

AI in Action: Prompt Kit

(Companion to the 3-Part Over-the-Shoulder Video Series)

What is a Prompt Kit?

This kit provides ready-to-use prompts for AI tools like ChatGPT and Google Gemini. Prompts are simply instructions you give to an AI. A good prompt helps the AI understand exactly what you need, making it a powerful assistant for beginners in writing, communication, and completing everyday tasks.

ChatGPT for Beginners

For Writing, Communication, and Everyday Tasks

ChatGPT is an AI that excels at understanding and creating human-like text. It's your go-to tool for drafting emails, improving your writing, summarizing long documents, and brainstorming ideas. Think of it as a helpful writing partner that's always available to assist.



Success Criteria: By the end of this guide, you'll be able to use ready-made prompts to improve your writing, generate ideas, and enhance your productivity with confidence.

Practical ChatGPT Prompts

Everyday Communication

Write a polite and friendly email reply to someone asking for more details about my services.

When you need a quick, professional response.

Fix grammar and improve the flow of this message without changing my tone: [paste text].

To quickly polish any draft before sending.

Productivity & Editing

Turn this messy note into a clear list of action steps: [paste note].

For organizing your thoughts or meeting notes.

Rewrite this content in a positive, motivational tone: [paste text].

To make your message more encouraging.

Rephrase this text to sound more confident and professional: [paste text].

To improve your professional presence.

Writing & Content Creation

Write a short blog post introduction that hooks the reader on [topic].

To grab attention and beat writer's block.

Create a social media caption that encourages engagement about [topic].

For creating posts that start conversations.

Summarize this text into a few short bullet points: [paste text].

To simplify long articles or documents.

Idea Generation

Give me five simple content ideas about [topic] that I could write or post about.

When you're stuck on what to create next.

Help me brainstorm five ways to explain [topic] in plain English.

To make complex ideas easy to understand.

How to Customize Prompts

1. Replace bracketed text like [topic] with your own subject.
2. Add details about your desired tone (e.g., '...in a fun, casual tone').
3. Specify a length to get a more precise response (e.g., 'a 3-sentence summary').

Google Gemini: Visual Creation for Beginners

Google Gemini excels at creating visuals from simple text descriptions. It's perfect for beginners who need clean, professional-looking graphics for blogs, branding, documents, and social media without any design experience.



Practical Gemini Prompts

Simple Graphics

- Create a clean, professional-looking image with the text "Welcome to My Blog" on a soft background.
- Design a square graphic (1080x1080) with the quote "Start where you are. Use what you have."
- Make a simple banner with the text "New Post Out Now!" using pastel colors.

eBook & Document Covers

- Design an ebook cover titled [title]. Use a simple, bold font and light background.
- Create a cover that looks professional and matches the topic [topic].

Branding and Logos

- Design a clean logo for a small online business named [business name].
- Create five logo ideas for a brand that focuses on [theme].

Social Media Graphics

- Create a 1080x1080 image that says "5 Tips to Make Life Easier" with a simple design.
- Design a YouTube thumbnail for a video titled "[video title]."
- Generate a banner image that says "Join My Newsletter" with bright, welcoming colors.

Ready to Get Started?

1. **Visit** the website for ChatGPT or Google Gemini and sign in.
2. **Copy** any prompt from this guide that fits your needs.
3. **Paste** the prompt into the chat box, filling in any [blanks].
4. **Send** the prompt and watch the AI generate your content!