

The Prompt Card

The four-slot brief that upgrades every answer, plus ten ready skeletons.

THE BRIEF: G · C · E · F

Goal

What you want, for whom, and why.

Context

The details that change the answer: audience, situation, constraints.

Example

Show the shape or style you want. The most underused lever.

Format

Length, tone, structure of the output.

“If a colleague reading only your message would be confused, so is the AI.”

Ten skeletons for everyday tasks

1. The honest draft

Goal: draft a [thing] for [audience]. Context: [3 key facts]. Format: [length/tone]. Say “I don’t know” rather than guessing.

2. The tightener

Half as long, twice as direct. Keep the meaning, cut the padding.

3. The devil’s advocate

Here is my plan: [plan]. Give the strongest case for it and the strongest case against it, then what you’d change.

4. The explainer

Explain [topic] to someone smart but new to it. Use one everyday analogy. Under 200 words.

5. The summariser

Summarise the text below for [purpose]. Pull out: decisions, deadlines, and anything unusual. Text: [paste]

6. The tone shifter

Rewrite this to sound [warmer/firmer/more formal] without changing any facts: [paste]

7. The option generator

Give me 10 different options for [task], ranging from safe to bold. One line each.

8. The critic

Critique this as a demanding [editor/customer/investor] would. Be specific. What are the three weakest points? [paste]

9. The prompt improver

Rewrite my request below so an AI would produce the best possible answer. Then answer the improved version. Request: [paste]

10. The interviewer

Ask me one question at a time until you have enough to [produce the thing] properly. Then produce it.