

11 Quick Tips for Better Prompting

The following eleven best practices will help you use AI and prompt engineering more effectively. They make your prompts clearer, guide models more precisely, and sustainably improve the quality of responses.

1

Define a role

Why: Giving the model a role – for example, “legal expert” or “marketing consultant” – immediately tells it which knowledge base to draw from and what tone to use. This leads to tailored, audience-focused answers.

2

Use a clean structure

Why: Models respond better when tasks are well organized. Use paragraphs, bullet points, or separators like --- to distinguish instructions, context, and input. This reduces misunderstandings and increases accuracy.

3

Prefer English

Why: Most large language models are trained on billions of texts, primarily in English. They usually process English more accurately, capture subtle nuances better, and deliver more precise results than in other languages.

4

Speak instead of typing

Why: Voice input often produces longer, more detailed prompts since we naturally provide more context when speaking. Richer prompts give the model more to work with – and noticeably improve the output.

5

Meta-Prompting: draft first, execute later

Why: Start by drafting a rough version of your prompt and ask the model to refine it (without executing yet). In the next step, run the improved version. This creates a cleaner, more thought-through prompt and delivers better results.

6

Provide examples (few-shot prompting)

Why: Examples are the best guide. Whether it's emails, presentation texts, or report formats – when the model sees what you like, it can mimic style, length, and structure far more accurately.

7

Leverage personalization

Warum: Many models allow you to set defaults for tone, style, or output format. Using these settings makes results more consistent, saves time in editing, and ensures outputs align closely with your brand voice or communication style.

8

Break tasks into steps (prompt chaining)

Why: Splitting complex tasks into smaller steps ensures the model handles each subtask thoroughly. Intermediate results feed into the next stage – so quality builds up step by step.

9

Ask for self-consistency

Why: Models can make mistakes or miss details. If you ask them to review and improve their own output, you often get more reliable and logically consistent final results.

10

Define quality criteria (rubrics)

Why: Setting specific rules – e.g., “maximum 200 words, neutral tone, focus on three key points” – gives the model clear guidance. The response will be more targeted, measurable, and dependable.

11

Plan for validation

Why: With AI, much of the work shifts from creating to reviewing. Answers are generated quickly, but not always error-free. Taking time to check sources, verify plausibility, and validate results helps prevent misinformation and saves correction cycles in the long run.