

# Prompt Writing — Part 2: Advanced Techniques

Chain prompts, constraints, multiple versions, and complete the Prompt Bank.

TIME	ACTIVITY	TYPE
0:00-0:25	5 advanced techniques — demo for each	CONCEPT
0:25-0:50	Practice — one task per technique	HANDS-ON
0:50-1:00	Complete the Prompt Bank — 4 more sections	HANDS-ON

## Part 1 — Five Advanced Prompting Techniques (0:00 – 0:25)

Yesterday we learned the RCTF formula — the foundation. Today we add five techniques that professional AI users rely on daily. Each one has a live demo right after the explanation.

### Technique 1 — Tell AI What NOT to Do

AI has default habits: it almost always uses bullet points, adds unnecessary headings, writes more than you asked, and uses vague words like "powerful" and "innovative." Adding negative constraints breaks these habits.

```
Write a short paragraph on the importance of MS Excel in office work.  
  
Do NOT use bullet points. Do NOT use the words "powerful" or "tool".  
  
Do NOT exceed 80 words. Plain, direct sentences only.
```

Run the same prompt twice — once without constraints, once with. The difference is immediately visible. Students often find the constrained version much more readable.

## Technique 2 — Chain Prompting (Refine Step by Step)

Professional writers do not write one perfect prompt and stop. They start with a draft and refine it step by step — all in the same conversation. Each message builds on the previous output. AI remembers the full conversation.

```
Step 1: Write a complaint email to a bank about a wrongly debited Rs. 500 charge.  
  
Step 2: Now make it more formal and firm.  
  
Step 3: Add a specific deadline — resolve within 7 working days.  
  
Step 4: Shorten the entire email by 25%.
```

Do all four steps live. Students see how each instruction builds on the last without starting from scratch. Point out: this is how professionals actually use AI.

## Technique 3 — Ask AI to Interview You First

Instead of trying to write the perfect prompt yourself, ask AI to ask YOU the right questions first. It gathers context from your answers, then writes — with full information. The result is almost always more personalised.

```
I want you to write a professional bio for my LinkedIn profile.  
  
Before writing anything, ask me 5 questions to understand my background,  
  
skills, and career goals. Wait for my answers before writing.
```

Actually answer the questions live on the projector. Show the difference in quality between this output and a basic bio from a generic prompt.

## Technique 4 — Specify the Audience

Adding an audience specification completely changes the vocabulary, complexity and examples AI uses. The same topic explained for different audiences looks like two completely different documents.

```
Explain what a computer virus is and how to protect against it.  
  
Audience: a 55-year-old shopkeeper who uses a computer only for billing  
  
and has very basic technical knowledge. Use simple language and everyday  
  
examples from their daily shop life.
```

Show the same explanation for two audiences: the shopkeeper and a DCA student. Ask students: what changed? They will notice: vocabulary, sentence length, examples.

## Technique 5 — Ask for Multiple Versions

Instead of accepting the first output, ask AI to give you several options to choose from. This keeps creative control with you — AI generates the options, you make the final decision.

```
Write 3 different versions of a WhatsApp message to reschedule a business meeting with a client.
```

```
Version 1: polite and apologetic.
```

```
Version 2: professional and brief.
```

```
Version 3: friendly and casual.
```

```
Label each version clearly.
```

After showing the 3 versions, ask: "Which would you actually send?" Different students will choose differently — that is fine and normal.

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## Part 2 — Practice: One Task Per Technique (0:25 – 0:50)

Students now practice each technique with a different real task. Each practice task takes 4 to 5 minutes.

**Practice 1 — Negative Constraints:** Write a resignation letter with these constraints: no negative language about the employer, no mention of salary, no more than 120 words, formal and gracious tone.

**Practice 2 — Chain Prompting:** Write a product description for a mobile phone. Then chain: (a) make it more exciting, (b) add a specific call-to-action, (c) cut to 50 words.

**Practice 3 — AI Interviews You:** Tell AI: "Write a formal complaint letter for me. Before writing, ask me 4 questions about the situation." Answer the questions. Review the final letter.

**Practice 4 — Audience Change:** Ask AI to explain "what is the internet" for two audiences: (1) a 60-year-old farmer from a village, and (2) a DCA student preparing for an exam. Compare the two outputs side by side.

**Practice 5 — Multiple Versions:** Ask AI for 3 versions of an out-of-office email for 3 days of leave: professional, friendly, and slightly humorous. Choose which one you would actually use.

### ■ Which technique felt most natural to you? Which one was hardest to apply?

This reflection helps students identify which techniques they need more practice with.

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## Part 3 — Complete Your Prompt Bank (0:50 – 1:00)

Open the Prompt Bank file from yesterday. Add these four new sections. Your Prompt Bank will then have 7 complete sections — your personal AI toolkit.

### Section: Grammar and Tone Fixer

```
Fix all grammar and spelling errors in the following text. Rewrite it in [formal / friendly / professional] tone. Do NOT change the meaning or add new information. Text: [PASTE YOUR TEXT HERE]
```

### Section: Idea Generator

Give me [NUMBER] ideas for [TOPIC OR GOAL]. For each idea include:

(1) what it is, (2) who would benefit, (3) one key advantage.

Present as a numbered list.

### Section: Study Assistant

You are a patient and encouraging teacher. Explain [TOPIC] to me in simple

English that a DCA student can understand. After explaining, give me 3 practice

questions to test my understanding. Wait for my answers before giving correct ones.

### Section: Complaint and Feedback Writer

Write a [formal complaint / polite feedback / positive review] about [SUBJECT].

Include: what happened, how it affected me, and what I expect as a resolution.

Tone: [firm but polite / appreciative / constructive]. Under [WORD COUNT] words.

Your Prompt Bank now has 7 sections. Before you struggle with any writing task from this point forward — open this file first. A good prompt takes 2 minutes to write. It can save 30 minutes of work. That ratio only gets better with practice.

#### BY END OF THIS CLASS, STUDENTS WILL:

- ✓ Apply all 5 advanced prompting techniques confidently
- ✓ Use chain prompting to refine outputs step by step in one conversation
- ✓ Ask AI to interview them before writing for more personalised results
- ✓ Have a complete 7-section personal Prompt Bank ready for daily use

# Prompt Writing — Part 2: Advanced Techniques

Chain prompts, add constraints, get AI to ask you first.

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Date: \_\_\_\_\_

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## Five Advanced Prompting Techniques

Now that you know the RCTF formula, these five techniques take your prompting to the next level. Each one solves a specific problem that basic prompting cannot handle.

### Technique 1 — Tell AI What NOT to Do

Add negative constraints to stop AI from defaulting to its bad habits (bullet points, long outputs, overused words like "powerful").

```
Write a paragraph about MS Excel. Do NOT use bullet points.
```

```
Do NOT use the word "powerful". Do NOT exceed 80 words.
```

### Technique 2 — Chain Prompting

Start with a draft and refine it step by step in the same conversation. AI remembers everything in the current chat.

```
Step 1: Write a complaint email about a wrongly debited Rs. 500 charge.
```

```
Step 2: Make it more formal and firm.
```

```
Step 3: Add a 7-working-day deadline for resolution.
```

```
Step 4: Shorten by 25%.
```

### Technique 3 — Ask AI to Interview You First

Instead of writing a complex prompt yourself, ask AI to ask YOU the right questions. It then writes with full context from your answers.

```
I want a professional LinkedIn bio written for me.
```

```
Before writing anything, ask me 5 questions about my background,
```

```
skills, and career goals. Wait for my answers before writing.
```

## Technique 4 — Specify the Audience

Adding an audience completely changes the vocabulary, examples and complexity of the output.

Explain what a computer virus is.

Audience: a 55-year-old shopkeeper who uses a computer only for billing, with very basic technical knowledge. Use simple everyday examples.

## Technique 5 — Ask for Multiple Versions

Instead of accepting one output, ask for options. You choose the best one.

Write 3 versions of a WhatsApp message rescheduling a client meeting.

Version 1: polite and apologetic.

Version 2: professional and brief.

Version 3: friendly and casual. Label each clearly.

## Your Complete Prompt Bank — 7 Sections

After today, your Prompt Bank has all 7 sections. Here is what each does:

Section	Use it for
Letter Writer	Any formal letter — leave, complaint, job application
Explainer	Understanding any concept in simple language
Quiz Maker	Generating practice questions for any subject
Grammar & Tone Fixer	Correcting and rewriting text in any tone
Idea Generator	Generating options and ideas for any goal
Study Assistant	Personalised explanations with practice questions
Complaint & Feedback Writer	Formal complaints, reviews, and feedback

### REMEMBER

- ✓ Before struggling with any writing task — open your Prompt Bank first.
- ✓ A good prompt takes 2 minutes to write and saves 30 minutes of editing.
- ✓ Chain prompting is how professionals use AI — not one big prompt, but a series of improvements.

### WHAT YOU LEARNED TODAY

- ✓ Apply all 5 advanced prompting techniques independently
- ✓ Use chain prompting to refine outputs step by step
- ✓ Ask AI to interview you before writing for more personalised results
- ✓ Have a complete 7-section Prompt Bank ready for daily use

## DAY 4 ASSIGNMENT

### Task 1 Chain Prompting Practice

Choose any writing task (email, letter, notice, description). Start with a basic prompt, then chain at least 3 refinement steps. Write your starting prompt and each refinement step below.

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### Task 2 Multiple Versions Challenge

Pick any short message you need to write in real life. Ask AI for 3 different versions (formal, friendly, urgent). Write which version you would actually use and why.

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### Task 3 Negative Constraints Test

Write a prompt for any task. Add at least 3 "Do NOT" constraints. Compare the output with and without constraints. Write one sentence about what changed.

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Note: Your Prompt Bank should now have all 7 sections saved and ready.