

The Five-Part Prompt Recipe

You do not need magic words. A useful prompt gives AI the same clear brief you would give a capable new employee.

1

ROLE

Give the AI a specific job so it knows which perspective and skills to use.

"You are my lesson planning assistant."

2

TASK

Use a clear action verb and ask for one main job at a time.

"Help me plan a 45-minute lesson that introduces sight-reading."

3

CONTEXT

Share only the grade, subject, audience, goals, and constraints that change the answer.

"I teach beginning high school choir. Half the class is new to music."

4

OUTPUT

Describe the shape, length, tone, or choices that would make the response useful.

"Create a step-by-step plan with timings and a student-friendly tone."

5

CHECK

Tell the AI how to collaborate, flag uncertainty, and leave the final decision with you.

"Ask three questions first. Flag assumptions. I will review and adapt the result."

PUT THE FIVE PARTS TOGETHER

You are my lesson planning assistant. Help me plan a 45-minute lesson that introduces sight-reading. I teach beginning high school choir, and half the class is new to music. Create a step-by-step plan with timings and a student-friendly tone. Ask me up to three clarifying questions first. Flag assumptions, protect student privacy, and leave the final judgment to me.

1 ROLE

2 TASK

3 CONTEXT

4 OUTPUT

5 CHECK

WHY THIS WORKS

CLEAR JOB

The role and task tell AI what kind of help you actually need.

USEFUL DETAILS

The context and output make the response fit your classroom.

HUMAN IN CHARGE

The check step keeps questions, privacy, and judgment visible.

THINK FIRST. DELEGATE SECOND.

Build Your Own Clear Brief

Write a few useful details, then combine them in the template below. Short and specific beats long and vague.

1. ROLE

Who are you hiring?

2. TASK

What one job needs to be done?

3. CONTEXT

What details would change the answer?

4. OUTPUT

- | | |
|--------------------------------------|--|
| ☐ Plan | ☐ Checklist |
| ☐ First draft | ☐ Three options |

5. CHECK

- | | |
|--|---|
| ☐ Ask questions first | ☐ Flag assumptions |
| ☐ Review before use | |

PUT IT TOGETHER

You are my [ROLE]. Help me [TASK]. Here is the context that matters: [CONTEXT]. Create [OUTPUT]. Before you begin, [ASK QUESTIONS / OFFER OPTIONS]. Flag assumptions, protect student privacy, and leave the final judgment to me.

HUMAN CHECK BEFORE YOU USE IT

- ☐ I removed names and private student information.
- ☐ I checked facts, sources, standards, and policies.
- ☐ I adjusted the response for my students and my voice.
- ☐ I made the final decision instead of handing it to AI.

NOTES / WHAT WILL I REVISE?



TRY THE PRACTICE LAB