Prompt Engineering in AI Tools

Sample manual - first two chapters

Wise Owl Training

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CHAPTER 1 - BASIC PROMPT ENGINEERING

1.1 Introduction to Prompt Engineering

Prompt engineering is the process of asking the right question of your AI tool. You can divide this process into the following 6 areas, using the acronym **COURSE** to help remember them:

Area	Details
Context	The more detail you can give your AI tool on the question you want answering, the better the answer is likely to be.
Output	Do you want your AI tool to present its answer as free text, bullet points, a table, a spreadsheet or in some other format?
Audience	Who should be the intended readership of the answer to your question?
Role	What persona do you want your AI tool to adopt when answering the question?
Style	Do you want your AI tool to answer using flowery English, concise language, legalese, jargon or textspeak?
Examples	Can you provide examples of what you're looking for, to guide your AI tool down the right path?

The rest of this chapter shows how to control each of these aspects of your conversation with ChatGPT (the techniques work for all the main AI tools, as we'll see later in this courseware).

The best way to think of an AI tool like ChatGPT is as a personal assistant who will adopt any persona you specify, and answer questions using any style and output format you request.

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1.2 Context

You will get better answers from your AI tool if you can provide it with background to your question. Consider these 3 levels of context:

Level of context	Prompt	Response
Minimal	"Come up with 3 reasons why we shouldn't get a pet cat for our daughter"	Here are three reasons why you might reconsider getting a pet cat for your daughter: 1. **Allergies:** If anyone in the home has allergies to cats, this could lead to ongoing health issues, including sneezing, itching, and more severe reactions, which can be quite uncomfortable. 2. **Responsibility:** Cats require a lot of care, including feeding, grooming, and regular veterinary visits. If your daughter or other family members aren't ready for this level of commitment, it might not be the right time to bring a pet into the home. 3. **Cost:** Owning a cat can be expensive. The costs include food, litter, toys, and medical expenses, including routine check-ups and unexpected health issues. This financial commitment is important to consider before making a decision.
Normal	"You are the mother in a family of 5. Both you and your husband have busy jobs which mean you work long hours in your respective offices. You have 3 children: 2 sons in their early teens and a nine-year-old daughter Amy. Amy has been hassling you for some time now to get a cat, but you don't want to because you know that it will stop you going away on holidays, be a hassle to look after and damage your carpets and sofas. Come up with 3 reasons which might persuade Amy why you shouldn't buy a cat."	Here are three reasons you might explain to Amy about why getting a cat might not be the best idea right now: 1. **Travel Limitations:** "Amy, getting a cat would mean we have to think about who will take care of it whenever we want to go on holiday. It can be hard to find someone to look after a cat, and we love our family trips!" 2. **Care Responsibilities:** "Cats need a lot of care, like feeding, cleaning their litter box, and playtime. With how busy we all are, it might be tough for us to give a cat all the attention it deserves." 3. **Furniture Concerns:** "Cats can sometimes scratch furniture like sofas and carpets, especially if they don't have enough things to scratch. We'd have to be very careful about our things getting damaged, and fixing them can be expensive and time-consuming."
Detailed	"Your parents used to have a cat, and you remember what a pain it was: always scratching the furniture and carpets, never there when you needed to go on holiday and expensive to feed and look after (plus you hated having to change its litter tray). Your nine-year-old daughter now wants to get a cat, but you know that you'll spend most time looking after it. You want to persuade her that buying a cat is a bad idea, but being only 9 years old you know that adult arguments won't work. Come up with 3 arguments to convince your daughter that buying a cat would be a terrible idea."	Here are three child-friendly arguments you might use to help Amy understand why getting a cat might not be the best idea: 1. **Playtime Limitations:** "Amy, cats often like to be on their own and may not always want to play when you want to. This means they might not be around to play games or cuddle when you feel like it." 2. **Vacation Buddies:** "Remember how we love to go on our summer vacations? If we have a cat, it would be harder for us to go on those fun trips because we'd need to find someone to take care of the cat while we're away." 3. **Messy Chores:** "Cats use a litter box that needs to be cleaned every day, which can be really smelly and not fun to take care of. Plus, we'd need to make sure the cat doesn't scratch our furniture, which could be a big job."

You will get more out of AI tools if you provide longer prompts, giving as much context as possible on the question you're asking.

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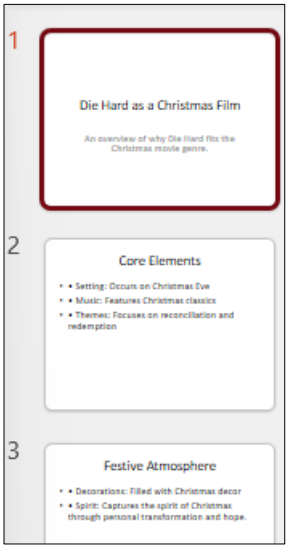
1.3 Outputs

When you ask a question of an AI tool, you can be specific about what format the response should take. Here are 4 different formats for the answer to *Why is Die Hard a Christmas film?*:

Prompt	Output	Style
*"Create a bulleted list of 5 reasons why **Die Hard** should be considered as a Christmas film. Use concise language, and keep each bullet point short. Begin with a single sentence introduction containing no more than 20 words."*	"Die Hard" deserves recognition as a Christmas film for these reasons: • **Set on Christmas Eve:** The plot unfolds during a holiday party. • **Christmas Music:** Features classic Christmas songs throughout. • **Themes of Reconciliation:** Focuses on family and relationship mending. • **Christmas Decorations:** Festive decor and references to the holiday season. • **Redemption and Miracles:** Echoes traditional Christmas narratives of personal transformation.	Bulleted list
"Create a brief summary (no more than 30 words) of why Die Hard should be considered as a Christmas film, using concise language."	"Die Hard" unfolds on Christmas Eve, features holiday music and decorations, and centers on themes of family reconciliation and personal redemption, aligning with traditional Christmas narratives.	Text
"Using concise language, create a table explaining why Die Hard should be considered as a Christmas film. The table column headings should be "Reason" and "Explanation". The first column should give a one-word or two-word summary of the reason, while the second column should give more detail (but using no more than 20 words in each case)."	Reason / Explanation Setting — Takes place on Christmas Eve during a holiday party. Music — Features classic Christmas songs like "Let It Snow". Decorations — Abundant Christmas decorations and references. Themes — Focuses on family reconciliation and redemption. Spirit — Embodies the Christmas spirit of miracles and hope.	Table
"Create a 3-slide PowerPoint presentation explaining why Die Hard should be considered as a Christmas film, using concise language and keeping the text on each slide to a minimum"		Presentation

You'll see much more detail on the possible outputs that AI tools can generate in a later chapter of this courseware.

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1.4 Audience

When asking a question, it's often useful to specify the audience – here is ChatGPT trying to explain to 3 very different audiences why they should watch the Netflix series *Gilmore Girls*:

Audience	Prompt	Answer
Communists	"You are giving a lecture to a group of young communists. Summarise in no more than 50 words why you think they should watch the Gilmore Girls."	Watching "Gilmore Girls" offers insights into the interplay of class dynamics, personal aspirations, and societal expectations. Its portrayal of community and individual struggles within a capitalist framework can spark dialogue on social mobility and solidarity, making it relevant and thought-provoking for young communists seeking to understand and challenge societal structures.
Wedding guests	"You have been asked to do the best man's speech at your friend's wedding. Summarise in no more than 50 words why you think the bridegroom and bride should watch the Gilmore Girls."	As the best man, I'd recommend watching *Gilmore Girls* for its witty dialogue and heartwarming portrayal of relationships. It's a masterclass in communication and connection, offering both laughter and lessons, perfect for fostering understanding and joy in your new journey together.
Primary school children	"You have been asked to give a guest speech at your children's primary school. The children in the class will be boys and girls between the ages of 5 and 12. Summarise in no more than 50 words why you think they should watch the Gilmore Girls."	*Gilmore Girls* offers fun and heartfelt stories that teach the importance of family, friendship, and community. It encourages everyone to support each other, dream big, and cherish every moment together—lessons valuable for kids as they grow and learn about the world around them.

Note that the audience doesn't change the style of the answer; just the words used.

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1.5 Roles

You can ask an AI tool to play a *role* when answering a question (guiding it as to which information it should give most weight). Here are 4 examples asking the same question to different "people":

Role	Prompt	Answer
Conspiracy theorist	"You are a slightly bitter person who thinks that often the world is out to get you. You suspect that the moon landings were staged and that JFK was shot by the CIA. In 50 words or less give your opinion on whether the BBC should be funded by a licence fee or not in the UK."	The BBC licence fee is just another method to enforce payment for media that pushes whatever agenda they want. If they were truly about the public's interest, funding should come from advertisements or subscriptions, not from taxing everyone regardless of whether they watch it or not. It's all control.
Liberal	"You read the Guardian and always vote for the Liberal Democrats. In 50 words or less give your opinion on whether the BBC should be funded by a licence fee or not in the UK."	The BBC licence fee is crucial for maintaining independent, high-quality broadcasting free from commercial pressures. It supports diverse and educational content accessible to all, reflecting values we should preserve. Public funding ensures the BBC remains a trusted and impartial national resource.
Modern teenager	"You are a teenager who gets all of your news from TikTok. You can't remember the last time you watched television. In 50 words or less give your opinion on whether the BBC should be funded by a licence fee or not in the UK."	Honestly, who even watches TV anymore? We get all our updates from TikTok and other apps. Charging for a TV licence seems so old-school. Maybe the BBC should find a way to stay relevant and fund itself without needing a licence fee from people who don't use it.
Jane Austen	"You are Jane Austen. In 50 words or less give your opinion on whether the BBC should be funded by a licence fee or not in the UK."	As Jane Austen, I might say: "Public funding via licence ensures the BBC remains a cultural beacon, free from commercial pressures. This model safeguards impartiality and quality, preserving British heritage and fostering informed citizens. A worthy investment for society's enlightenment and entertainment."

Giving your AI tool a role to play is a way of telling it which information in its database should be given most weight. A climatologist and a conspiracy theorist would draw on very different sources to answer questions about climate change.

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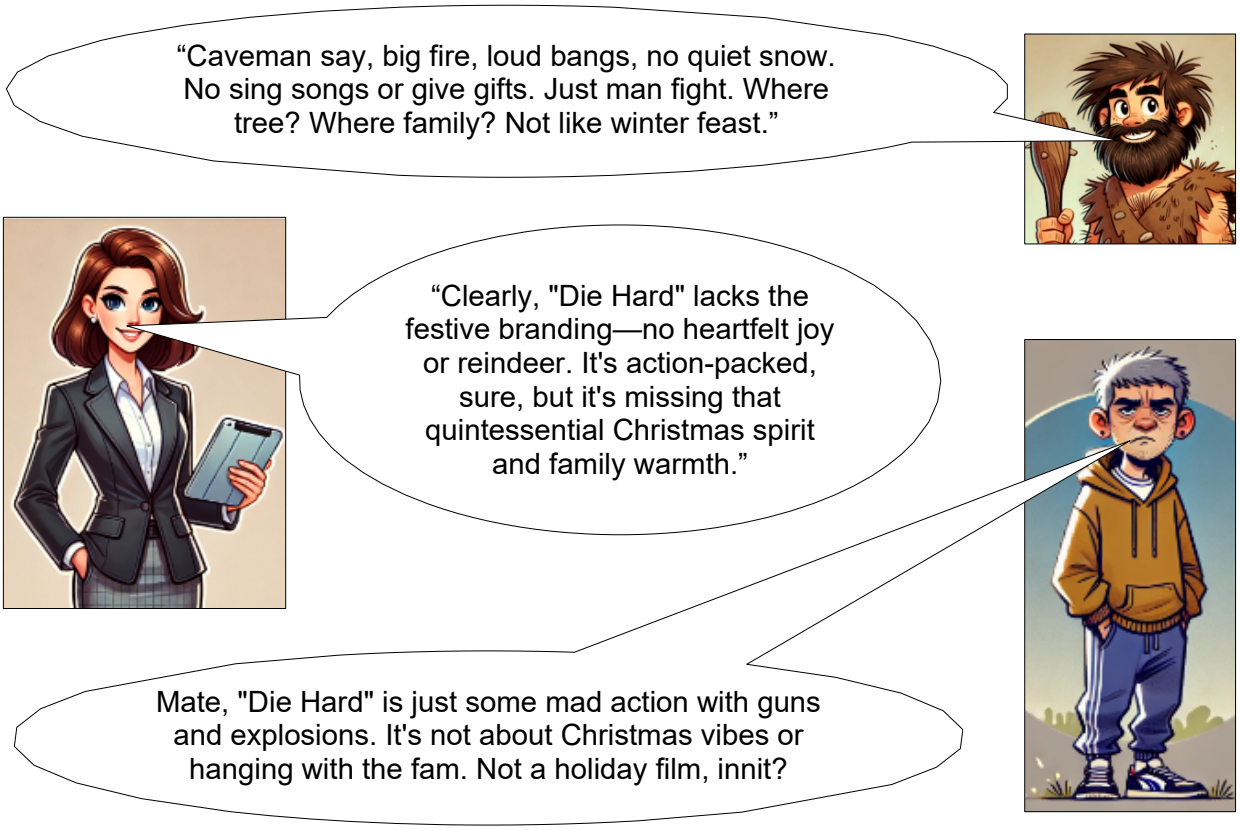
1.6 Style

A caveman, advertising executive and teenager might well style their responses to question such as *Why isn't Die Hard a Christmas film?* in very different ways:



As the above examples show, when you ask a question of an AI tool you have complete control over the style in which it answers it! Here are some examples of styles that you could specify:

In the style of …	Response
… a badly educated person	Die Hard ain't a Christmas movie 'cause it's all about shooting and saving folks, not about Christmas stuff like Santa or presents. Just 'cause it's snowing don't mean it's festive.
… a rapper	Yo, Die Hard ain't Christmas, it's action packed, No Santa, just McClane attackin' back. It's in the season, but not the reason, More about survival, less holiday pleasin'.
… Adele	"Die Hard" might be set at Christmas, darling, but it's all about action and thrill, not the heartfelt warmth and joy that truly make a film feel like Christmas.

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1.7 Examples

Giving examples to an AI tool is an excellent way of guiding it towards the sort of answer you're looking for without having to give lots of detailed explanation. Here are a couple of examples:

Question	Answer
Create 5 headlines for prompt engineering for a training course manual on AI tools. The headlines should be accurate, informative but ideally also interesting too (perhaps with some humour). For example: - "Why context is everything" - "Creating the purrfect question about cats" - "Role-playing for dummies"	Here are five engaging headlines for your AI tools training course manual on prompt engineering: 1. "Prompt Engineering 101: Crafting the Ultimate AI Whisper" 2. "Context is King: Making Your Prompts Reign Supreme" 3. "Ask Smart, Get Smart: The Secret to Perfect AI Prompts" 4. "AI Adventures: Navigating the Maze of Prompt Creation" 5. "The Prompt Playground: Fun and Effective Ways to Engage AI"
Come up with some amusing acronyms for short film names. For example: BAMBI - *Baby And Mother Beast Incident* STAR WARS - *Series of Transplanetary Adventures Requiring Weeks of Action to Review Series*	Sure! Here are some amusing acronyms for short film names: 1. **ALIEN** - Astronauts Land, Intruder Evades Notice 2. **JAWS** - Just Another Water Scare 3. **GHOST** - Ghastly Haunting of Spectral Terror 4. **ROCKY** - Relentless Opponent Challenges Kindhearted Youth 5. **SHREK** - Swamp Hero Rescues Enchanted Kingdom 6. **TITANIC** - Tragic Iceberg Thwarts Ambitious Nautical Journey's Course 7. **MATRIX** - Man Awakens, Transcends Reality's Illusory Xenon 8. **JUMANJI** - Jungle's Unpredictable Mayhem Awakens New Joyous Interactions 9. **BOLT** - Brave Outsider Learns to Triumph 10. **ZOMBIE** - Zealous Onslaught Makes Brave Individuals Endure

Notice how the AI tool has produced some better answers than the original examples, but also some much worse ones (and one – TITANIC – which doesn't work). As always, it's up to you then to decide what you want to include!

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1.8 Putting Everything Together

This section gives some examples of prompt engineering.

Example 1 – Planning a Holiday

You and your family are planning a week's holiday in the Azores, but need help planning an itinerary:

The *role* you want your AI tool to play (an experienced tour operator in the Azores).

The *context* (what it is you're asking about, in detail) and the *audience* you're speaking to.

```
You are an experienced tour operator in the Azores, specialising in guiding clients to out-of-the-way or quirky places which most people don't get to see.  Draw up a list of 5 places you would recommend seeing in São Miguel island for an energetic family who have a week's holiday in late August, presenting your results as a short headline for each place followed by a summary (not more than 50 words) of why someone should go there.  Use concise language and avoid waffle.
```

The *output* you want (headings followed by text).

The *style* you want your AI tool to use for this output.

1. Salto do Prego Waterfall Hike

Explore the lush trails of Faial da Terra leading to Salto do Prego, a hidden gem. A rewarding hike culminates in a serene waterfall perfect for a refreshing swim, offering a quintessential escape into nature.

2. Furnas Valley Thermal Pools

Immerse in naturally heated mineral pools amidst volcanic landscapes in Furnas. Experience the therapeutic benefits of geothermal waters and explore nearby fumaroles and lush gardens, making it an ideal relaxation spot.

3. Ilhéu de Vila Franca do Campo

Take a short boat trip to this stunning nature reserve, a small islet formed by a submerged volcano. Ideal for snorkeling and observing diverse marine life, it's a paradise for adventure and nature lovers.

4. Miradouro da Boca do Inferno Viewpoint

A must-visit for the most breathtaking panoramic views of the island's crater lakes and ocean. A short hike offers families a chance to capture memorable photos and enjoy the vast, scenic vistas.

5. Gorreana Tea Plantation

Tour Europe's oldest and only tea plantation, where you can learn about tea production and enjoy tastings. The plantation offers picturesque views and a unique cultural experience, perfect for families interested in agritourism.

The results produced by this prompt – not a bad summary of what you could do!

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Example 2 – Persuading a Friend to Wear a Cycle Helmet

Your friend Bob refuses to wear a cycle helmet, and you want to compose an email to persuade him that he should do so:

The *context* (what it is you're asking about) and the *audience* you're addressing.

The *output* you want (a draft email).

The *role* you want your AI tool to play (a persuasive person).

```
You have a friend Bob who cycles a lot: mainly commuting to work and going on shopping trips, but occasionally
on longer rides out too.  He is in his early 40s and physically fit, and works as a call centre manager.
He has two children aged 8 and 6 and is married.  Bob never wears a cycle helmet, and you want to persuade
him that he should.

Create a draft email to Bob, using succinct language and without unnecessary words (he will respond better
to this style).  Your email should explain your concerns, and try to persuade your friend that he should
wear a helmet, by including a maximum of 5 points.

Examples could be:

- What would your family do if you had an accident which involved damage to your head, when you weren't
wearing a helment?
- What sort of an example are you setting your children, when you gamble every day with your life like
this?
```

Some *examples* to help your AI answer.

The *style* you want for this email.

Hi Bob,

Hope you're well. I wanted to touch base on something important—your cycling safety. Here's why I think wearing a helmet is crucial:

1. **Risk Reduction:** Helmets significantly reduce the risk of head injuries. They're not just for extreme rides; most accidents happen on short, everyday trips.
2. **Family Consideration:** Imagine the impact on your family if something happened to you. A helmet is a simple precaution that offers peace of mind.
3. **Setting an Example:** Your kids look up to you. Wearing a helmet teaches them to prioritize safety when they start cycling.
4. **Legal Compliance:** In many places, wearing a helmet is legally required. Setting the right example includes following these rules.
5. **Minimal Effort, Maximum Benefit:** It's a simple habit that can prevent life-altering injuries. Why take the chance?

Let's chat more about this sometime. Stay safe!

Best,
[Your Name]

The answer generated – as so often happens, this is good, but you'll almost certainly want to check it and make changes before you send it.

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Example 3 – Suggesting Recipes

Here you're trying to think of something to cook:

The *role* you want your AI tool to play (a professional chef).

```
You are a professional chef, who specialises in creating simple dishes with easy-to-find ingredients and instructions which are straightforward to follow.

Create recipes for a working parent with a daughter who is vegetarian and a son who doesn't like fish.  You should come up with 3 ideas for recipes.  For each recipe please give:

- the title of the recipe
- a bulleted list of ingredients
- numbered instructions for how to make this

The recipes should be presented in the style of Nigella Lawson.
```

The *context* (what you want doing) and the *audience* you are addressing.

The *output* you want (the recipe, ingredients and instructions).

The *style* you want (you can't beat Nigella).

Here's part of the output from this question:

2. Smoky Chickpea Stew

Ingredients:

- 2 cans (15 oz each) chickpeas, drained and rinsed
- 1 large onion, chopped
- 2 cloves garlic, minced
- 1 teaspoon smoked paprika
- 1/2 teaspoon cumin
- 1 can (14.5 oz) diced tomatoes
- 2 cups vegetable broth
- 1 red bell pepper, diced
- 2 tablespoons olive oil
- Salt and pepper to taste
- Fresh parsley, chopped for garnish

Instructions:

1. Heat olive oil in a large pot over medium heat. Add onion and garlic, cooking until onion is translucent.
2. Stir in smoked paprika and cumin, cooking for another minute until fragrant.
3. Add bell pepper and sauté for 2-3 minutes until just soft.
4. Pour in chickpeas, diced tomatoes, and vegetable broth. Bring to a boil, then reduce heat to simmer for about 20 minutes.
5. Season with salt and pepper to taste. If desired, partially mash chickpeas for a thicker stew.
6. Garnish with fresh parsley before serving. This warm, smoky stew is perfect over rice or with crusty bread.

Wise Owl have no idea whether this would work as a recipe! It looks plausible, but doesn't seem to be a direct copy of any recipe on the web. If any reader makes this, let us know how it turned out!

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CHAPTER 2 - PUTTING THE CHAT IN CHATGPT

This chapter explains how you can have conversations with AI tools in general (and specifically with ChatGPT, whose name begins with **Chat** for a reason!).

2.1 Repeating Questions

Asking ChatGPT (and presumably other AI tools) to try again shouldn't work … but does. Consider this attempt to summarise the plot of *The Sound of Music*:

Iteration	Prompt	Answer
First	You are an experienced writer of articles and reports for a national newspaper in the UK. Your writing style is similar to that of George Orwell. Write an article of about 100 words summarising the plot of the film *The Sound of Music*, with a view to persuading your friend to watching it with you on your next movie night together.	In the verdant hills of Austria, just before the onset of World War II, a film unfolds that merges the thrill of romance with the surge of grand adventure. "The Sound of Music," starring the enchanting Julie Andrews as Maria, a spirited governess who brings music and joy into the lives of a widowed naval captain and his seven children. As Maria transforms the rigid household with song and warmth, the family faces the looming threat of Nazi occupation, compelling them to make a daring escape. This film, brimming with iconic melodies and heartfelt moments, promises not only a captivating viewing experience but a journey into the resilience of the human spirit. Join me for a movie night that's sure to uplift and entertain.
Second	Please try again	"The Sound of Music," a luminous spectacle set in Austria's picturesque landscapes, follows the tale of Maria, portrayed by the indomitable Julie Andrews. Initially a free-spirited nun-in-training, Maria is assigned as governess to Captain von Trapp's seven lively children. Through her unyielding optimism and enchanting songs, she revives the once somber household and gradually wins the captain's heart. Yet as Nazi forces encroach upon their tranquil life, the family's courage is tested, culminating in a thrilling escape. This film, rich with memorable tunes and emotional depth, is an absolute must-see. Let's choose it for our next movie night, for a story that sings directly to the heart.
Third	My career depends on this - please put everything you have into it getting this right	Set against the lush backdrop of pre-WWII Austria, "The Sound of Music" is a cinematic gem that weaves the enchanting tale of Maria, portrayed with irresistible charm by Julie Andrews. A spirited novice nun, Maria is dispatched to govern the seven vibrant children of the stern Captain von Trapp. With her infectious zest for life and melodies that soar as high as the Alpine peaks surrounding them, Maria transforms the family's somber routine into a symphony of joy and love, captivating the Captain's heart in the process. As dark clouds of war gather, their bond and bravery face the ultimate test, leading to a gripping, yet hopeful, flight to freedom. A perfect blend of heart-stirring music, romance, and drama, "The Sound of Music" is a film that promises to enchant and inspire. Let's make it the highlight of our next movie night, where we can both revel in its timeless magic.
Fourth	It's important that this is correct.	Set against the verdant, rolling hills of Austria on the brink of World War II, "The Sound of Music" is a captivating film that promises to enchant any viewer. Julie Andrews delivers a stunning performance as Maria, a vivacious governess who brings a breath of fresh air to the home of the stern Captain von Trapp and his seven children. With her warmth and joyful music, Maria transforms their lives, filling the house with love and laughter. As the shadow of Nazi occupation looms, the family's escape through the mountains offers a thrilling climax to this heartwarming tale. It's a story of courage, love, and resilience—a perfect choice for our movie night that is sure to leave us both uplifted and inspired.

It's debatable which of the answers is the best one, but they are definitely distinct from each other!

In fact all that you have to do to get a different answer is to refresh the screen. Because AI tools use probability to generate their answers, you'll almost certainly get a different answer each time.

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2.2 Pausing Conversations

You can ask ChatGPT to pause answers until you're ready to continue, as this example shows:

```
List the 50 best Beatles songs in order. List the songs in batches
of 10, starting with numbers 50 to 41 and finishing with the top 10.
Present your results as a table with headings "Song Title" and "Main
composer" (this should be a single individual where known - so for
example even though "Girl" was credited to Lennon/McCartney, it was
John Lennon who composed it. Pause after each batch of 10 songs.
```

Here we've asked ChatGPT to pause after each batch of 10 songs.

Song Title	Main Composer
50. "I Me Mine"	George Harrison
49. "I'm Only Sleeping"	John Lennon
48. "You've Got to Hide Your Love Away"	John Lennon
47. "I've Just Seen a Face"	Paul McCartney
46. "Oh! Darling"	Paul McCartney
45. "If I Needed Someone"	George Harrison
44. "I Should Have Known Better"	John Lennon
43. "The Night Before"	Paul McCartney
42. "Magical Mystery Tour"	Paul McCartney
41. "For No One"	Paul McCartney

Let's continue with the next batch.

Continue

To continue, you normally need to type into the prompt one of the following phrases:

- Keep going
- Continue
- Carry on

If this button appears you can sometimes click on this to continue.

Here are the top 10 Beatles songs, showcasing the pinnacle of their songwriting and musical innovation:

Song Title	Main Composer
10. "Come Together"	John Lennon
9. "Day Tripper"	John Lennon
8. "A Day in the Life"	John Lennon
7. "While My Guitar Gently Weeps"	George Harrison
6. "Get Back"	Paul McCartney
5. "Revolution"	John Lennon
4. "She Loves You"	John Lennon
3. "I Want to Hold Your Hand"	John Lennon
2. "Here Comes the Sun"	George Harrison
1. "Yesterday"	Paul McCartney

This list of the top 10 encapsulates some of the most memorable and influential songs by The Beatles, each a testament to their profound impact on music and culture.

Not a bad list, although (as ChatGPT warned at the beginning of its output) this sort of thing is subjective. It's impressive how ChatGPT has assigned the correct composer to each song, insofar as this is known or possible (John Lennon wrote the tuneful bit at the start of *A Day in the Life*, for example).

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2.3 Expanding on Answers

This shows how you can get the most value out of an AI tool, by asking it to expand on or develop previous answers.

There's a Chat *at the start of ChatGPT for a reason! It's designed to be used as part of a conversation, in which ChatGPT remembers what both parties to the conversation have said previously and builds upon this.*

Drilling Down

One of the most common uses of ChatGPT is to come up with a list of ideas or suggestions, then ask for more detail on one or two of them. For example you might get a list of film suggestions:

```
You're a professional middle-aged man looking to watch a film. You don't like anything too violent. Come up with a suggestion of 5 films which you could watch tonight, giving the title of each and a summary (not more than 20 words). Present this information in a table with two columns heading "Film title" and "Summary".
```

This prompt is designed to give the author (*professional* is probably stretching it, as is *middle-aged*) some suggestions for films to watch.

I think I've seen the first two, but the middle one sounds interesting.

Here are five film suggestions that offer engaging stories with minimal violence, perfect for a relaxing movie night:

Film Title	Summary
Amélie	A whimsical Parisian woman seeks to improve the lives around her through small, secret acts of kindness.
The Grand Budapest Hotel	A colorful tale of a legendary concierge at a famous European hotel between the wars.
Finding Forrester	A reclusive writer mentors a young prodigy in a story of friendship and inspiration.
Julie & Julia	Parallel stories of Julia Child's culinary career and a young New Yorker aspiring to cook all 524 recipes in Child's cookbook.
The Secret Life of Walter Mitty	A day-dreamer embarks on a worldwide adventure, turning his life into a grand, real-life adventure.

These films provide a blend of humor, adventure, and heartwarming moments, suitable for a peaceful evening.

You could then dig down into more detail on one of them:

```
Tell me more about the third film (who appears in it, who directed it, etc)
```

This follow-up question elicits more background to this film.

```
You could now ask about other films in the list, or perhaps ask about some of the actors or directors mentioned in this review.
```

Finding Forrester, directed by Gus Van Sant and released in 2000, is a drama film that delves into themes of mentorship, friendship, and the power of writing. It stars Sean Connery as William Forrester, a reclusive, Pulitzer Prize-winning novelist who forges an unlikely friendship with a prodigious young writer from the Bronx, Jamal Wallace, played by Rob Brown.

The film explores the dynamics between the two as Forrester becomes Jamal's mentor, helping him refine his writing skills and navigate the complexities of academic and personal challenges. The story highlights the impact of a mentor in unleashing one's potential and the bonds that can form over shared passions.

Finding Forrester is noted for its strong performances, particularly Connery's portrayal of the enigmatic and brilliant Forrester. The film also features a supporting cast including F. Murray Abraham, who plays a skeptical teacher, and Anna Paquin, who appears as one of Jamal's classmates. The film's uplifting narrative and engaging performances make it a compelling watch for those interested in stories of personal growth and inspiration.

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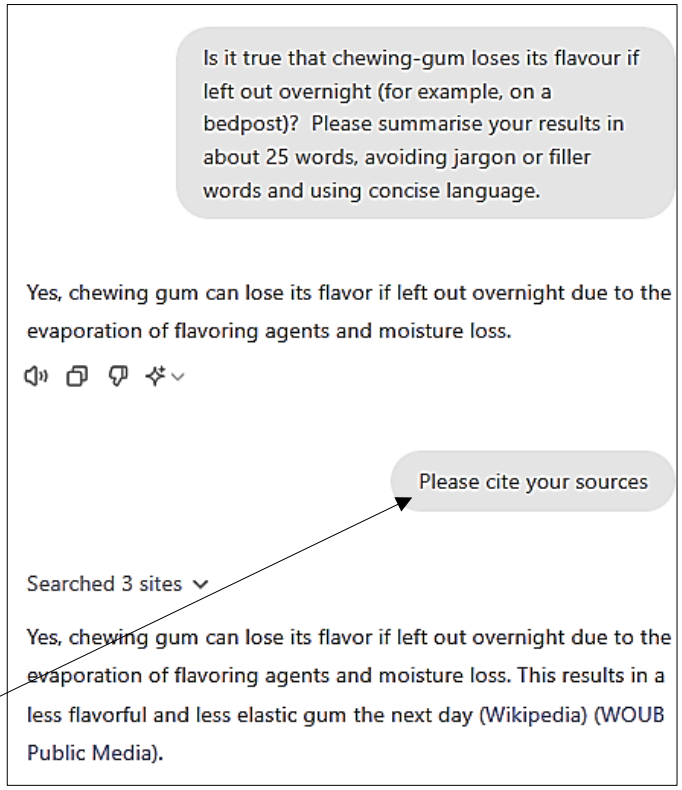
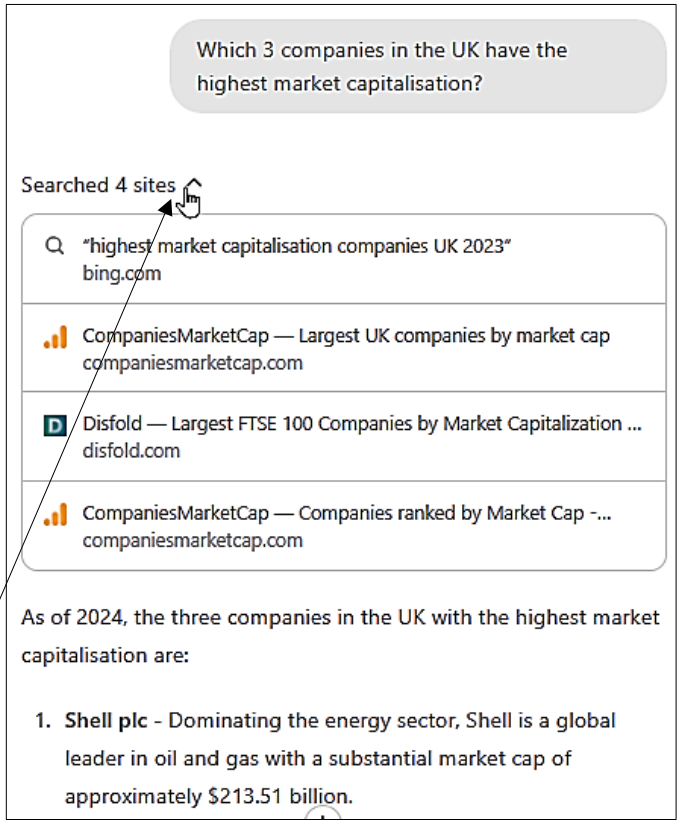
Citing Sources

This only works well for factual information:



ChatGPT will often voluntarily include its sources in any factual response, but where it doesn't do this you can always ask for them!

Note that sometimes ChatGPT will show them automatically:



This is excellent transparency: you can see the sites that ChatGPT searched (the answer credits **Disfold** at the bottom, with a link to it).

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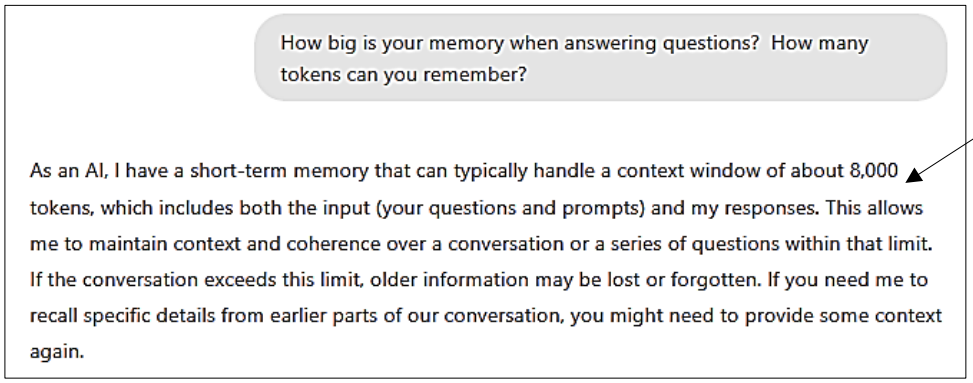
2.4 ChatGPT Memory

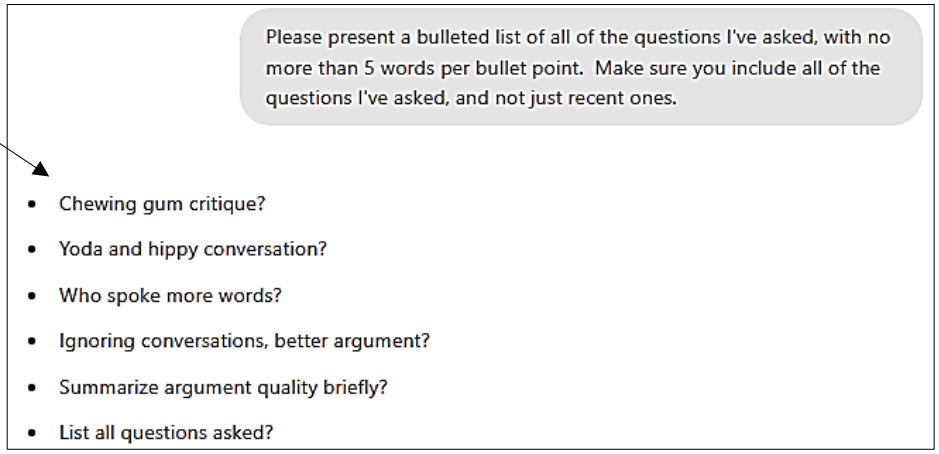
ChatGPT has – by its own admission – a short-term memory problem:



ChatGPT will remember the last few thousand words in your prompts, but won't remember things you asked it before that.

To give an idea of the scope of ChatGPT's memory, here's what it can remember about our conversations today:

Your courseware author has already asked a lot of strange questions for the purposes of writing this manual, but these are the only ones ChatGPT can remember.



AI tools are stateless. What this means is that whenever you ask a question it sends a summary of any previous conversations you've had recently at the same time. If you want an AI tool to ignore any previous conversations you've had you should open a new conversation window.

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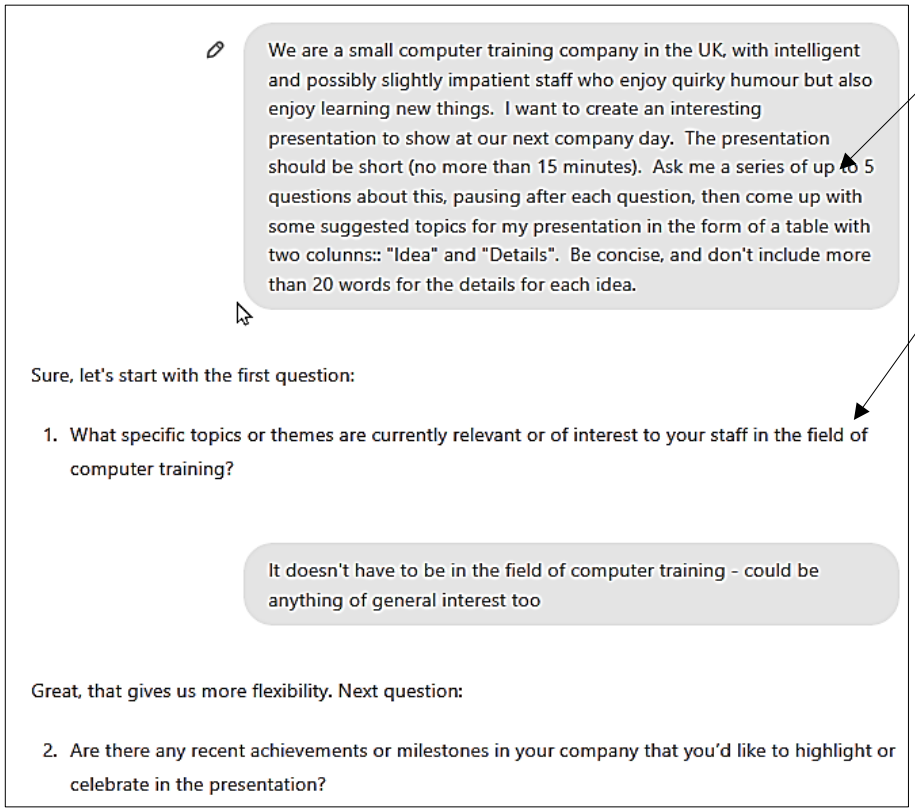
2.5 Requesting a Q&A Session

Obviously you can ask ChatGPT questions, but it can also reciprocate! For example:



Here we've asked ChatGPT to pause after asking each question.

This is the first question. It's sometimes useful to be grilled like this, but only if you can come up with helpful answers!

At the end of the 5 questions, here are the topics that ChatGPT came up with:

Thank you for the information. Here are some suggested topics for your presentation:

Idea	Details
The Future of AI in Everyday Life	Exploring upcoming AI trends and their impact
Fun Facts About Technology	Quirky and surprising tech trivia
Interactive Team Quiz	Light-hearted quiz on random topics to encourage teamwork
Latest Tech Gadgets	Showcase and discuss the latest innovative gadgets
Problem-Solving Challenges	Team-based puzzles to foster collaboration
The Science of Laughter	How humour benefits our brains and teamwork
Tech Myths Debunked	Common misconceptions about technology
Historical Tech Blunders	Amusing tech fails and their lessons
Introduction to Quantum Computing	Simplified overview of a complex topic
Digital Detox Tips	Balancing screen time with wellness

These topics aim to be engaging, informative, and foster a sense of teamwork among your staff.

These are all reasonably good ideas – particularly as I wasn't that helpful in my replies to questions.

This is a useful technique to employ when you want to provide the context to a question, but aren't exactly sure what you want to ask.

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What we do!

		Basic training	Advanced training	Systems / consultancy
Office	Microsoft Excel			
	VBA macros			
	Office Scripts			
	Microsoft Access			
Power BI, etc	Power BI and DAX			
	Power Apps			
	Power Automate (both)			
SQL Server	SQL			
	Reporting Services			
	Report Builder			
	Integration Services			
	Analysis Services			
Coding	Visual C#			
	VB programming			
	MySQL			
	Python			

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