

# 4AIWorld

## Beginner AI Prompt Pack

---

Printable starter prompts for email, summaries, meetings, writing, research, data review, and review-first AI use.

### How to Use This Pack

- Copy one prompt at a time into your AI tool.
- Wherever the prompt says paste or upload, add only the information needed for that task.
- Replace bracketed text with your own situation, goal, audience, format, and constraints.
- **Review-first rule:** AI can draft, summarize, organize, and suggest. People remain responsible for accuracy, privacy, judgment, approvals, and final decisions.

### Prompt Directory

1. AI Task Starter Prompt - Turn a vague idea into a clear AI task before asking for output.
2. Professional Email Draft Prompt - Draft a clear email with audience, tone, length, and next step included.
3. Email Rewrite and Tone Prompt - Improve clarity and tone without changing the meaning.
4. Meeting Notes to Action Items Prompt - Turn messy meeting notes into decisions, action items, and open questions.
5. Summary for Busy Reader Prompt - Summarize long text into what matters most.
6. Plain-English Explainer Prompt - Explain a concept without jargon and with examples.
7. Research Comparison Prompt - Compare options in a structured way before making a decision.
8. Writing Improvement Prompt - Improve a draft for clarity, structure, and usefulness.
9. Spreadsheet or Data Review Prompt - Ask AI to inspect table data and suggest next steps without inventing conclusions.
10. AI Output Review Prompt - Review AI-generated content before using it.
11. Prompt Improvement Prompt - Turn a weak prompt into a stronger reusable prompt.

**Recommended workflow:** Start with Prompt 1 to clarify the task. Use Prompts 2-9 for everyday work. Use Prompts 10 and 11 to review outputs and improve prompts before relying on them.

# 1. AI Task Starter Prompt

---

**Purpose:** Turn a vague idea into a clear AI task before asking for output.

**Use when:** you know what you want done, but you are not sure how to ask the AI clearly.

## **Copy-and-paste engineered prompt**

Act as a practical AI task coach. Help me turn my rough request into a clear prompt.

My rough request: [paste request]

Audience or situation: [who this is for]

Goal: [what I want to accomplish]

Constraints: [tone, length, format, deadline, privacy limits]

Return:

1. a clearer version of my prompt
2. missing context I should add
3. risks or assumptions to check
4. one improved copy-and-paste prompt

**Human review: Check that the improved prompt does not include private, confidential, medical, legal, financial, customer, or employee information unless the tool and policy allow it.**

## 2. Professional Email Draft Prompt

---

**Purpose:** Draft a clear email with audience, tone, length, and next step included.

**Use when:** you need a first draft for a routine professional email.

### **Copy-and-paste engineered prompt**

Write a professional email for the situation below.

Situation: [describe the email purpose]

Recipient: [customer, coworker, manager, vendor, teacher, etc.]

Tone: [friendly, direct, apologetic, confident, concise]

Length: under [number] words

Required details: [facts that must be included]

Avoid: [anything not to say]

Next step: [meeting, reply, document, decision, deadline]

Return one polished email and one shorter version.

**Human review: Verify every factual claim, date, price, promise, attachment, and next step before sending.**

### 3. Email Rewrite and Tone Prompt

---

**Purpose:** Improve clarity and tone without changing the meaning.

**Use when:** you have a rough email that needs to sound more professional or easier to understand.

#### **Copy-and-paste engineered prompt**

Rewrite the email below to make it clearer, more professional, and easier to act on. Keep the original meaning. Do not add promises or facts that are not in the draft.

Tone: [calm, warm, firm, concise, helpful]

Length: [same length / shorter / under 150 words]

Draft email:

[paste draft]

Return:

1. improved version
2. short explanation of what changed
3. any statements I should verify before sending

**Human review: Review the rewrite to make sure it still matches your intent and does not overpromise.**

## 4. Meeting Notes to Action Items Prompt

---

**Purpose:** Turn messy meeting notes into decisions, action items, and open questions.

**Use when:** you have notes from a call, meeting, class, or planning session.

### **Copy-and-paste engineered prompt**

Organize the meeting notes below for a busy reader.

Audience: [manager, team, client, classmate, myself]

Notes:

[paste notes]

Return:

1. short summary
2. decisions made
3. action items with owner and due date if available
4. open questions
5. risks or follow-ups
6. a clean follow-up message I can send

**Human review: Confirm owners, deadlines, decisions, and sensitive details before sharing with others.**

## 5. Summary for Busy Reader Prompt

---

**Purpose:** Summarize long text into what matters most.

**Use when:** you need to understand a long email, article, transcript, document, or notes quickly.

### **Copy-and-paste engineered prompt**

Summarize the text below for a busy reader.

Purpose of summary: [decision, learning, follow-up, research, briefing]

Text:

[paste text]

Return:

1. five-bullet summary
2. key facts
3. important dates, names, numbers, or requirements
4. unclear or unsupported claims
5. recommended next step

**Human review: Check important facts against the original source. Do not rely on the summary alone for high-stakes decisions.**

## 6. Plain-English Explainer Prompt

---

**Purpose:** Explain a concept without jargon and with examples.

**Use when:** you are learning a new concept and want a simple explanation.

### **Copy-and-paste engineered prompt**

Explain [topic] to a beginner in plain English.

Use:

- one simple analogy
- three everyday examples
- common mistakes to avoid
- a short checklist for remembering it

Avoid jargon unless you define it clearly.

**Human review: Use this for learning support, not as the only source for technical, medical, legal, or financial decisions.**

## 7. Research Comparison Prompt

---

**Purpose:** Compare options in a structured way before making a decision.

**Use when:** you are comparing tools, services, strategies, vendors, or ideas.

### **Copy-and-paste engineered prompt**

Help me compare the options below.

Decision I need to make: [describe decision]

Options: [list options]

Criteria that matter: [cost, ease, privacy, features, risk, time, support, quality]

Context: [my situation]

Return a table with:

1. option
2. strengths
3. weaknesses
4. risks
5. best fit
6. questions I should verify before deciding

**Human review: Verify current prices, product features, policies, and claims with primary sources before buying or committing.**

## 8. Writing Improvement Prompt

---

**Purpose:** Improve a draft for clarity, structure, and usefulness.

**Use when:** you have a memo, post, article, report, or explanation that needs cleanup.

### **Copy-and-paste engineered prompt**

Review and improve the draft below.

Goal: [what the writing should accomplish]

Audience: [who will read it]

Tone: [professional, plain-English, persuasive, instructional]

Draft:

[paste draft]

Return:

1. improved draft
2. clearer headline or subject line
3. sections that need more evidence
4. sentences that may be too strong or unclear
5. final checklist before publishing

**Human review: Confirm facts, quotes, statistics, names, links, and claims before publishing.**

## 9. Spreadsheet or Data Review Prompt

---

**Purpose:** Ask AI to inspect table data and suggest next steps without inventing conclusions.

**Use when:** you have rows of data, a small spreadsheet excerpt, or a table to understand.

### **Copy-and-paste engineered prompt**

Review the table below and help me understand it.

Context: [what the data represents]

Question: [what I want to learn]

Data:

[paste table or CSV excerpt]

Return:

1. plain-English summary
2. patterns you notice
3. possible issues or missing data
4. calculations I should run
5. questions to verify before making decisions

Do not invent data that is not shown.

**Human review: Check formulas, source data, and calculations yourself. Do not use AI output as the final financial or operational record.**

## 10. AI Output Review Prompt

---

**Purpose:** Review AI-generated content before using it.

**Use when:** you asked AI to draft something and need a quality check.

### **Copy-and-paste engineered prompt**

Review the AI-generated output below before I use it.

Intended use: [email, article, report, customer reply, homework support, internal memo]

Output to review:

[paste AI output]

Check for:

1. factual uncertainty
2. unsupported claims
3. unclear wording
4. tone problems
5. missing context
6. sensitive information
7. places that need human verification

Return a revised version and a verification checklist.

**Human review: Always treat AI output as a draft. You remain responsible for the final content.**

## 11. Prompt Improvement Prompt

---

**Purpose:** Turn a weak prompt into a stronger reusable prompt.

**Use when:** you are not getting good AI results and want to improve your prompt.

### **Copy-and-paste engineered prompt**

Improve this prompt so it produces a better result.

Current prompt:

[paste prompt]

What I wanted instead: [describe better outcome]

Return:

1. what is weak or missing
2. a stronger version of the prompt
3. optional follow-up questions the AI should ask me
4. a reusable prompt template for similar tasks

**Human review: Review the improved prompt for privacy and accuracy before pasting real work information into an AI tool.**