

Prompt Writing — Part 1: The RCTF Formula

The single most important skill in this entire bootcamp.

TIME	ACTIVITY	TYPE
0:00-0:15	Why prompts matter — weak vs strong live demo	CONCEPT
0:15-0:35	The RCTF formula — teach each part with examples	CONCEPT
0:35-0:55	Prompt lab — 6 real tasks using RCTF	HANDS-ON
0:55-1:00	Start the personal Prompt Bank (3 sections)	HANDS-ON

Part 1 — Why Prompts Are Everything (0:00 – 0:15)

Today we cover the most important practical skill in this entire course. Everything else builds on this. Let's prove it with a live experiment.

We are going to ask AI the same thing three times. Same tool, same topic. Only the way we ask changes. Watch what happens to the output quality.

Attempt 1 — The weak prompt:

```
write a letter
```

The output will be a generic, useless letter addressed to nobody about nothing. AI had to guess everything — purpose, audience, tone, length, format. When you give it nothing, it gives you nothing useful.

Attempt 2 — A medium prompt:

```
write a job application letter
```

Better, but AI still has to assume your name, qualification, the company, the position, and your experience. The output is generic and not personalised.

Attempt 3 — The strong prompt (type this exactly):

```
You are a professional letter writer. I am Priya Sharma, a DCA diploma holder with 6 months of office experience. I am applying for a Data Entry Operator position at State Bank of India, Ranchi branch. Write a formal job application letter for me. Format it with: date at top, subject line, 3 paragraphs (why I am applying, my qualifications, closing request), and a professional signature. Keep it under 200 words. Formal tone only.
```

The output will be a professional, personalised, immediately usable letter. Same AI. Same topic. Completely different quality — because of how we asked.

■ Which of those three outputs would you actually send to a bank?

Only the third one. Ask why. Let students articulate: the third prompt gave AI enough information to do a proper job.

The Central Lesson of Today

AI output quality is almost entirely decided by how clearly you give instructions.

Think of AI like a brilliant new employee. They can do almost anything — but they need clear, complete direction.

Vague instructions produce vague work. Specific instructions produce excellent work.

Learning to write good prompts is the multiplier that makes everything else in this course more effective.

Part 2 — The RCTF Formula (0:15 – 0:35)

Write R C T F on the board in large letters. This is the framework that turns average AI outputs into professional results. Four parts. Learn them once, use them forever.

R — ROLE

Tell AI who to be before you give it any task. This single change dramatically shifts the expertise, vocabulary and tone of the entire response.

- "You are a professional HR manager..."
- "You are a patient school teacher explaining to beginners..."
- "You are an experienced document writer..."
- Without a role, AI gives a generic, average-level answer.
- With a specific role, it draws on specialised knowledge patterns.

C — CONTEXT

Give AI background information about your specific situation. The more relevant context you provide, the more tailored and useful the output.

- "I am Rahul Verma, a DCA diploma holder with 1 year of data entry experience."
- "I am applying to a private company in Ranchi for a computer operator role."
- "The letter needs to be submitted by Friday as a printed document."
- Context answers: Who are you? What is the situation? What details matter?

T — TASK

Say exactly what you want. Use specific action verbs. Do not be vague.

- "Write a formal job application letter." (specific)
- "Help me with a letter." (too vague)
- "Summarise this paragraph in exactly 3 bullet points." (specific)
- "Make this better." (too vague — better in what way?)
- The task should be so clear that AI cannot misunderstand it.

F — FORMAT

Tell AI exactly how you want the answer presented — length, structure, tone, style.

- "In 3 bullet points."
- "As a table with 3 columns."
- "Under 150 words. Formal tone only."
- "Number each step. Use simple English. No technical terms."
- "Present two options — one formal version and one friendly version."

Full RCTF example — read this out loud, then type it:

```
[R] You are a professional document writer.

[C] I am Amit Kumar, a DCA diploma holder applying for a Computer Operator job
at a private company in Ranchi. I have no prior work experience.

[T] Write a formal job application letter for me.

[F] Use proper letter format: date, subject, 3 paragraphs, closing.

Under 200 words. Formal tone. No bullet points inside the letter.
```

Show the output. Then ask: "What would have been missing if I had left out the Context part?" Guide students to see that without context, AI would have guessed the applicant's details or left them blank.

Part 3 — Prompt Lab: 6 Real Tasks (0:35 – 0:55)

Open ChatGPT or Claude and complete all six tasks using the RCTF formula. Each task should take 3 to 4 minutes. Walk around and check students' prompts before they submit — a poorly written prompt is a missed learning moment.

Task 1 — Formal Leave Letter

Write a leave application to your course director for 3 days.

```
Role: professional letter writer · Context: your name, course name, reason for
leave

Task: formal leave application letter · Format: proper letter, under 150 words
```

Task 2 — Explain a Concept

Ask AI to explain any DCA topic you found confusing, in simple language.

```
Role: patient teacher · Context: I am a DCA student who found [topic] confusing

Task: explain the concept · Format: under 80 words, simple English, one real-life example
```

Task 3 — Summarise Text

Paste any paragraph from your notes or a textbook and get a clean summary.

```
Role: professional summariser · Context: here is a paragraph [paste it]

Task: summarise it · Format: exactly 3 bullet points, each under 15 words
```

Task 4 — Tone Change

Ask AI to rewrite the same sentence in three different tones.

```
Task: take this sentence – "I want a salary increase" – rewrite it in 3 versions:

(1) very formal (2) politely casual (3) confident and firm. Label each version.
```

Task 5 — Create a Quiz

Ask AI to build a 5-question MCQ quiz on MS Excel basics.

```
Role: experienced teacher · Task: create a 5-question MCQ quiz on MS Excel basics

Format: 4 options per question, correct answer shown in bold after each question
```

Task 6 — Study Schedule

Ask AI to create a personalised study schedule for your DCA exam.

```
Context: I have a computer exam in 5 days, 1.5 hours to study per day

Task: day-by-day study plan · Format: table with Day | Subject | Topic | Duration
```

■ Which of the six tasks produced the most useful output for you personally?

Let 3-4 students share. Ask them what they think made that particular prompt work well.

Part 4 — Start Your Personal Prompt Bank (0:55 – 1:00)

The Prompt Bank is a personal document you build over today and tomorrow. It becomes your most useful tool after this course — a ready library of prompts you can reuse for any writing task.

- Open a new file in Notepad or MS Word. Title it: MY PROMPT BANK — [Your Name]
- Create 3 sections today: Letter Writer | Explainer | Quiz Maker
- For each section, write ONE reusable template using [BRACKETS] for parts that change.
- Save the file. Bring it every day this week. We add more sections tomorrow.

Example template for the Letter Writer section:

```
You are a professional letter writer.
```

I am [YOUR NAME], a [YOUR QUALIFICATION] holder.

I need to write a [TYPE OF LETTER] regarding [BRIEF TOPIC].

Write it in proper formal letter format with date, subject,

3 paragraphs, and a professional closing.

Keep it under [WORD COUNT] words. Tone: [formal / friendly / firm].

BY END OF THIS CLASS, STUDENTS WILL:

- ✓ Explain why prompt quality determines output quality
- ✓ Apply the RCTF formula (Role, Context, Task, Format) to any writing request
- ✓ Successfully complete 6 different real-life prompt tasks
- ✓ Start a personal Prompt Bank with 3 reusable template sections

Prompt Writing — Part 1: The RCTF Formula

Learn the framework that turns weak AI outputs into professional results.

Name: _____ Roll No.: _____ Date: _____

Why Prompts Are Everything

The quality of what AI gives you depends almost entirely on how clearly you ask for it. The same AI tool, the same topic — but a better prompt produces a dramatically better result. This is the most important skill in this course.

We saw this difference live today:

Prompt Type	What We Typed	What We Got
Weak	"write a letter"	Generic, unusable output
Medium	"write a job application"	Better, but still guessing details
Strong	Full RCTF prompt (see below)	Professional, personalised, ready to use

The RCTF Formula — Your Prompt Framework

Use RCTF for every prompt you write from this point forward. It takes 2 extra minutes to write a proper prompt — and saves 30 minutes of editing a bad output.

Letter	Part	What It Does	Example
R	ROLE	Tell AI who to be	"You are a professional letter writer..."
C	CONTEXT	Give background info	"I am Priya, a DCA holder applying to SBI Ranchi..."
T	TASK	Say exactly what you want	"Write a formal job application letter."
F	FORMAT	Specify output style	"3 paragraphs, under 200 words, formal tone."

Full RCTF example — copy and adapt this template:

```
[R] You are a professional letter writer.

[C] I am [YOUR NAME], a DCA diploma holder. I am applying for a
[JOB TITLE] position at [COMPANY NAME], [CITY].

[T] Write a formal job application letter for me.

[F] Use proper letter format: date, subject line, 3 paragraphs,
professional signature. Under 200 words. Formal tone only.
```

Six Tasks You Practiced Today

- **Task 1:** Leave application letter using RCTF
 - **Task 2:** Concept explanation (any DCA topic) — under 80 words, simple English
 - **Task 3:** Paragraph summary — exactly 3 bullet points, under 15 words each
 - **Task 4:** Tone change — same sentence in formal, casual, and confident versions
 - **Task 5:** 5-question MCQ quiz on MS Excel basics with bold correct answers
 - **Task 6:** Study schedule — table format: Day | Subject | Topic | Duration
-

Your Prompt Bank — Started Today

Your Prompt Bank is a personal document where you save reusable prompt templates. You started 3 sections today and will complete it tomorrow.

- **Section 1 — Letter Writer:** templates for any formal letter
- **Section 2 — Explainer:** templates for understanding any concept
- **Section 3 — Quiz Maker:** templates for generating practice questions

WHAT YOU LEARNED TODAY

- ✓ Explain why prompt quality determines output quality
- ✓ Apply all 4 parts of the RCTF formula to any writing request
- ✓ Complete 6 different real-life prompt tasks successfully
- ✓ Start a Prompt Bank with 3 reusable template sections

DAY 3 ASSIGNMENT

Task 1 Write 3 RCTF Prompts for Real Situations

Think of 3 real situations from your life where you could use AI to write something — a message to a landlord, an email to a college, a complaint to a shop. Write a complete RCTF prompt for each situation.

Task 2 Test Your Prompt — Compare Outputs

Use one of your 3 prompts from above. Run it on both ChatGPT and Claude. Write 2 sentences about which output was better and why.

Task 3 Add to Your Prompt Bank

Write a reusable template for any document type not covered in class today (examples: notice, apology letter, product review, thank-you note). Use [BRACKETS] for parts that will change each time.

Note: File name for your Prompt Bank: MY PROMPT BANK — [Your Name].docx or .txt