DeeBee's Prompting Guide

How to Get the Best Out of Your AI Friend

Tips for working with ChatGPT, Claude, Gemini, Copilot and more.

■ Why Talk About This?

If you've ever tried using ChatGPT, Claude, Gemini, Copilot or another AI assistant, you'll know the results can range from "Wow!" to "What on earth was that?"
The truth is: how you ask makes all the difference.
This guide is all about how to get the best out of your AI friend — whichever one you choose to work with. It's not about learning jargon or taking a course. It's about thinking clearly and working with your AI, not against it.

■ Step 1: Be Clear About What You Want

AIs aren't mind readers. If you give vague instructions, you'll get vague results.
Instead of this:
"Help me write something"
Try this:
"Write a friendly 100-word welcome message for a community website in British English."

■ Step 2: Give a Bit of Background

AI tools work better when they know who they're helping and why.
A simple line of context can steer the response dramatically:
- "I'm writing this for a local community website"
- "I need this in a tone suitable for a family newsletter"
- "This is for a one-page intro to a digital course"

■ Step 3: Say How You'd Like It

Be specific about the format, tone, or audience.
Want a bulleted list? A casual voice? British spelling? Just say so:
- "Write it in three short paragraphs with subheadings."
- "Use a tone that's light, chatty, and helpful."
- "Make sure it uses UK spelling."

■ Step 4: Don't Be Afraid to Tweak

AI works best when you collaborate.
Think of your prompt as a first draft of the question — not the final version. If the result isn't quite right, refine your prompt and try again:
- "Try that again, but more concise."
- "Rewrite using simpler language for schoolchildren."
- "Add a short summary at the end."

■ Step 5: This Works Across All the Popular Tools

Whether you're using:
- ChatGPT (OpenAI)
- Claude (Anthropic)
- Gemini (Google)
- Copilot (Microsoft)
…these tips apply. These AIs are different in style, but they all respond to clear, well-structured instructions.

■ Want a Handy Version to Keep?

This is it! You're holding it. This guide is designed to be printable and shareable. Pass it on to someone else who's just starting out.

■ Final Thought

AI isn't magic — but it can feel magical when you use it well.
If you treat it like a helpful colleague (not a crystal ball), and give it clear, thoughtful instructions, you'll soon discover how to get the best out of your AI friend — and maybe even enjoy the process along the way.

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