AI SMARTCUTS

Streamlining Feedback
with AI-Powered Prompts

Learn to improve feedback quality through advanced prompt customization.

Improve Feedback Using ChatGPT

This smartcut explores how prompt engineering can be leveraged to optimize feedback processes. You will learn how to craft precise prompts to guide AI in generating more accurate, relevant, and actionable feedback.

By mastering prompt customization, you'll be able to streamline writing feedback, reduce ambiguity, and ensure responses are tailored to specific needs. This smartcut empowers you to improve communication clarity and efficiency.

Setting Up
The Baseline

1   **Access ChatGPT:** Once you are on the site, log in using your OpenAI account credentials. If you don't have an account, you can sign up easily using your email or connect through Google, Microsoft, or Apple.

2   **Understand Feedback Needs:** Analyze the type of feedback needed and decide how ChatGPT's prompt engineering can enhance the quality and specificity of feedback responses.

3   **Define Key Criteria for Prompts:** Establish the key criteria (e.g., tone, style, focus) that the feedback should meet, and structure the prompts to reflect these characteristics.

Start with a Simple Prompt for ChatGPT

{**1**} Navigate to **chat.openai.com** and start with a simple prompt for ChatGPT.

{**2**} Send your prompt to ChatGPT and wait for it to generate.

{**3**} Take note of the output given by ChatGPT.

Write me an email requesting for leave at work. The reason is because i need to attend my child's elementary graduation.

💡 *Treat AI-generated content as a starting point. Review, provide feedback, and iterate for more refined results*

Subject: Request for Leave to Attend Child's Graduation

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request leave on [insert date] to attend my child's elementary school graduation. It's an important milestone for my family, and I would greatly appreciate the time to be present for this special occasion.

» Truncated response

Please let me know if there are any additional steps I need to take to ensure a smooth process during my absence. I will make sure that all of my tasks are up to date before then.
Thank you for your understanding and support.

Best regards,

[Your Name]

List All your Feedbacks

{**4**} Review ChatGPT's output and write down all the things that needs improvement.

For this smartcut, here is a list of possible improvements on this output:

No names and date, starting sentence is too friendly, no mention of how the child needs to see their parents during that important time, and the tone should be more professional and straight to the point.

> Write me an email requesting for leave at work. The reason is because i need to attend my child's elementary graduation.

Subject: Request for Leave to Attend Child's Graduation

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request leave on [insert date] to attend my child's elementary school graduation. It's an important milestone for my family, and I would greatly appreciate the time to be present for this special occasion.

Please let me know if there are any additional steps I need to take to ensure a smooth process during my absence. I will make sure that all of my tasks are up to date before then.

Thank you for your understanding and support.

Best regards,
[Your Name]

💡 *The advantage of the feedback method is the ease in seeing mistakes compared to being correct from scratch.*

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get these /prompts

Create a Feedback Prompt

{**5**} Create a prompt using some prompt engineering techniques to improve ChatGPT's accuracy in rewriting the previous work.

Use quotation marks and separate the reference material on a different paragraph.

Specify a direction in the prompt pointing where the reference statements are located.

{**6**} Send the prompt to ChatGPT.

The output earlier needs more work. I need you to edit it using the following information.

Act like {**Role** | **an office worker**}. The sender is {**Sender's Name** | **Craig Halter**}. The supervisor is {**Supervisor's Name** | **Mr. Johnson**}. Write the request in {**Tone** | **a professional and straightforward tone**}. The day of my leave is on {**Date of Leave** | **August 30, Friday next week**}. Give importance to {**Topic Highlight** | **My son needing me to attend his graduation for his emotional development**}. {**Extra Requests** | **Also omit the statement below from the last output because the tone is too friendly**}.

"{**Reference statement** | **I hope this message finds you well.**}"

Subject: Request for Leave on August 30th

Dear Mr. Johnson,

I am writing to formally request a day of leave on Friday, August 30th, to attend my son's elementary school graduation. This is a significant event for him, and my presence is important for his emotional development during this milestone.

I will ensure all my responsibilities are up to date prior to my leave and will coordinate with the team to ensure coverage.

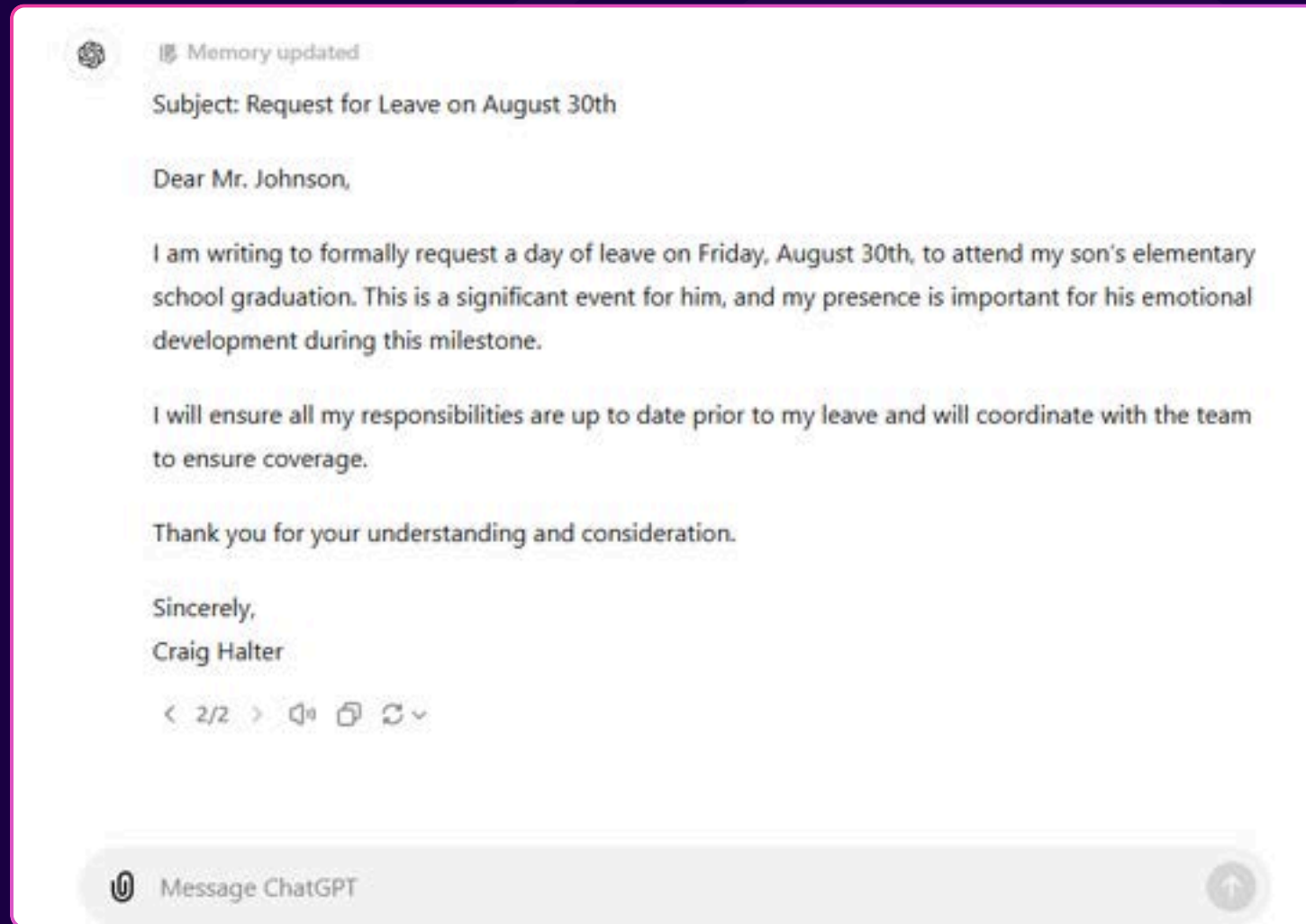Thank you for your understanding and consideration.

Sincerely,
Craig Halter

Review the Output

{**7**} Review the final output and decide what to do next.

At this point the output should only need minor adjustments to suit your needs. You can either use it as it is, make minor adjustments, or create another feedback prompt so ChatGPT can refine it further or create additional content.

Memory updated

Subject: Request for Leave on August 30th

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Thank you for your understanding and consideration.

Sincerely,
Craig Halter

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Message ChatGPT

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Frequently Asked Questions

How can prompt engineering improve feedback quality?
Prompt engineering helps tailor AI-generated responses to be more precise and relevant, making feedback more actionable and aligned with specific goals.

What are the best practices for creating effective prompts?
Focus on clarity, specificity, and context. Make sure your prompt includes details about the tone, style, and scope of the feedback you're seeking.

Can I reuse the same prompt for different types of feedback?
Yes, but it's best to adjust prompts based on the type of content and the nature of the feedback required to ensure relevance.

What if ChatGPT generates feedback that isn't accurate?
Refine your prompts to provide more context or adjust key details to improve the specificity of the responses generated by ChatGPT.

How many iterations should I perform to get the best feedback?
It usually takes 2-3 iterations of refining the prompt and analyzing the output to achieve feedback that meets your requirements.