

A PRACTICAL PROMPT LIBRARY

ChatGPT Prompt Library by Outcome

75 Fill in the Blank Prompts

A clear starting point for writing, planning, learning, deciding and checking with ChatGPT.

Five useful outcomes

Write, Plan, Learn, Decide, Check

What Is ChatGPT is an independent plain English guide to ChatGPT. It is not affiliated with OpenAI.

Free from whatischatgpt.co.uk

How to use this library

Choose the outcome you need, then make the prompt your own.

1. Pick a goal

Go to Write, Plan, Learn, Decide or Check. Each section starts with a short guide to its prompts.

2. Fill in the brackets

Replace every [placeholder] with details that fit your task. Remove any instruction that does not apply.

3. Add helpful context

Say who the answer is for, what you already know, and what a useful result should include. Leave out private information you do not need to share.

4. Review the reply

Check that it answers your request. Ask a follow up question if something is unclear, missing or too detailed.

A prompt is a starting point, not a guarantee. Review the answer before you use it.

Free from whatischatgpt.co.uk

01 Write

Use these when you need a clear first draft, rewrite or set of words.

- 01 Draft a [type of message] to [person or group] about [topic]. Keep it [tone] and include [key detail].
- 02 Turn these notes into a clear paragraph for [audience]: [paste notes]. Keep [detail] unchanged.
- 03 Write a short description of [product, service or idea] for [audience]. Focus on [main benefit] without making promises.
- 04 Rewrite this for a reader who is new to [subject]. Use plain language and keep [important term] accurate: [text].
- 05 Write a friendly reply to [message]. Acknowledge [point], answer [question] and avoid [topic or claim].
- 06 Suggest five headings for a piece about [topic] for [audience]. Make them [style] and avoid [word or angle].
- 07 Create a simple outline for [piece of writing]. Include [number] sections and give each a useful heading.
- 08 Make this message more considerate while keeping its meaning: [paste message]. The reader is [context].
- 09 Turn this long explanation into a concise email with a subject line: [paste explanation]. Keep [detail].
- 10 Write a brief introduction to [topic]. Start with [key idea] and end by leading into [next section].
- 11 Draft a polite request to [person] asking for [action] by [date]. Include a short reason: [reason].
- 12 Create a short announcement about [change or event] for [audience]. State what is changing and what happens next.
- 13 Give me three ways to phrase [key message] for [audience]: [direct], [warm] and [formal].
- 14 Edit this draft for clarity and flow. Keep my meaning and flag anything that is unclear: [draft].
- 15 Write a closing paragraph for [piece]. Sum up [main point] and suggest [next step], without adding new claims.

Free from whatischatgpt.co.uk

02 Plan

Use these to turn an aim, task or set of limits into manageable steps.

- 01 Plan [goal] for [time period]. Break it into [number] steps and include a simple way to track progress.
- 02 Help me prepare for [event or task] on [date]. List what to do before, during and after.
- 03 Create a weekly plan around [priorities], [available hours] and [fixed commitments]. Leave space for breaks.
- 04 Turn this goal into small actions I can complete in [time available]: [goal]. Start with the easiest step.
- 05 Make a packing list for [trip or activity] in [place] for [duration]. Group items by purpose.
- 06 Build a simple agenda for [meeting or session] lasting [length]. Include [topics] and time for questions.
- 07 Plan a beginner friendly project to practise [skill]. Set a clear outcome and a few small milestones.
- 08 Create a meal plan for [number] days using [dietary needs], [ingredients on hand] and [cooking time].
- 09 Help me organise [room, files or task list]. Suggest an order of work using [time] and [available tools].
- 10 Make a study timetable for [subject] before [date]. Fit around [commitments] and include review sessions.
- 11 Map the steps for [process] from start to finish. Mark decisions, materials and anything I need to confirm.
- 12 Help me plan an afternoon in [place] with [interests]. Ask me about access needs if relevant.
- 13 Create a launch checklist for [project]. Sort tasks by what must happen first and what can wait.
- 14 Plan a simple home routine for [goal]. Include [available time], [people involved] and a way to reset after a missed day.
- 15 Turn this broad aim into a practical first week plan: [aim]. Include one action for each day.

Free from whatischatgpt.co.uk

03 Learn

Use these to explore a subject, practise a skill or make a difficult idea clearer.

- 01 Explain [topic] to me as a beginner. Start with the main idea, then give one everyday example.
- 02 Teach me the difference between [idea A] and [idea B]. Use a small comparison and a practical example.
- 03 Break [difficult task] into steps. Explain any unfamiliar words as you go.
- 04 Give me a short lesson on [subject]. Include three key points, a worked example and a recap.
- 05 Quiz me on [topic] one question at a time. Wait for my answer before giving feedback.
- 06 Give me a gentle practice exercise for [skill]. Show the goal first and provide a hint only if I ask.
- 07 Explain [concept] using an analogy about [familiar interest]. Then say where the analogy stops being accurate.
- 08 Summarise this passage for a learner at [level]. Keep the main points and define important terms: [passage].
- 09 Help me learn [language or skill] for [purpose]. Suggest a small daily practice using [time available].
- 10 Show a worked example of [task]. Explain each step and invite me to try a similar one.
- 11 Make flash cards from these notes. Put one question and a brief answer on each card: [notes].
- 12 Compare two ways to solve [problem]. Explain when each may be useful and what I should practise.
- 13 Explain the key ideas in [topic] as a sequence of questions and answers for [audience].
- 14 Review my explanation of [topic]. Point out one unclear part and ask me a question that helps me improve it: [explanation].
- 15 Suggest three questions I can use to explore [subject] further. Keep them focused on [area of interest].

Free from whatischatgpt.co.uk

04 Decide

Use these to compare possibilities and clarify what matters to you.

- 01 Compare [option A] and [option B] for [goal]. Use these priorities: [priorities]. Note what is unknown.
- 02 List the advantages, drawbacks and open questions for [choice]. Keep facts separate from assumptions.
- 03 Help me choose between [options]. Ask up to three questions about my needs before comparing them.
- 04 Create a decision table for [options] using [criteria]. Explain each rating in one short sentence.
- 05 I am deciding whether to [action]. Summarise the likely trade offs using only these details: [details].
- 06 Help me define what success would look like for [decision]. Suggest questions I can answer for myself.
- 07 Sort these factors into essential, useful and optional for [choice]: [factors]. Explain any uncertain placement.
- 08 Give me a neutral summary of the different views in this discussion: [views]. Do not decide for me.
- 09 Identify what I would need to learn before deciding about [topic]. Separate quick checks from deeper research.
- 10 Help me think through the possible consequences of [choice] for [people or situation]. Include more than one view.
- 11 Compare [approach A] and [approach B] for [task]. Consider effort, flexibility and what could go wrong.
- 12 Turn my concerns about [decision] into a list of questions to discuss with [person or adviser].
- 13 From these notes, list the decision, reasons, unknowns and next step. Do not add information: [notes].
- 14 Suggest a small, reversible way to test [idea] before I commit to a larger change.
- 15 Help me make a decision I can revisit later. Include a review date and signs that might change my choice.

Free from whatischatgpt.co.uk

05 Check

Use these to review a draft, organise information or spot questions to verify.

- 01 Check this draft for unclear sentences and suggest edits without changing the meaning: [draft].
- 02 Check this list for repeated items and group similar entries. Keep every distinct point: [list].
- 03 Review this plan for missing steps, unclear owners or timing that needs confirming: [plan].
- 04 Check whether this explanation answers [question]. Identify any part that needs evidence or a clearer example.
- 05 Compare these two versions for clarity, tone and completeness. Point out the differences: [version A] [version B].
- 06 Extract the dates, names and actions from these notes. Mark anything incomplete rather than guessing: [notes].
- 07 Review this table for missing labels or values that do not match the notes: [table] [notes].
- 08 Check this explanation for statements that sound certain but lack support. List them for me to verify: [text].
- 09 Check this set of instructions for missing steps or conflicting directions: [instructions].
- 10 Find terms in this text that may be unfamiliar to [audience]. Suggest plain language alternatives: [text].
- 11 Check this message for tone. Highlight wording that could sound abrupt to [reader], then suggest alternatives: [message].
- 12 Check my outline against this brief. Show what is covered and what is missing: [outline] [brief].
- 13 Turn these notes into a checklist. Keep the original order and mark unclear items: [notes].
- 14 Check this answer against the information I supplied. Separate supported points from additions: [answer] [source].
- 15 Read this reply as [audience]. Tell me what may be confusing, missing or hard to act on: [reply].

Free from whatischatgpt.co.uk

How to adjust a reply

If the first answer is close but not quite right, ask for a change. Try one of these phrases:

- make it shorter
- make it simpler
- give me three options
- change the tone to [tone]
- show your reasoning
- what did you assume?

Before you use an answer

Always check facts yourself. Verify important details with a reliable source, especially when they affect a real decision.