

ChatGPT Prompt Formula Cheat Sheet: Role, Task, Context, Format

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ROLE	TASK	CONTEXT	FORMAT
Who should ChatGPT be? Name a useful perspective or expertise.	What should it do? Use a specific action and outcome.	What background, audience, facts or constraints matter?	How should the answer look? Set length, structure and tone.

FILL-IN PROMPT

Act as [role]. Please [task]. Context: [relevant background, audience, facts and constraints]. Format the answer as [structure, length and tone]. If anything essential is missing, ask me before proceeding.

Eight ready-to-fill templates

Replace every square-bracket placeholder with your own details. Remove anything that does not apply.

EMAIL Act as [role]. Write an email to [recipient] about [topic]. Context: [key facts and desired outcome]. Format: [subject line, tone and length].	COMPARISON Act as [role]. Compare [option A] and [option B]. Context: choose for [use case], prioritising [criteria]. Format: a table of benefits, trade-offs and evidence; do not assume a winner.
SUMMARY Act as [role]. Summarise [source text]. Context: for [audience] and [purpose]. Format: [length] with [headings or bullets]. Keep key points and uncertainty clear.	BRAINSTORM Act as [role]. Generate [number] ideas for [goal]. Context: [audience, constraints and tone]. Format: a list with a short rationale for each; avoid [excluded directions].
PLAN Act as [role]. Create a plan for [goal]. Context: [starting point, resources, constraints and deadline]. Format: [steps, owners and milestones].	REWRITE Act as [role]. Rewrite [text] to [goal]. Context: [audience and channel]. Format: [length and tone]. Preserve the meaning and do not add facts.
EXPLANATION Act as [role]. Explain [topic]. Context: my starting knowledge is [level] and the audience is [audience]. Format: [length], [key terms] and [analogy or no analogy].	CHECKLIST Act as [role]. Make a checklist for [task]. Context: [who uses it, when and constraints]. Format: grouped steps with [completion criteria]; flag items needing verification.

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Refine the reply

Treat the first answer as a draft. Add one focused instruction at a time, then check whether the revision meets your need.

Narrow the scope When the reply wanders, define what belongs and what does not. Try: Focus only on [specific question]. Leave out [out-of-scope topics].	Tune the reader and level Adjust vocabulary and assumed knowledge for the person reading it. Try: Rewrite for [audience] who knows [starting level]. Define [terms] and keep the tone [tone].
Add useful constraints Set boundaries that make the answer easier to use. Try: Keep it to [length]. Include [required points], avoid [things to avoid], and use [format].	Change the structure Ask for a different shape when the content is useful but hard to scan. Try: Organise this as [format]. Put [priority] first, then group the rest under [headings].
Ask for alternatives Explore different approaches before choosing a direction. Try: Offer [number] distinct approaches. Explain the trade-offs and ask what matters most before recommending one.	Give targeted feedback Point to the exact part that needs work and protect what already works. Try: Change [specific issue] in the previous reply. Keep [what works] and do not alter [facts or sections].

Check before you use it

Never enter personal or confidential data, including client, patient, staff or customer data. Use a suitably anonymised description instead.

Verify facts, figures and citations against reliable sources before relying on them. For current product details, go to help.openai.com.

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