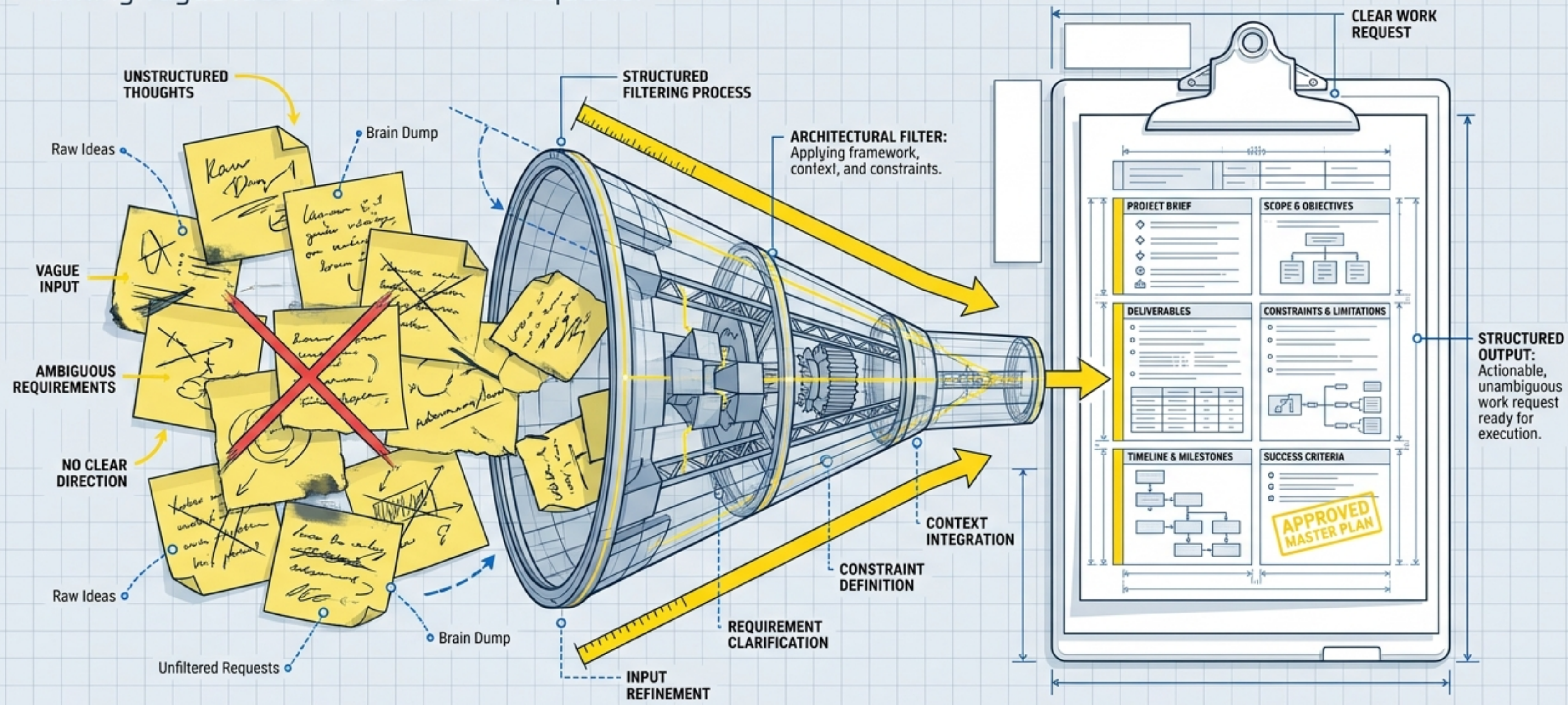


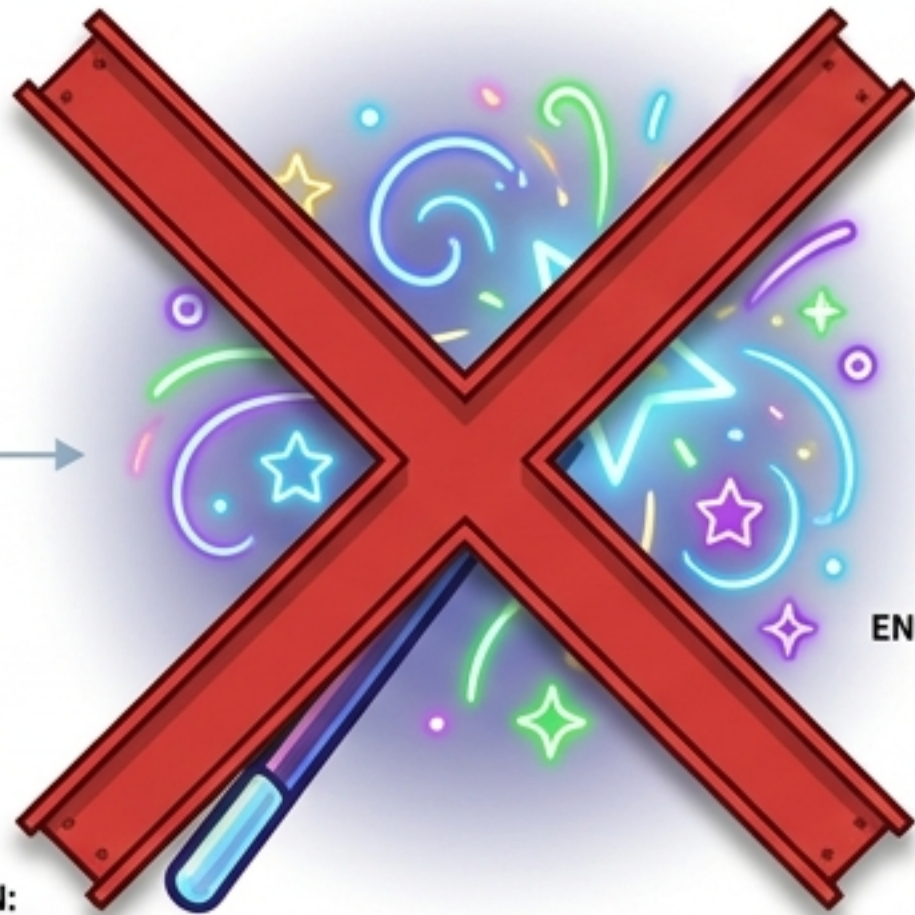
PROMPTING AS STRUCTURED COMMUNICATION

Turning vague ideas into clear work requests.



THE GOAL IS NOT MAGIC WORDING

MAGIC PHRASE



ENGINEERING NOTE:
INEFFECTIVE
METHODOLOGY

STRUCTURAL
CANCELLATION:
AVOID GENERICS

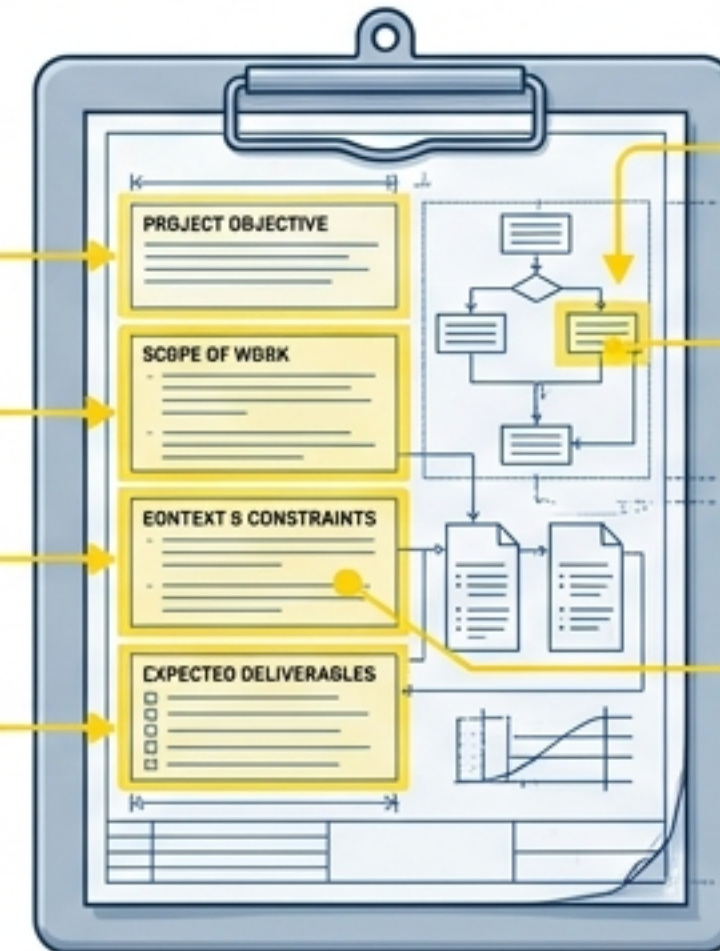
Stop searching for the perfect phrase.
Prompting is not about tricking the model
or casting spells.

CLEAR WORK REQUEST

DEFINED TASK
PARAMETERS

EXPLICIT
CONTEXT

EXPECFLOW
BOUNDARIES



STRUCTURED
INPUT MATRIX

EXPLICIT
GUIDANCE
SYSTEM

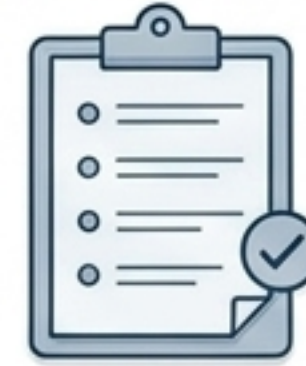
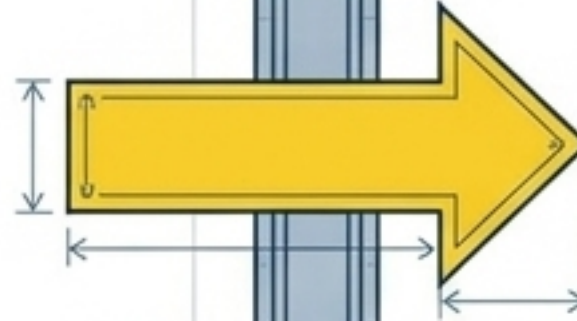
WORKFLOW
OPTIMIZATION
PLAN

Start writing clear project briefs. The goal is
to provide a capable but context-blind assistant
with a clear task, context, and boundaries.

WHY PROMPTING MATTERS



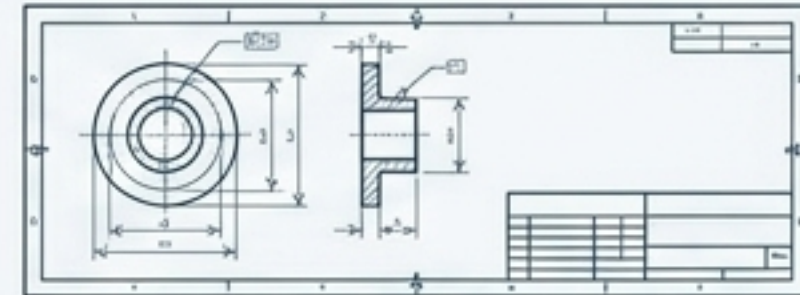
MESSY MEETING NOTES



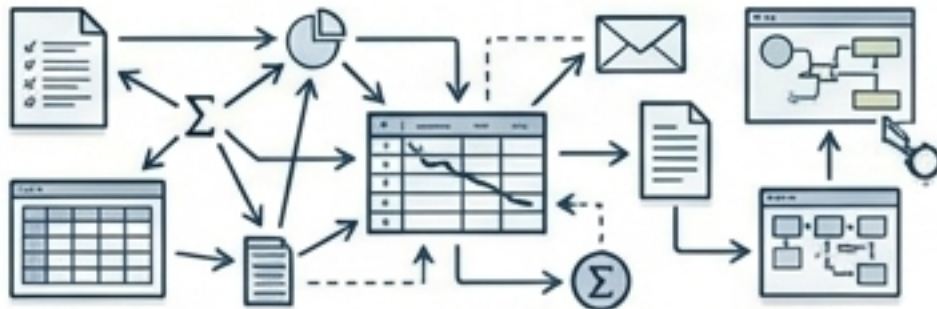
**CLEAN SUMMARIES
& ACTION ITEMS**



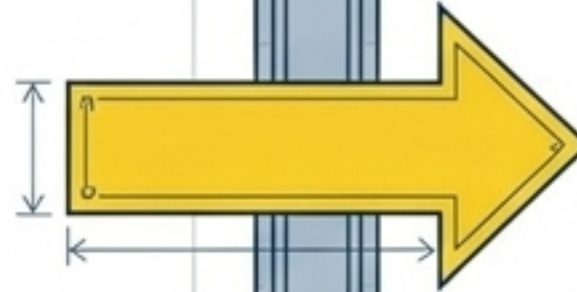
VAGUE PROJECT IDEAS



CLEAR TECHNICAL REQUIREMENTS



COMPLEX NON-SENSITIVE DATA



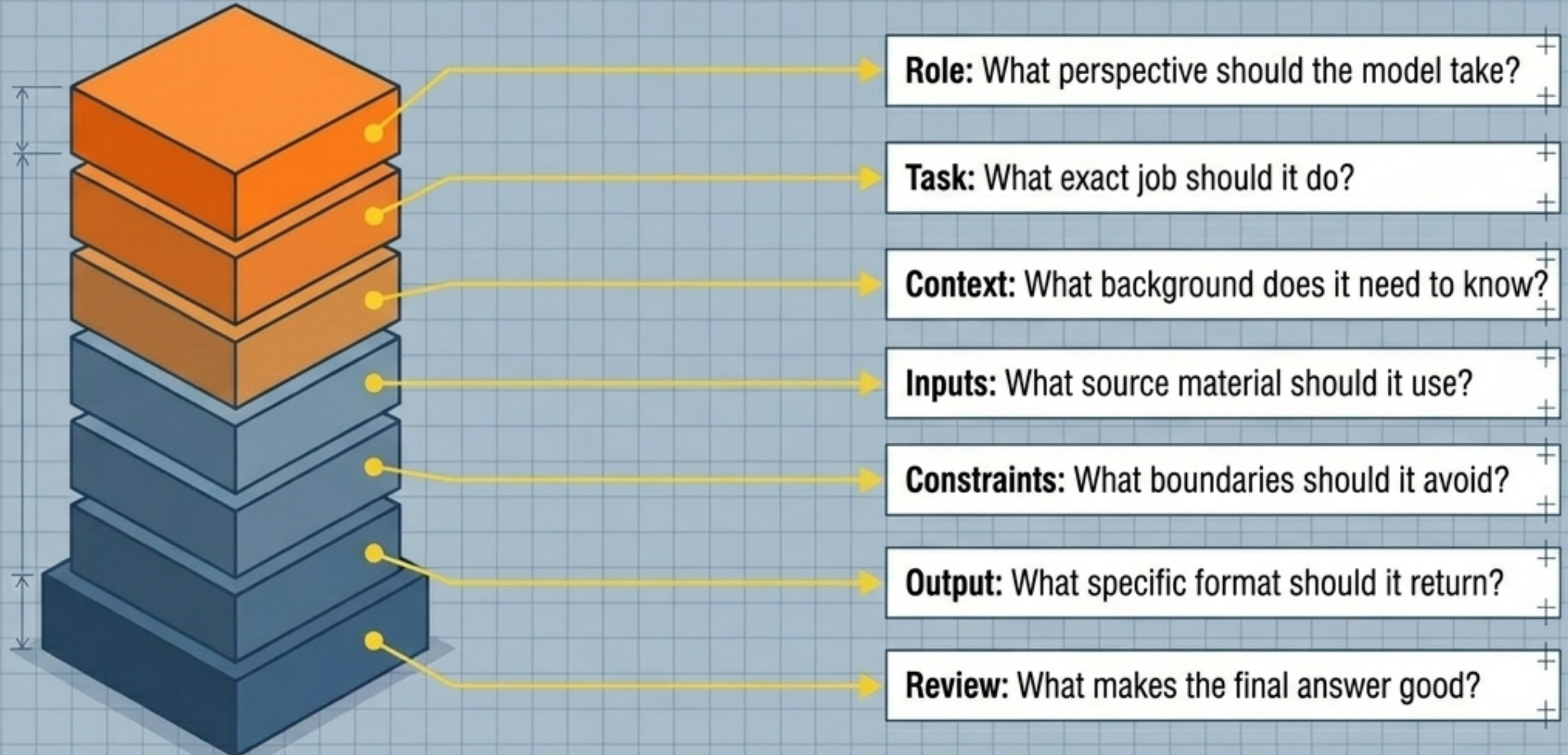
		↔	✓
			✓
			✓
			✓



DECISION CHECKLISTS & TRADEOFF COMPARISONS

Better prompts map directly to better drafts, plans, and operational artifacts.

A USEFUL PROMPT HAS PARTS



You do not need all seven every time.
But knowing them gives you a toolkit to fix bad outputs.

THE ENGINE: ROLE AND TASK

WEAK REQUEST

Help me plan a meeting.

RESULT: Generic, conversational advice you could find in a basic web search.

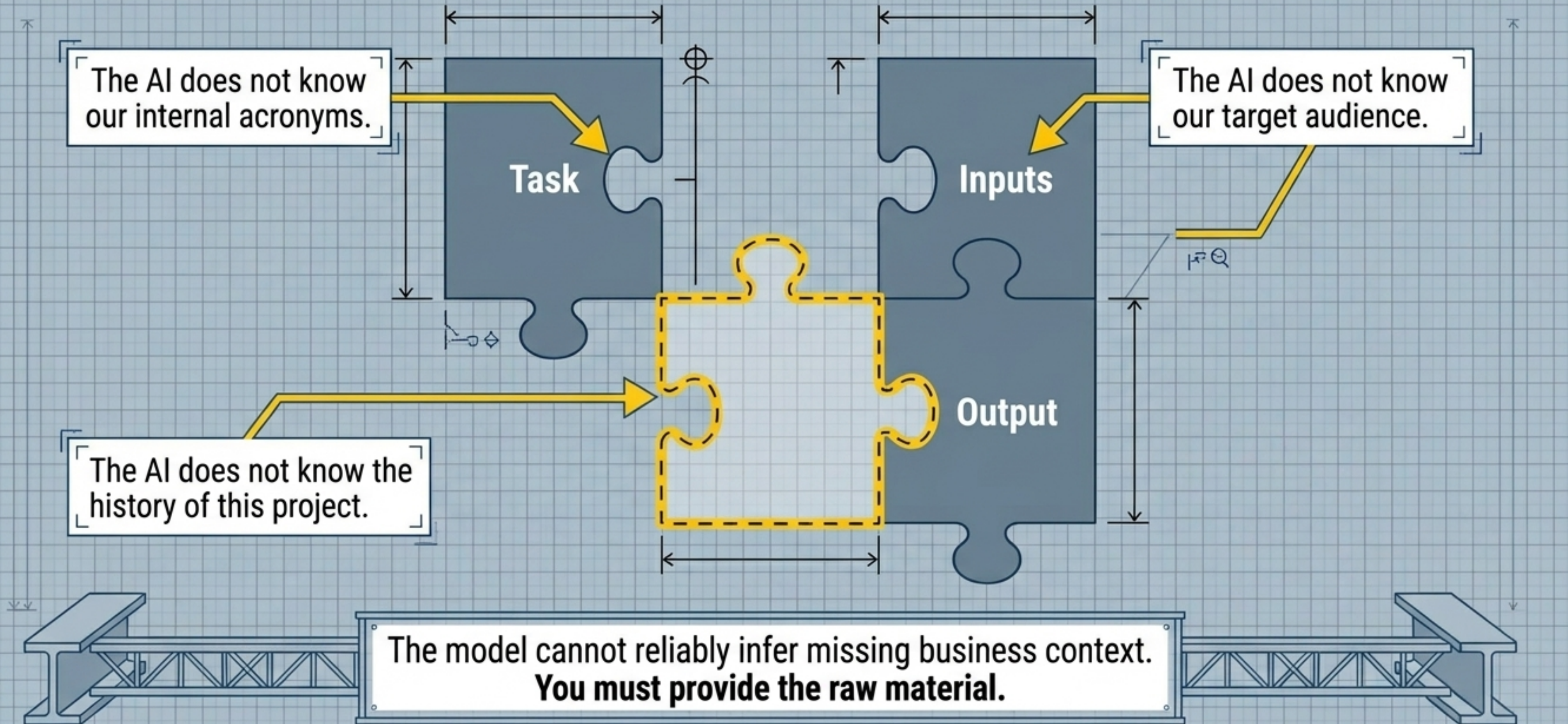
STRUCTURED REQUEST

[Role]: Act as a senior project manager.
[Task]: Draft a 45-minute kickoff meeting agenda.

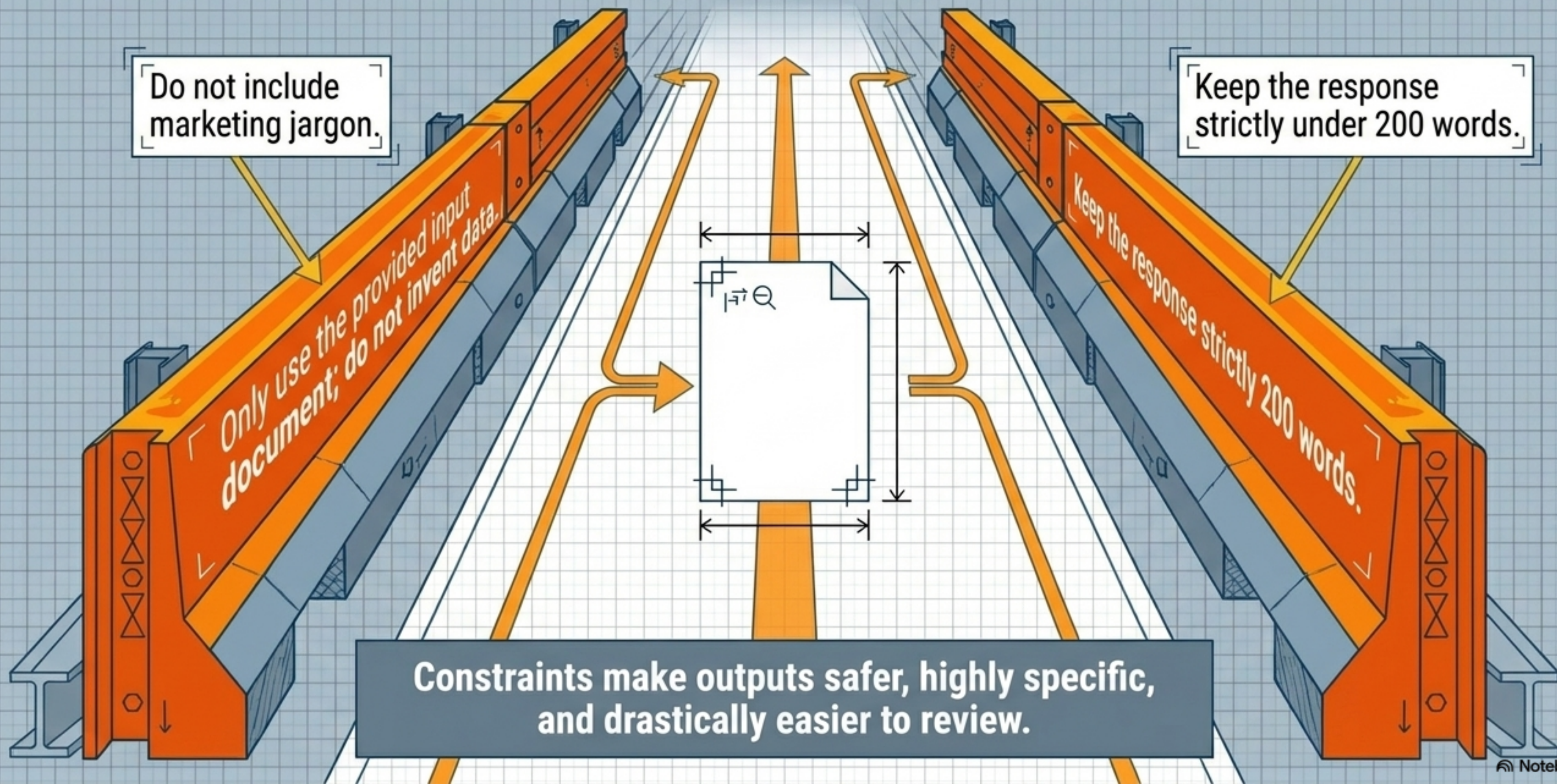
RESULT: A targeted, professional artifact ready for use.

INSIGHT: The AI needs a perspective to adopt and a highly specific job to execute.

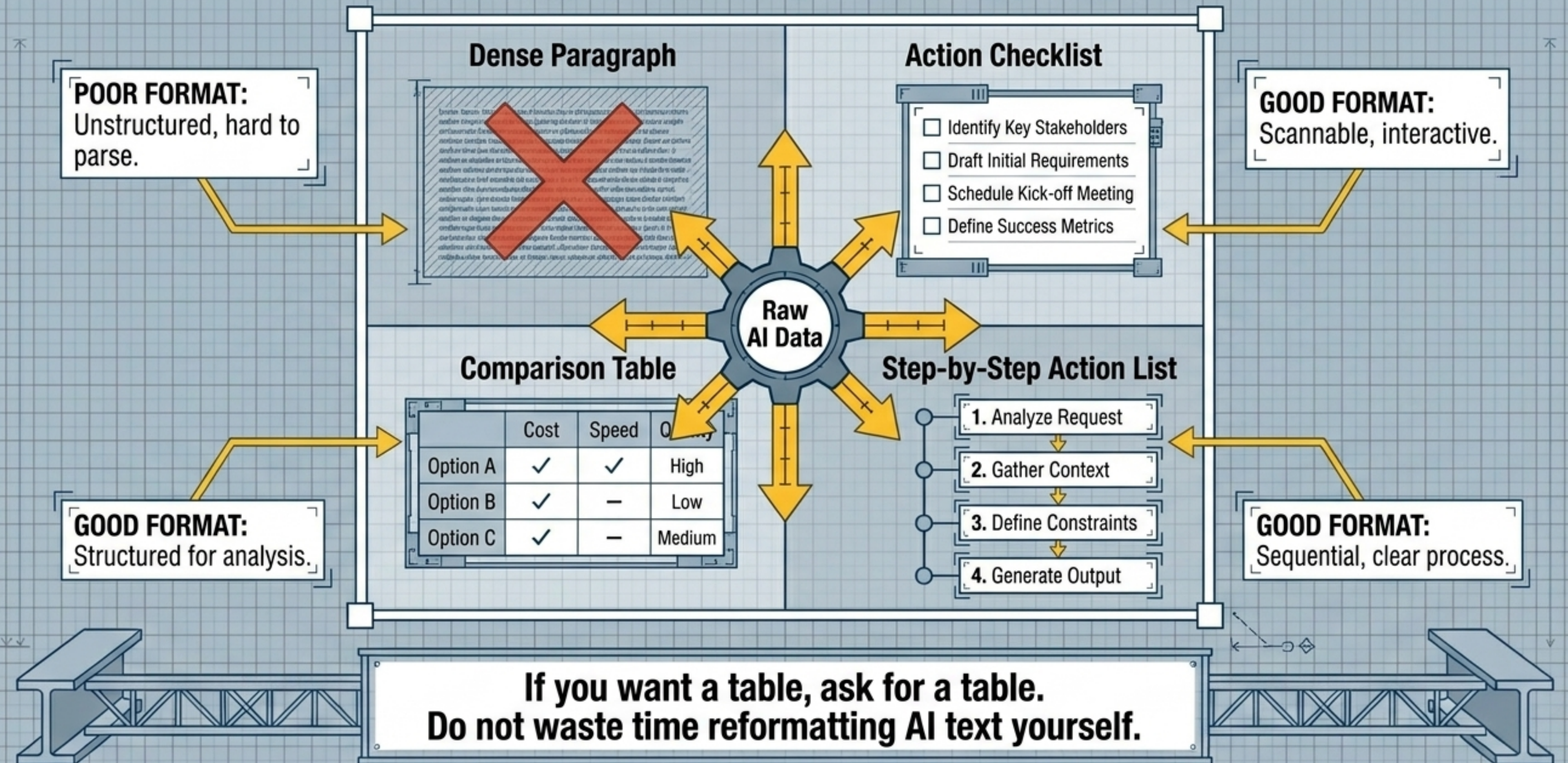
THE MISSING PIECES: CONTEXT AND INPUTS



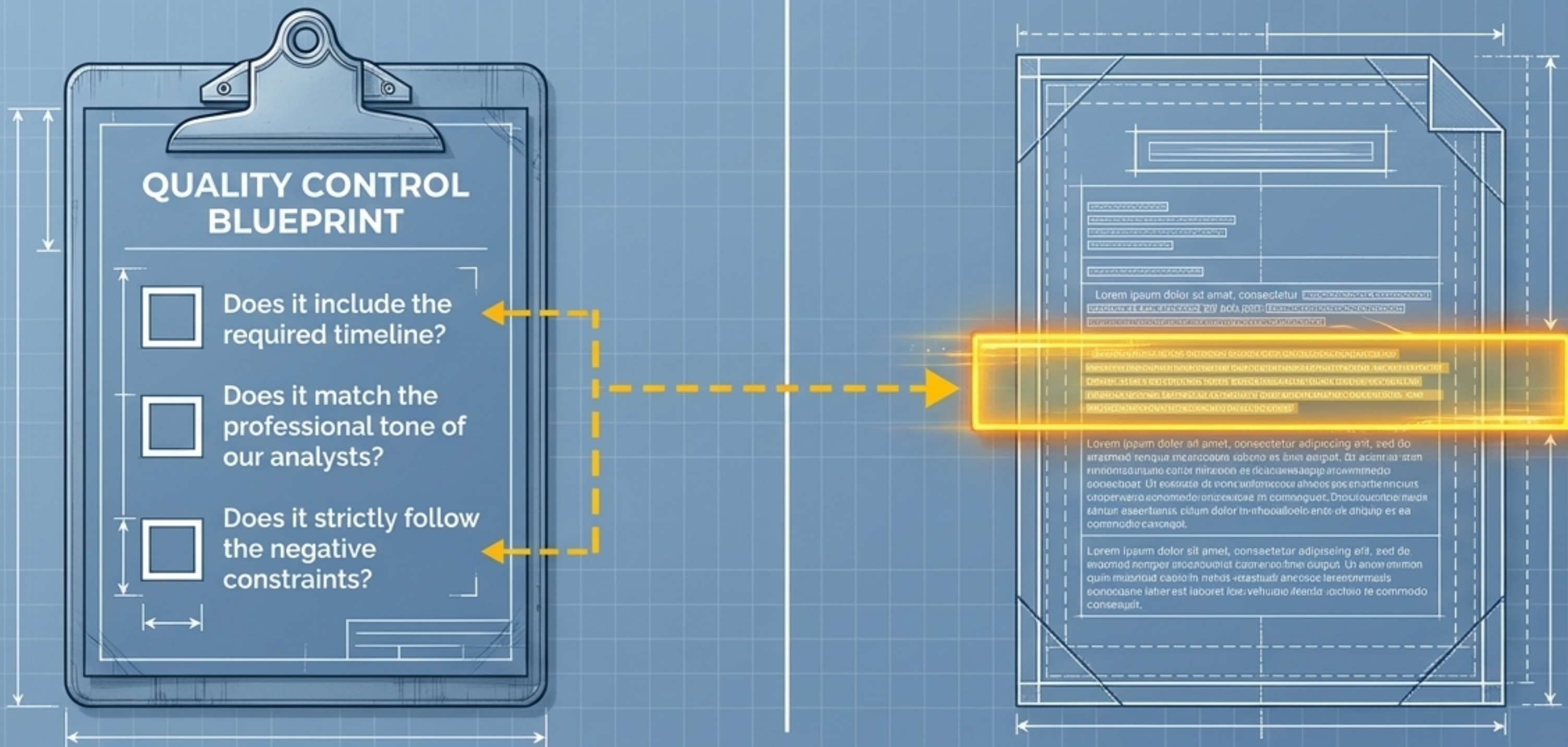
The Guardrails: Constraints And Boundaries



Output Format Dictates Usability



The Quality Check: Review Criteria



Tell the model what a good answer looks like in the prompt, and use that exact same criteria to review the final output.

The Transformation: From Vague to Structured

The Vague Request

Write a summary of this project update and tell me what to do next.

The Structured Blueprint

Act as a lead analyst.
Summarize the attached project update...

[Role & Task]

...for an audience of senior executives who have 2 minutes to read.

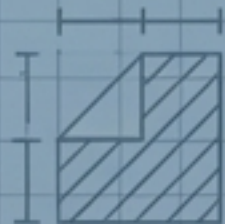
[Context]

Do not use technical jargon.
Limit to 150 words.

[Constraints]

Format the output as a bulleted executive summary followed by a 3-item action checklist.

[Output]



Practice: Architect Your Own Prompt

The Challenge: Improve this weak request:
"Look at these notes and write an email to the team."

Role & Task

Context

Constraints

Output Format

Facilitator Note:
Take 3 minutes to draft your improvements. Focus heavily on Context and Constraints.

Scale The Skill: Prompt Records

Prompt Record Template		
Purpose: What workflow does this accelerate?		Workflow Efficiency Data
Prompt Text: The exact structured language.		Structured Prompt Syntax
Expected Output: What a successful run looks like.		Standardized Output Criteria
Test Cases / Results: How it performed on past data.		Historical Performance Metrics
Version Notes: Iterative improvements.		Revision History & Changelog

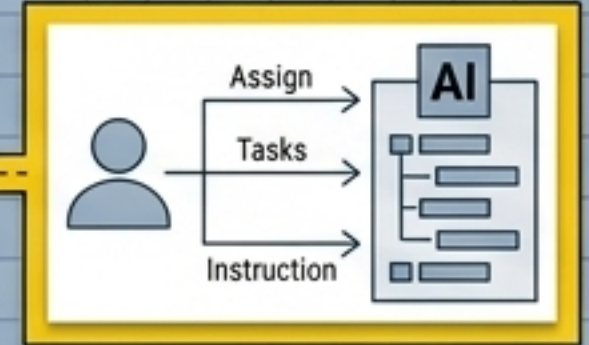
If a structured prompt saves you 30 minutes, save it, test it, improve it, and version it for your team.

Diagnostic Check: Common Misunderstandings

Card 1

Myth: I need to learn how to trick the model.

Reality: You just need to communicate clearly. Treat it like delegation.



Card 2

Myth: More words automatically make a better prompt.

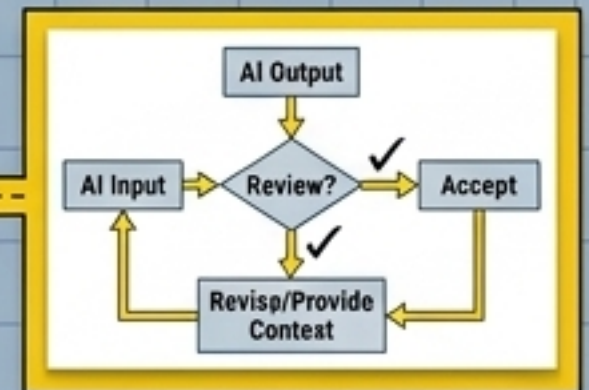
Reality: More structure makes a better prompt. Rambling creates confusion.



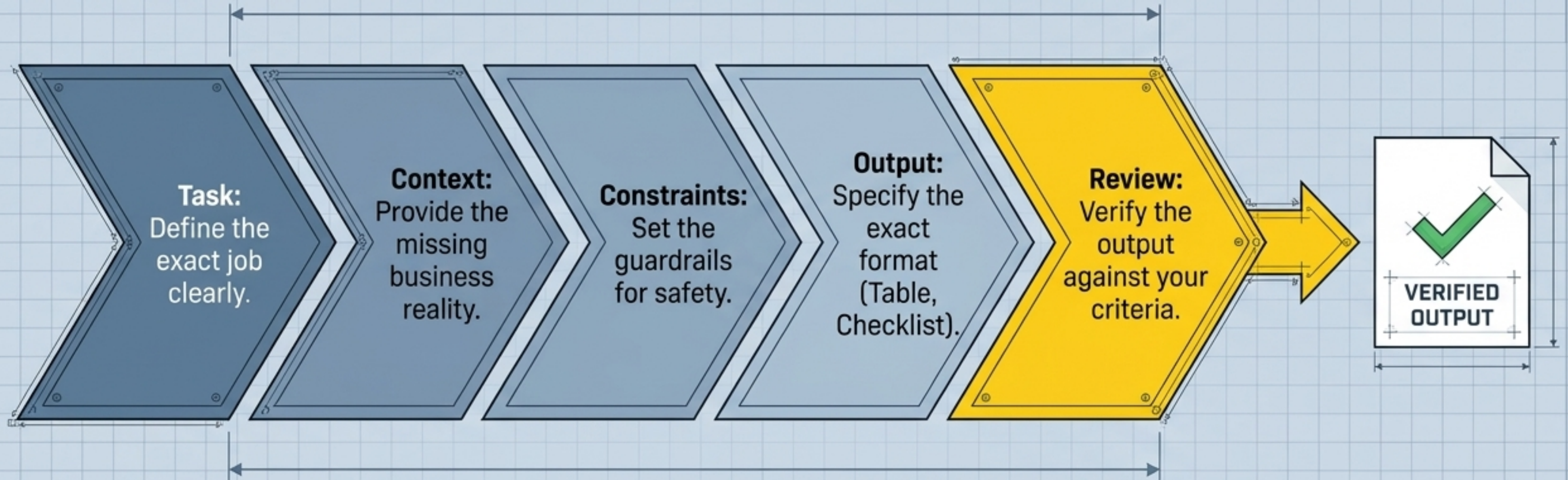
Card 3

Myth: The AI will figure out what I mean.

Reality: The model cannot reliably infer missing business context. Output must always be reviewed.



Key Takeaways: The Blueprint in Practice



Prompting works best when the work request is clear, bounded, formatted, reviewed, and preserved for reuse.