A PRACTICAL GUIDE TO BETTER AI CHATS

ASK BETTER. GET BETTER.

80 copy-ready prompts — and the simple method to make your own



01 COPY · 02 ADAPT · 03 CREATE

ABIR SARKAR

First Edition · 2026

FIRST EDITION

Ask Better.
Get Better.

80 copy-ready prompts — and the simple method to make your own

Written and designed by

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A NOTE FROM THE AUTHOR

A useful answer starts with a better question

You do not need to learn special commands to get value from an AI chat. You need to explain what you are trying to do, share the right details, and decide what a useful answer would look like.

This book is for the student who needs a hint, the employee who wants a clear email, the shop owner who needs a truthful product description, the creator looking for a fresh angle, and the developer trying to find a bug.

It is not a book of secret instructions. Each prompt is a starting point. The real skill comes when you change it for your own situation, check what comes back, and decide what to do next.

You can begin anywhere. Pick the page closest to your job. Replace the words in square brackets, paste the text into a chat assistant, and judge the result. If it is not right, use the follow-up on the same page.

The aim is simple: to finish the chat with something useful in your hands — and a clearer idea of what you can do yourself.

> **THE READER'S RULE**
> Stay in charge of the goal, the facts, and the final decision. Use the assistant as help, not as a substitute for judgment.

— Abir Sarkar

HOW TO USE THIS BOOK

Start here in five minutes

Pick one prompt, fill in the brackets, review the result, and ask one follow-up.

1 **CHOOSE**

Go to the section that matches what you need today. The prompts work as separate tools; you do not have to read from page one.

2 **FILL**

Replace each `[WORD]` with details from your own task. Remove any part that does not apply.

3 **PASTE**

Copy the text into a chat assistant. On a phone, use the separate plain-text companion if PDF selection is difficult.

4 **CHECK**

Ask: Did it follow the task? Are the details true? Does the format fit? What is missing?

5 **CONTINUE**

Use the follow-up under the prompt. If the answer is weak, say exactly what should change.

Shortcut: If you only need a simple answer, write one short sentence. Add a longer prompt only when the job needs more context or a specific output structure.

A PATTERN YOU CAN REUSE

The six-part method

Use just the parts your task needs. There is no prize for the longest prompt.

01 · GOAL

What do I want done?

02 · CONTEXT

What situation changes the answer?

03 · INPUT

What notes, facts, or text should be used?

04 · AUDIENCE

Who will read or use it?

05 · LIMITS

What must it do or avoid?

06 · FORMAT

What should the result look like?

THE STARTER PROMPT

I want `[GOAL]`. My situation is `[CONTEXT]`. Use `[INPUT]` for `[AUDIENCE]`. Follow these limits: `[LIMITS]`. Return `[FORMAT]`. If essential facts are missing, ask one useful question or label your assumptions. Do not invent details.

For important facts, check the original source before acting. For a difficult problem, ask for an answer you can understand and test.

A COMPLETE EXAMPLE

One task, three better requests

Watch how a vague request becomes clear, then becomes easy to check.

FIRST TRY

“Write an event invitation.”

Problem: The reader, time, location, and purpose are missing.

BETTER REQUEST

“Write a friendly invitation for neighbours to a free community book swap on Saturday at 4 pm in Hall B. Ask them to bring one book. Keep it under 70 words.”

Why it helps: The message has confirmed facts, an audience, a clear action, and a length limit.

AFTER THE ANSWER

“Check that the invitation says Saturday, 4 pm, Hall B, free entry, and bring one book. If any fact is missing, correct it without adding new details.”

Why it helps: The follow-up compares the generated result directly against the original facts.

Before trusting a result, compare it with the facts you supplied. A smooth sentence can still contain a wrong date, an unsupported claim, or an unhelpful next step.

A QUICK READING MAP

Choose your starting path

You can start anywhere. Pick one path and finish a small task today.

I AM NEW — Pages 005 & 011 →

Read the six-part method, then prompts 01–08.

Goal → Useful result → First follow-up

I AM STUDYING — Pages 020 & 091 →

Go to prompts 09–20, then 73–77.

Try → Hint → Check → Try again

I NEED SOMETHING FOR WORK — Pages 033 & 082 →

Go to prompts 21–30, then 65–72.

Draft → Review → Send

I RUN A SMALL BUSINESS — Pages 044 & 078 →

Go to prompts 31–40, then 61–64.

Explain → Ask → Revise

I CREATE CONTENT — Pages 055 & 082 →

Go to prompts 41–50, then 65–72.

Explore → Choose → Write → Edit

I WRITE CODE — Pages 066 & 091 →

Go to prompts 51–58, then 73–77.

Reproduce → Test → Fix → Review

FIND YOUR WAY

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THE TASK INDEX

Find the right prompt fast

Start with the problem you want to solve, not a technical term.

I have no idea where to begin.	Prompts 01, 02, 08 →
My notes are messy.	Prompts 03, 22, 59 →
I need a simpler explanation.	Prompts 04, 09, 15 →
I write in mixed languages.	Prompts 05, 77 →
I am preparing for an exam.	Prompts 11, 12, 16, 19 →
I want to check a solution.	Prompts 14, 20, 73 →
I need to write a clear message.	Prompts 21, 26, 29 →
I want to improve my CV or interview.	Prompts 23, 24, 30 →
I want to explain a product.	Prompts 31, 32, 36 →
I need better content ideas.	Prompts 41, 45, 46 →
I have a code error.	Prompts 51, 55, 56 →
I want to carry on from one result.	Prompts 59–66 →
My first answer is generic.	Prompts 67–72 →
I need to check factual claims.	Prompts 73–77 →
I want to create a prompt.	Prompts 78–80 →

BEFORE YOU BEGIN

Use the result. Keep your judgment.

A good prompt improves the request. It does not guarantee a correct reply.

CHECK IMPORTANT FACTS

For dates, prices, rules, calculations, or claims that matter, compare the answer with an original source or do the calculation yourself. Asking the same assistant to confirm itself is not independent proof.

KEEP PRIVATE DATA PRIVATE

Do not paste passwords, identity numbers, customer lists, or confidential files unless you have permission and understand the service's data controls. For examples, replace real identities with neutral labels.

KEEP LEARNING ACTIVE

For schoolwork, attempt the exercise yourself first. Ask for a hint or for the first wrong step before requesting a full solution.

USE QUALIFIED HELP WHEN IT MATTERS

For medical, legal, or financial matters, ask for a plain-language explanation of general options and uncertainties. Consult a qualified professional before making personal decisions.

EXPECT SOME VARIATION

Different apps may return different answers. Features, language support, and source access also vary. Judge the actual result, not the confidence of the writing.

Simple rule: If you cannot explain, check, or safely use the result, you are not finished yet.