

5-Part Prompt Worksheet

Responsible AI Toolkit
Clear Thinking · JEL Startup Programme

Fill in the five parts before you type. A vague prompt gets a vague answer.

Name / team: _____ Date: _____

1 Role — Who should the AI act as, or what perspective should it take?

Who should it be? e.g. "You are a pragmatic startup mentor who has coached teenage founders for ten years."

2 Context — What information does the AI need to understand the situation?

What does it need to know? e.g. "I'm 17, building a refill station in Luxembourg. Budget: €200. No team yet."

3 Task — What exactly do you want the AI to do?

What should it do? e.g. "List the three riskiest assumptions in this idea and how I could test each cheaply."

4 Format — How should the response be structured or presented?

How should the answer look? e.g. "A table with columns: assumption, why risky, cheapest test, time needed."

5 Constraints — What limits, requirements or boundaries should the AI follow?

What are the rules? e.g. "Plain English, max 200 words. Say 'I don't know' rather than guessing figures."

Now put it all together

Combine your five answers into one complete prompt, ready to paste.
