AI master sheet

Using AI like a pro: the formula, the loop and the ten moves. Keep it next to the keyboard.

1 The prompt formula

A good prompt answers six questions before the assistant has to guess. You rarely need all six; you almost always need three.

ROLE	TASK	CONTEXT	FORMAT	RULES	EXAMPLE
who it should be	what to do	who you are, why	the shape	limits, tone	one sample

WEAK

Write a cover letter for a DevOps job.

PRO

You are a hiring manager at a Karachi fintech. Write a cover letter for a junior DevOps role. I am a final-year Mehran UET student with two Docker projects and the KCNA. Under 200 words, confident but not boastful, British spelling. Here is my CV: [paste].

2 The loop: never accept the first answer

The first reply is a draft. The second and third are where the value is. Reply with one of these and watch it improve:

Shorter. Half the length, same meaning.

Simpler. For a 15-year-old, no jargon.

Three options. Different angles, then pick.

Do it for my case. Paste your real details.

You missed X. Push back; it will fix it.

Ask me first. "Ask what you need to know."

Check it. "What here could be wrong?"

Make it mine. "Rewrite in my words: [sample]."

3 Ten moves of people who use AI well

1. **Give it your draft, not a blank page.** Editing your words beats generating generic ones.
2. **Ask it to ask you questions first.** "Before you answer, ask me five questions that would change your advice."
3. **Show one example of what good looks like.** One sample of your style or format beats a paragraph of description.
4. **Plan, then execute.** "Give me the plan in steps. Wait. Now do step one." You catch wrong turns early.
5. **Name the audience.** "For my professor", "for a client who is angry", "for my mother". Tone follows.
6. **Make it argue against itself.** "Now critique that answer as a strict expert and fix the weak points."
7. **Set the format before the content.** Table, list, 120 words, in Urdu, with headings. Say it first.
8. **Chain small tasks.** Outline, then section, then polish. Big tasks in one go come back vague.
9. **Use what the tool can see.** Upload the PDF, paste the screenshot, speak instead of typing. Context is everything.
10. **Save your best prompts.** A note of ten prompts that worked for you is worth more than any list, including this one.

One habit

Before you send, read your prompt as a stranger: could they do the task from it alone? If not, neither can the assistant. Add the missing fact and send.

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Prompt starters, what to check, what to keep private, and the words you will hear.

4 Prompt starters

WHEN YOU WANT TO	START WITH
Learn something	`Explain [topic] to me as a [level], then quiz me.`
Fix writing	`Rewrite this to be clearer and half as long; keep my voice: [text]`
Decide	`Compare [A] and [B] on [criteria] in a table; then say what I am underestimating.`
Plan	`Make a [two-week] plan for [goal], one small task a day, starting today.`
Understand code	`Explain what this code does line by line, then where it could break: [code]`
Find the gap	`Here is my [CV / essay / plan]. What would a strict reviewer flag first?`
Summarise	`Summarise this in five bullets, then one line I should remember: [text]`
Prepare	`Act as [the interviewer / examiner / client]. Ask me one question at a time.`
Translate	`Translate into [Urdu / Sindhi], meaning over words, [formal / friendly] register.`
Get unstuck	`I am stuck on [thing]. Ask me three questions before you advise.`

Check before you trust

- **Facts, names, dates and numbers** are the things it gets wrong most confidently. Check them on the official page.
- **Quotations and references** can be invented. Ask for the source, then open it yourself.
- **Fees, deadlines, laws and medical advice** change and depend on you. Treat the answer as a starting point, not a decision.
- **Ask "how sure are you, and what should I verify?"** A good assistant will tell you where it is guessing.
- **Your work is still yours.** Know your university's or employer's rules on AI use, and say what you used when it matters.

Keep private things private

- Never paste **passwords, OTPs, CNIC or passport numbers, bank or card details.**
- Do not paste **other people's messages, photos or data** without their consent, or **your employer's**

5 Which kind of tool for what

YOU WANT	REACH FOR
Thinking, writing, learning	A general chat assistant (ChatGPT, Gemini, Claude, Copilot); free plans are enough.
Code in your editor	A coding assistant in the editor: it sees your files; you review every change.
Facts with sources	An assistant with web search that cites pages; open the citations, then decide.
Long documents	Upload the PDF and ask questions about it; ask it to quote the exact passage.
Pictures and slides	An image tool for the picture; the chat assistant for the words and the outline.
Speaking practice	Voice mode: talk, get corrected, repeat. Good for IELTS and interviews.

6 Daily habits that compound

- **One real task a day** with AI, however small. Skill comes from use, not from reading about it.
- **Keep a prompt notebook.** When something works, save the prompt with one line on why.
- **Learn with it, not instead of yourself.** Ask for the explanation, then do the problem without it.
- **Compare two tools** on the same prompt once a month. They differ more than people think.
- **Teach someone** one prompt a week: a classmate, a parent, a colleague. Teaching is the fastest way to learn.

Words you will hear

Prompt: what you type; the instruction and the context together.

Model: the trained system behind the assistant; different models have different strengths.

Context window: how much the model can hold in one conversation; long chats forget the start.

Token: a piece of a word; models read and write in tokens, and limits are

Hallucination: a confident answer that is simply made up. The reason you check.

System prompt: standing instructions set before the chat, such as "always answer in Urdu".

RAG: giving the model your documents to read before it answers, so it quotes them instead of guessing.

Agent: an assistant that