Quick-Reference Card: Prompt Engineering for the Workplace

FAST-03 · 7formations · Instructor: Wadood Chaudhary

The five-part card

Part	Ask yourself	Example line
Role	Who writes? Who reads?	"I'm the front-desk associate replying to a returning guest."
Context	What's the only source?	"Use ONLY the text between the markers. --- [source] ---"
Task	What's the one job?	"Answer the guest's two questions."
Format	Length, structure, tone, ending?	"Under 100 words, two short paragraphs, warm and plain."
Check	Flag, verify, leave out?	"If not in source, say we'll confirm and list under Gaps. No dates, prices, or policies not in the source."

(Course design wording: Format = output; Check = constraints.)

Four passes

1 Headings → 2 Fill from source → 3 Audience → 4 Polish. Facts freeze after pass 2. Later prompts say: *"Do not add, remove, or change facts."*

Assumptions: *"List what you assumed and what's missing. Don't change the draft."*

New chat when

New job · new source · drift (old details appear) · restricted data entered.

Three doors

Accept as draft	Revise	Reject
Facts check; light edits	Fixable fact, length, tone	Wrong job · invented material facts · restricted data in thread

One sentence, facts or data, never style.

Overshare rule

Strip names, contact info, addresses, children's details, health info, account/card/ID numbers, coworker remarks. If already pasted: **reject, report, restart.** Never "ask it to forget."

Library entry

Task · owner · source · prompt · check and gate · strip list · last tested · do-not-use-for

The person who sends it owns it. Shared-printer test: if you wouldn't leave it on the office printer, don't paste it.