



### VOCABULARY

- ✔ **ChatGPT:** OpenAI's language model designed for natural language understanding and generation.
- ✔ **Prompt:** The input text or query given to ChatGPT to generate a response.
- ✔ **Fine-Tuning:** The process of training ChatGPT on specific datasets to make it more contextually aware.
- ✔ **Tokens:** Units of text that ChatGPT reads, which can be as short as one character or as long as one word.



### CORE FUNCTIONALITY

- ✔ **Generative Text:** ChatGPT can generate human-like text responses.
- ✔ **Multi-Turn Conversations:** It can handle multi-step interactions.
- ✔ **Contextual Understanding:** It maintains context and responds coherently.
- ✔ **Tone Adaptation:** It can match different tones, including neutral, encouraging, funny, and straightforward.
- ✔ **Content Variability:** ChatGPT can generate varied responses to the same input.
- ✔ **Prompt Engineering:** Crafting effective prompts is crucial for desired outputs.



### LAYOUTS & METHODS

- ✔ **Text-Based:** Input and output are in text form.
- ✔ **API Integration:** Use OpenAI's API to integrate ChatGPT into applications.
- ✔ **Interactive Chat:** Engage in back-and-forth conversations.
- ✔ **Single-Turn:** A single prompt with a single response.
- ✔ **Multi-Turn:** A series of prompts and responses in a conversation.



### KEY TRIGGERS & PROMPT EXAMPLES

- ✔ **Content Creation:** "Generate blog post ideas about AI ethics."
- ✔ **Customer Support:** "Help a customer with a product issue."
- ✔ **Language Translation:** "Translate this English text into French."
- ✔ **Code Writing:** "Write a Python code snippet to calculate Fibonacci numbers."
- ✔ **Creative Writing:** "Write a short story about a time-travel adventure."
- ✔ **Research Assistance:** "Find information about climate change effects."
- ✔ **Text Summarization:** "Summarize this article on renewable energy."



### TONES

- ✔ **Neutral:** Use for factual information and objective responses.
- ✔ **Encouraging:** Suitable for motivating or reassuring messages.
- ✔ **Funny:** Employ humor or light-heartedness when appropriate.
- ✔ **Straightforward:** Use for clear, no-nonsense communication.



### ROLES

- ✔ **Content Creator:** Use ChatGPT to generate content ideas, articles, and creative pieces.
- ✔ **Customer Support Agent:** Assist customers with queries and issues.
- ✔ **Language Translator:** Translate text between languages.
- ✔ **Programmer:** Generate code snippets or troubleshoot code.
- ✔ **Writer:** Collaborate with ChatGPT for creative writing projects.
- ✔ **Research Assistant:** Gather information and summaries for research.
- ✔ **Marketer:** Create marketing copy, content ideas, and ads.

#### Act as a [ROLE]:

- CEO
- Lawyer
- Copywriter
- Researcher
- Demand Generation Manager
- Mechanical Engineer

#### Create a [TASK]:

- Ad Copy
- Analysis
- Article
- A Table
- Blog Article
- Book Outline
- Email Sequence
- Product Description
- SEO Keywords
- Video Script
- Webinar

#### Show as a [FORMAT]:

- Bullet Points
- HTML
- List
- PDF
- Power Point Slides
- Summary
- Spreadsheet
- Rich Text

**“Acting as a [ROLE] perform this [TASK] in this [FORMAT]”**