

Get better answers from ChatGPT and Claude

Twenty-five lines to type into ChatGPT, Claude or any chat assistant. They work the same way in each one.

Starting a Chat

Here's what I'm trying to do. Ask me questions one at a time until you have what you need.	Gets the details before it answers
Explain this like I am new to it.	Plain words, no jargon
Give me three options, then tell me which one you'd pick and why.	Choices with a recommendation
Here's an example of what I want. Make more like it.	Matches a sample you paste in
Before you start, tell me what you think I am asking for.	Catches a misunderstanding early

Writing

Make this shorter without losing anything important.	Trims a draft
Fix the spelling and grammar only. Don't change my wording.	Proofreads, keeps your voice
Make this friendlier but keep it professional.	Adjusts the tone
Turn these notes into a short email to a customer.	Notes into a finished email
Draft a reply that says no politely.	Turns down a request

Checking the Answer

What did you assume that I didn't tell you?	Shows the guesses it made
Which parts of your answer are you least sure about?	Points at what to double-check
What would a skeptic say about this?	Finds the weak spots
Where did that number come from?	Asks for the source
Read it back to me and check it against what I pasted.	Compares to your original

Formatting

Give me the answer in one sentence, then the details.	The bottom line first
Put that in a table.	Rows and columns
Make it a checklist I can print.	Steps with boxes to tick
Write it so a 14-year-old could follow it.	Simpler reading level
Keep it under 100 words.	A hard length limit

Everyday Business

Summarize this document in five bullet points.	The short version
Pull every date and deadline out of this.	A list of due dates
Compare these two quotes and list the differences.	Side-by-side comparison
Turn this into step-by-step instructions for a new employee.	A how-to from your notes
What questions should I ask before I agree to this?	A list of questions to raise