AIFreeForever

The ChatGPT Prompt Guide for 2026

A ChatGPT prompt is the message you type to tell ChatGPT what you want. A short request gets a general answer. A clear prompt gives ChatGPT a role, the task, the details it needs, the format of the answer and the tone. This guide covers the five-part formula, a template to fill in, prompts for each use case, output type and tone words, and a checklist to fix a weak answer.

The formula: Role + Task + Details + Format + Tone

1. **Role.** Who ChatGPT should be: a social media expert, a maths tutor, a senior developer or a hiring manager.
2. **Task.** The one job you want done, starting with an action word: write, explain, plan, review or brainstorm.
3. **Details.** What it is for and what to include: your topic, your goal, the facts ChatGPT needs and any limits.
4. **Format.** The shape of the answer: a detailed answer, a short answer, a list, steps, a summary, a dialogue or code.
5. **Tone.** How it should sound: friendly, formal, technical, witty or professional.

Example: "You are a social media expert. Create 5 Instagram captions for a coffee brand. Use a friendly tone and include emojis."

A prompt template to fill in

Role: You are a _____.
Task: _____ (write / explain / plan...) _____.
Details: It is for _____. Include _____. Do not _____.
Format: _____ of about _____ words.
Tone: _____.

The six use cases and what to add

Use case	Use it to	Add to your prompt
Writing	Make articles, blog posts, emails and other written pieces	The length, the reader and the main points
Coding	Write, debug or review code	The language, the input and output, and any error message
Brainstorming	Get many ideas fast	How many ideas, the groups, and "mark your top 3"
Roleplay	Practise an interview, a sales call or a hard talk	Who ChatGPT plays, "one question at a time" and "give feedback after each"
Customer Support	Answer a customer or fix a problem	The product, the problem, the steps and the length
Productivity	Plan, organise and get work done	Your time, your tasks, and "as a table" or "as steps"

Output type and tone words

Say this	To get
"in detail, with examples"	A detailed answer
"in two or three sentences"	A short answer
"as a numbered list" or "as bullet points"	A list you can scan
"as a step-by-step guide"	Instructions in order
"as a short summary"	A condensed overview
"as a dialogue between..."	A conversation
"in one code block, with comments"	A code snippet you can copy
"in a friendly / formal / technical / witty / professional tone"	The voice you want

Fix a weak answer

1. **Too general?** Give ChatGPT a role and your own facts: names, numbers and your goal.
2. **Too long or too short?** Give a word count or a number of points.
3. **Wrong level?** Say who it is for: "for a beginner" or "for my manager".
4. **Wrong shape?** Name the output type: a list, steps, a table or an email.

Twelve ready prompts to try

1. You are a food blogger. Write a 500-word post about quick weeknight dinners for busy parents, with five recipes and a shopping list. Use a warm, practical tone.
2. You are a senior JavaScript developer. Write a function that checks whether an email address looks valid, with short comments and three test cases.
3. Brainstorm 12 fundraising ideas for a primary school, grouped by cost, with one sentence on how each works.
4. Play a hiring manager at a design agency. Interview me for a junior designer job, one question at a time, and give feedback after each answer.
5. You are a support agent for an online shoe shop. Reply to a customer who got the wrong size, explain the free exchange in three steps, under 120 words.
6. Help me plan my week as a table with time blocks: I work 9 to 5, go to the gym three times and need four hours for a course.
7. Explain blockchain to a beginner in two short paragraphs with one everyday comparison, then give a one-line summary.
8. Create a social media content calendar for a local restaurant for one month, as a table with the date, the post idea and the format.
9. Write a compelling 80-word product description for eco-friendly packaging, for small online shops, in a friendly tone.
10. Explain three machine learning ideas with simple analogies a 14-year-old would understand, as a list.
11. Review the paragraph I paste below for grammar and clarity. Show the corrected version first, then list each change in one line.
12. I want to improve communication in my remote team. Ask me up to 3 questions first, then give me a step-by-step plan.

Plan your prompt

Fill this in, then turn it into three ChatGPT prompts on the ChatGPT Prompt Generator.

Your idea, and the role ChatGPT should play

The details to include, the output type and the tone

© 2026 AIFreeForever