- ☐ SWOT.

Check your understanding

1. Persona?
2. SWOT?
3. Verify?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 24

System prompts and custom assistants

Learning goal: Build reusable helpers.

Custom GPTs, Gems, Projects and system instructions save prompts permanently.

24.1 Key ideas

- Define role, rules, format.
- Add knowledge files.
- Test many cases.
- Update regularly.

24.2 Step by step

1. Write instructions.
2. Add file.
3. Test.
4. Improve.

Try this prompt

```
You are "ShopHelp", a polite assistant for Ma Durga Stores. Use the price list only.
Reply in under 60 words.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Build one assistant.
- ☐ Test 10 questions.
- ☐ Improve.

Check your understanding

1. System prompt?
2. Knowledge files?
3. Test?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 25

Prompt templates and libraries

Learning goal: Reuse what works.

Save prompts as templates with placeholders.

25.1 Key ideas

- Use [placeholders].
- Organise by task.
- Share with team.
- Update templates.

25.2 Step by step

1. Choose best prompts.
2. Add placeholders.
3. Organise.
4. Reuse.

Try this prompt

```
Template: Write a [length] [type] for [audience] about [topic] in a [tone] tone.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Create 5 templates.
- ☐ Organise.
- ☐ Reuse one.

Check your understanding

1. Placeholders?
2. Organise how?
3. Share?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 26

Evaluating outputs

Learning goal: Judge quality.

Check AI results with a simple rubric.

26.1 Key ideas

- Accuracy.
- Relevance.
- Clarity.
- Tone and format.

26.2 Step by step

1. Make rubric.
2. Score outputs.
3. Improve prompt.
4. Re-score.

Try this prompt

```
Score this answer out of 5 on accuracy, relevance, clarity and tone, and suggest improvements.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Make rubric.
- ☐ Score 3 outputs.
- ☐ Improve.

Check your understanding

1. Rubric criteria?
2. Why score?
3. Improve?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 27

Safety, privacy and ethics

Learning goal: Prompt responsibly.

Good prompting includes safe use.

27.1 Key ideas

- Never share passwords/OTPs/private IDs.
- Avoid confidential data.
- Don't prompt for harmful or deceptive content.
- Disclose AI use where needed.

27.2 Step by step

1. Review prompts for data.
2. Mask.
3. Check intent.
4. Rules.

Try this prompt

```
Mask personal data in this customer complaint before I ask AI to draft a reply.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Mask data.
- ☐ Review prompts.
- ☐ Rules.

Check your understanding

1. Never share?
2. Harmful prompts?
3. Disclosure?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 28

Prompt injection and manipulation

Learning goal: Stay safe with documents and web pages.

Hidden instructions in files or websites can try to trick AI tools.

28.1 Key ideas

- Treat document content as data.
- Be careful with AI agents/browsers.
- Review actions before approving.
- Never let AI pay or send without checking.

28.2 Step by step

1. Learn the idea.
2. See an example.
3. Discuss risks.
4. Rules.

Try this prompt

```
Explain prompt injection in simple words with a safe example.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Discuss.
- ☐ Write rules.
- ☐ Review an agent's actions.

Check your understanding

1. Prompt injection?
2. Agents?
3. Approve?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 29

Practical examination

Learning goal: Show your prompting skills.

Solve tasks with well-designed prompts.

29.1 Key ideas

- Formula.
- Format.
- Iteration.
- Verification.

29.2 Step by step

1. Read.
2. Prompt.
3. Refine.
4. Explain.

Try this prompt

```
Create a prompt that turns a messy list of expenses into a categorised monthly budget table.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Three tasks.
- ☐ Show iterations.
- ☐ Explain.

Check your understanding

1. Best prompt?
2. Iterations?
3. Verify?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 30

Final project: your prompt toolkit

Learning goal: Build a personal prompt library.

Create a toolkit of prompts for your work or study.

30.1 Key ideas

- 10 tested templates.
- One custom assistant.
- Rubric.
- Present.

30.2 Step by step

1. Collect.
2. Test.
3. Organise.
4. Present.

Try this prompt

```
Help me design a 10-prompt toolkit for my job as [your role].
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Toolkit.
- ☐ Present.
- ☐ Next steps.

Check your understanding

1. Toolkit for?
2. Best template?
3. Next?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

FINAL PAGE

Final checklist and next steps

Before you finish the course, can you…

- ☐ Understand why the way you ask matters.
- ☐ Say exactly what you want.
- ☐ Tables, lists, JSON and more.
- ☐ Prompt chaining.
- ☐ Match voice and audience.
- ☐ Prompts for files.
- ☐ Prompts for pictures.
- ☐ Office productivity.
- ☐ Reuse what works.
- ☐ Stay safe with documents and web pages.

Safe-use rules to remember

- Never share passwords, OTPs, PINs, bank or ID numbers.
- Check important facts, figures, names and dates before you use them.
- Do not use AI to copy other people's work, faces or brands without permission.
- You are responsible for what you publish or send.

Certificate

Complete the classes, practice tasks and the final project in the AI Mastery Academy app to receive your certificate.

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