



Prompt Anatomy Reference Sheet

A simple structure for clear, reliable prompts.

1. Instruction

What to do. The action. The task.

Examples:

- "Summarize this."
- "Explain the concept."
- "Rewrite the text."

Keep this first.

2. Context

What the model needs to know to do the task well.

Examples:

- audience ("a beginner with no background")
- purpose ("for a short presentation")
- source text ("see below")
- tone preference ("calm and neutral")

Context prevents the model from guessing.

3. Constraints

Limits, rules, or boundaries.

Examples:

- "150 words max."
- "Simple, everyday language."
- "No jargon or dramatic tone."

Constraints shape the output.

4. Format

How you want the result delivered.

Examples:

- bullet points
- numbered steps
- a 5–7 sentence paragraph
- a table
- a summary + key takeaways

Format reduces ambiguity and makes results easier to use.

EXAMPLE PROMPT (USING THE FOUR PARTS)

"Explain climate change to a beginner. Use simple language. Keep it under 150 words. Present the answer as one short paragraph."

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