CHATGPT PROMPT COMPANION: YOUR AI

Practical, creative, and professiónaroɒal prompts to help you mater AI commuication

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LISTS OF PROMPTS YOU CAN USE TO ENHANCE YOUR EXPERIENCE WITH CHATGPT:

Contents

💬 1. Conversation & Exploration Prompts

These prompts help you **build confidence in talking to ChatGPT**.
The goal is to explore ideas, ask clear questions, and see how AI responds.
Think of ChatGPT as a professional assistant — it won't know what you mean unless you tell it clearly.
Use these examples to practice short, open conversations and learn how to ask better questions.

1. "Tell me a joke."
2. "What is the meaning of life?"
3. "What's your favourite book/movie?"
4. "What are your thoughts on [current event]?"
5. "Can you help me with [specific topic]?"
6. "What is the weather like today?"
7. "Tell me something interesting."
8. "Do you have any hobbies?"
9. "What's the best restaurant in town?"
10. "What's the latest news?"
11. "If you could have any superpower, what would it be and why?"
12. "What is your favourite travel destination?"
13. "What's the most adventurous thing you've ever done?"
14. "Tell me about a memorable childhood experience."
15. "What's your favourite type of music and why?"
16. "If you could meet any historical figure, who would it be?"
17. "What's the most interesting fact you've learned recently?"
18. "Describe your perfect day."
19. "Do you prefer tea or coffee? Why?"
20. "Tell me about a recent dream you had."
21. "What's your favourite quote and why?"
22. "If you could time travel, where would you go and why?"
23. "Describe a skill you would like to learn."
24. "What's your favourite type of cuisine?"
25. "If you could be any animal, which one would you choose and why?"
26. "What's your favourite season and why?"
27. "Tell me about a hobby you enjoy."
28. "What's the most interesting place you've ever visited?"
29. "If you could have dinner with any fictional character, who would it be?"
30. "Tell me about a book that has had a significant impact on you."
31. "Do you prefer indoor or outdoor activities? Why?"
32. "What's your favourite way to relax and unwind?"
33. "Describe a goal or aspiration you have."
34. "If you could learn any language, which one would you choose and why?"
35. "Tell me about a recent achievement you're proud of."
36. "What's your favourite time of day and why?"
37. "If you could have a conversation with someone from the past, who would you choose?"

38. "Describe a place that holds special meaning to you."
39. "What's the most interesting documentary you've ever watched?"
40. "Tell me about a unique cultural tradition you've encountered."
41. "If you could solve one global issue, which one would you choose?"
42. "What's your favourite type of exercise or physical activity?"
43. "Describe a skill or talent you possess."
44. "If you could have any career, what would you choose and why?"
45. "Tell me about a life lesson you've learned."
46. "What's the most challenging thing you've ever accomplished?"
47. "If you could visit any period in history, which one would you choose?"
48. "Describe a favourite childhood memory."
49. "What's your favourite way to spend a lazy Sunday?"
50. "Tell me about a person who has had a significant impact on your life.

✍️ 2. Creative & Professional Writing Prompts

In this section, you'll learn to **use ChatGPT as a writing partner**.
These prompts are for creating emails, reports, marketing messages, and training content.
The goal is to practice writing with the right tone — professional, clear, and suited for your audience.
Each example shows how a simple instruction can become a polished piece of writing.

1. Write a short story that begins with the line: "The door creaked open, revealing..."
2. Describe a vivid and detailed setting of a place you've never been.
3. Write a letter to your future self 10 years from now.
4. Imagine a world where technology has completely taken over daily life.
5. Create a dialogue between two characters who have opposing viewpoints.
6. Write a poem about the beauty of nature.
7. Invent a new superhero with unique powers and an interesting backstory.
8. Describe an object in intricate detail, emphasizing its significance.
9. Write a persuasive essay arguing for or against a controversial topic.
10. Create a fictional recipe for a magical potion.
11. Write a short story set in a post-apocalyptic world.
12. Describe a character who possesses an unusual ability.
13. Write a dialogue between two animals in the wild.
14. Create a monologue for a character facing a difficult decision.
15. Write a letter from a historical figure to their future self.
16. Imagine a world where dreams become a reality.
17. Write a poem about the power of friendship.
18. Invent a new mythological creature and describe its characteristics.
19. Write a short story inspired by a famous painting.
20. Describe a day in the life of a time traveler.
21. Write a dialogue between a detective and a suspect.
22. Create a fictional diary entry from the perspective of a pirate.

23. Write a poem about the beauty of a sunrise or sunset.
24. Invent a new sport and describe its rules and equipment.
25. Write a short story about a person who discovers they have a unique talent.
26. Describe a character's journey through a magical forest.
27. Write a dialogue between two characters who have lost touch after many years.
28. Create a fictional news article about a major scientific discovery.
29. Write a poem about the power of imagination.
30. Invent a new planet and describe its landscape and inhabitants.
31. Write a short story set in a dystopian society where books are banned.
32. Describe a character's experience of overcoming a fear.
33. Write a dialogue between a parent and a child about an important life lesson.
34. Create a fictional letter from a famous historical figure to their mentor.
35. Write a poem inspired by a favourite song or piece of music.
36. Invent a new board game and describe its gameplay and objectives.
37. Write a short story about a person who wakes up with the ability to fly.
38. Describe a character's quest to find a legendary treasure.
39. Write a dialogue between two characters trapped in an elevator.
40. Create a fictional recipe for a potion that grants eternal youth.
41. Write a poem about the power of forgiveness.
42. Invent a new species of mythical creatures and describe their society.
43. Write a short story set in a futuristic city where robots have taken over jobs.
44. Describe a character's experience of a life-changing adventure.
45. Write a dialogue between two characters who are stranded on a deserted island.
46. Create a fictional letter from a character to their future self.
47. Write a poem inspired by a natural disaster or a powerful storm.
48. Invent a new form of transportation and describe its features and benefits.
49. Write a short story about a person who can see into the future.
50. Describe a character's journey to find inner peace and happiness.
51. Write a short workshop safety notice reminding staff to check fire extinguishers monthly. Use a professional, instructional tone
52. Summarize the key points of a 20-page technical manual on brake systems into a one-page trainer's brief.
53. Write an internal memo announcing a change in the company's training schedule. Keep it concise, polite, and clear.
54. Write a simple summary explaining how torque and horsepower differ. Use plain English suitable for NQF Level 2 learners.
55. Write a step-by-step instruction sheet for replacing a vehicle battery safely, including PPE requirements.
56. Create a short feedback form for trainees after completing a tyre-fitting practical session
57. Write a polite customer notice explaining a temporary delay in vehicle collection due to parts shortages.
58. Write an email to a supplier confirming receipt of their quotation and requesting delivery within seven days.

🧠 3. Knowledge & Learning Prompts

These prompts turn ChatGPT into a **study companion or revision coach**.
You'll learn how to ask the AI to explain concepts, test your knowledge, or simplify difficult ideas.
The goal is to improve your understanding by learning to ask *specific, focused questions*.
Remember: ChatGPT works best when you tell it your level — beginner, intermediate, or advanced.

1. "What are the major causes of climate change?"
2. "Explain the concept of artificial intelligence."
3. "What are the benefits and risks of genetic engineering?"
4. "How does the stock market work?"
5. "Tell me about the history of the Renaissance."
6. "What are the symptoms and treatments for common mental health disorders?"
7. "How does the immune system protect the body from diseases?"
8. "What is the process of photosynthesis in plants?"
9. "What are the main theories of the origin of the universe?"
10. "Explain the principles of supply and demand in economics."
11. "What are the effects of deforestation on the environment?"
12. "Describe the process of cellular respiration in living organisms."
13. "What are the causes and consequences of global poverty?"
14. "Explain the role of neurotransmitters in the human brain."
15. "What are the key events and outcomes of World War II?"
16. "Describe the structure and function of DNA."
17. "What are the major theories of human evolution?"
18. "Explain the concept of quantum mechanics."
19. "What are the factors influencing population growth and decline?"
20. "Describe the process of protein synthesis in cells."
21. "What are the effects of climate change on biodiversity?"
22. "Explain the principles of classical conditioning in psychology."
23. "What are the major factors contributing to air pollution?"
24. "Describe the functions of different parts of the human respiratory system."
25. "What are the key components of the human nervous system?"
26. "Explain the process of natural selection in evolutionary biology."
27. "What are the causes and consequences of water scarcity?"
28. "Describe the structure and function of the human heart."
29. "What are the major theories of the formation of the universe?"
30. "Explain the principles of gravitational waves in astrophysics."
31. "What are the factors influencing climate patterns?"
32. "Describe the process of plate tectonics and its impact on Earth's surface."
33. "What are the major theories of the origin of life on Earth?"
34. "Explain the concept of energy conservation in physics."
35. "What are the causes and effects of ocean acidification?"
36. "Describe the functions of different types of blood cells."

37. "What are the key events and outcomes of the American Civil Rights Movement?"
38. "Explain the principles of heredity and genetics."
39. "What are the factors influencing economic inequality?"
40. "Describe the process of fossil formation and its importance in paleontology."
41. "What are the causes and consequences of deforestation in the Amazon rainforest?"
42. "Explain the concept of black holes in astrophysics."
43. "What are the factors influencing consumer behavior?"
44. "Describe the functions of different lobes of the human brain."
45. "What are the key events and outcomes of the French Revolution?"
46. "Explain the principles of electrical circuits in physics."
47. "What are the causes and effects of soil erosion?"
48. "Describe the process of cell division and its role in growth and reproduction."
49. "What are the major theories of the formation of the solar system?"
50. "Explain the concept of quantum entanglement in physics."

⚙️ 4. Practical & Technical Prompts

This section helps you **apply ChatGPT in real workshop or technical scenarios**.
Use these prompts to create job cards, maintenance guides, or step-by-step procedures.
You'll also practice giving AI the right *technical context* — for example, "petrol vs. diesel," "workshop vs. dealership."
The goal is to make ChatGPT's response accurate, safe, and relevant to the real world.

Using ChatGPT as a workshop assistant, technical writer, and safety trainer.

🔧 Workshop Tasks and Procedures

1️⃣ "Write a step-by-step guide for replacing front brake pads on a light vehicle."
💡 *Tip:* Ask ChatGPT to include *tools required* and *safety notes*.

2️⃣ "Describe the correct procedure for checking tyre pressure and tread depth during a service."
💡 *Tip:* Add *'Format it as a checklist'* to create a printable guide.

3️⃣ "Explain how to safely lift a vehicle using a hydraulic jack."
💡 *Tip:* Request *'include PPE and risk warnings.'*

4️⃣ "List the steps to diagnose an engine that fails to start."
💡 *Tip:* Ask for *'a simple diagnostic flow from easy to complex causes.'*

5 **"Create a maintenance schedule for a petrol sedan used daily for commuting."**
💡 *Tip:* Ask to *'include intervals in km and months.'*

6 **"Draft a brief job card template for technicians performing a service inspection."**
💡 *Tip:* Request *'include sections for findings and parts required.'*

7 **"Write a short workshop handover checklist for vehicles before returning them to customers."**
💡 *Tip:* Tell ChatGPT to use clear, workshop-style language.

⚠️ Health, Safety, and Environmental Practice

8 **"Write a short safety briefing for technicians before starting a welding task."**
💡 *Tip:* Ask for *'clear bullet points and safety symbols.'*

9 **"List 10 potential hazards in a tyre-fitting bay and explain how to reduce each one."**
💡 *Tip:* Add *'group them by PPE, equipment, and environment.'*

10 **"Explain safe battery-handling procedures for lead-acid batteries."**
💡 *Tip:* Ask ChatGPT to add *'Do's and Don'ts.'*

1 **1** **"Create an environmental checklist for a small automotive workshop."**
💡 *Tip:* Request *'include waste oil disposal and spill control.'*

1 **2** **"Write a 100-word safety notice for display near the compressor area."**
💡 *Tip:* Use *'Write in plain, simple English for learners.'*

🧠 Diagnostics & Problem Solving

1 **3** **"Explain common causes of overheating in diesel engines."**
💡 *Tip:* Ask ChatGPT to *'categorize by system: cooling, lubrication, etc.'*

1 **4** **"Describe five possible reasons for poor fuel economy and how to diagnose them."**
💡 *Tip:* Request *'include both petrol and diesel examples.'*

1 **5** **"Write a quick-reference table for engine warning lights and their meanings."**
💡 *Tip:* Ask for *'color-coded levels of urgency.'*

1 6 "Create a troubleshooting guide for abnormal noises during braking."
💡 *Tip:* Add *'include both customer-reported and technician-verified checks.'*

1 7 "Explain how to use a multimeter to test battery voltage."
💡 *Tip:* Request *'step-by-step with safety tips.'*

1 8 "Describe three common electrical faults and how to isolate them."
💡 *Tip:* Ask ChatGPT to *'use workshop examples, not classroom theory.'*

📃 Documentation, Reports, and Communication

1 9 "Write a service report summary for a client, explaining that their alternator was replaced."
💡 *Tip:* Add *'keep tone polite and professional.'*

2 0 "Draft a quotation letter for replacing a clutch kit, including parts and labor cost breakdown."
💡 *Tip:* Tell ChatGPT to *'use local currency and add optional notes for warranty.'*

2 1 "Summarize a 5-page technical service bulletin into a 150-word technician update."
💡 *Tip:* Request *'bullet points and key takeaways.'*

2 2 "Write a short internal message from a foreman to a team about upcoming tool calibration."
💡 *Tip:* Keep it *short, clear, and instructional.*

2 3 "Generate a workshop SOP (Standard Operating Procedure) for vehicle intake inspections."
💡 *Tip:* Ask for *'step-by-step, with responsibilities assigned.'*

2 4 "Create a quick daily pre-inspection checklist for company vehicles."
💡 *Tip:* Request *'make it easy to print for clipboard use.'*

🧑‍🏫 Training, Coaching, and Learning

2️⃣5️⃣ "Write a short learning brief for apprentices about engine lubrication systems."
💡 *Tip:* Ask ChatGPT to *'include learning outcomes and definitions.'*

2️⃣6️⃣ "Design a classroom quiz (5 questions) on tyre balancing and wheel alignment."
💡 *Tip:* Add *'multiple choice, with correct answers at the end.'*

2️⃣7️⃣ "Explain how to demonstrate safe workshop practices to first-year students."
💡 *Tip:* Request *'a short talk outline with key learning points.'*

2️⃣8️⃣ "Create a list of discussion questions about environmental awareness in workshops."
💡 *Tip:* Ask for *'five questions suitable for a short group activity.'*

2️⃣9️⃣ "Write a mini-case study: a technician finds an oil leak — what steps should they follow?"
💡 *Tip:* Tell ChatGPT to include *'diagnosis, communication, and documentation.'*

🧩 Extra (Optional for Advanced Learners)

3️⃣0️⃣ "Ask ChatGPT to compare service procedures between an electric and a diesel vehicle."
💡 *Tip:* Use this to start conversations about *new technology adaptation*.

3️⃣1️⃣ "Write a short internal guide for using digital service manuals efficiently."
💡 *Tip:* Ask for *'5 quick time-saving tips.'*

3️⃣2️⃣ "Explain what ARPL (Artisan Recognition of Prior Learning) means in workshop contexts."
💡 *Tip:* Use this to teach *pathway awareness and professional terminology*.

5. Social media prompts that you can use to engage with others and spark conversations:

1. "What's the best book you've read recently? Why did you enjoy it?"
2. "Share a photo of your favourite travel destination and tell us why it's special to you."
3. "What's your go-to comfort food? Share a picture and the recipe if you have it!"
4. "If you could have dinner with any celebrity, who would it be and why?"
5. "What's a skill you've been working on lately? Share your progress and any tips!"
6. "What's a movie or TV show that always makes you laugh? Tag a friend you'd watch it with!"
7. "Share a photo of your latest creative project. We'd love to see what you've been working on!"
8. "If you could travel anywhere in the world right now, where would you go? Share a picture!"
9. "What's your favourite inspirational quote? Share it with us and tell us why it motivates you."
10. "Tag a friend who always knows how to make you smile. Spread the positivity!"
11. "What's your favourite workout routine or exercise? Share your fitness tips and tricks!"
12. "If you could have any superpower, what would it be? Let's have some fun with this!"
13. "Share a photo of a delicious dish you've cooked recently. We'd love some cooking inspiration!"
14. "What's your favourite podcast or audiobook? Let us know so we can check it out!"
15. "If you could meet any historical figure, who would it be? Share why they inspire you."
16. "What's a hobby you've always wanted to try? Let's encourage each other to explore new interests!"
17. "Share a photo of a beautiful sunset or sunrise you've captured. Nature's wonders!"
18. "If you could spend a day with your younger self, what advice would you give? Share your wisdom!"
19. "What's a recent accomplishment you're proud of? Let's celebrate your success together!"
20. "Tag a friend who always recommends the best books. Let's create a reading list!"
21. "Share a photo of your favourite piece of artwork. Let's appreciate creativity!"
22. "What's your favourite quote from a movie? Share it with us and let's reminisce!"
23. "If you could learn a new language, which one would it be? Let's embrace different cultures!"
24. "Share a photo of a breathtaking natural landscape. Let's appreciate the beauty of our planet!"
25. "What's a piece of advice you'd give to your younger self? Let's reflect and learn from each other!"

26. "Tag a friend who always has the best fashion sense. Let's see your stylish outfits!"
27. "What's a song that never fails to lift your spirits? Share the title and artist with us!"
28. "Share a photo of your favourite pet. Let's see some adorable furry friends!"
29. "If you could have a conversation with anyone, dead or alive, who would it be? Share your choice!"
30. "What's a fun fact about yourself that not many people know? Let's get to know each other better!"
31. "Tag a friend who's a master at DIY projects. Let's see your creative handiwork!"
32. "What's the best piece of advice you've ever received? Share it with us!"
33. "Share a photo of a place you'd love to visit someday. Let's dream of future adventures!"
34. "If you could have any job in the world, what would it be? Let's discuss our career aspirations

🌐 6. Professional & Workplace Prompts

Here, you'll learn how to use ChatGPT for **daily work communication and productivity**.
These prompts are designed for writing professional emails, meeting summaries, and internal memos.
They show how AI can save time — but only if you stay clear and professional in your instructions.
The goal is to write prompts that sound natural and still meet business standards.

Instructor cue:
👉 Have learners rewrite an AI-generated email to sound more like *their own voice* — then discuss what changed.

📈 7. Refining & Improving Prompts

Once you've practiced with the examples, it's time to **refine your technique**.
These prompts help you test how small changes — like adding a tone, role, or audience — make a big difference.
The goal is to help learners become more *precise prompt engineers* who can adjust AI behavior purposefully.
Remember: A strong prompt doesn't just ask for an answer — it *shapes how* the answer is delivered.

🧩 8. Build Your Own Prompt

This final activity lets you **design your own prompt using the skills you've learned**.
You'll combine all five elements — *Role, Task, Context, Output, and Tone*.
The goal is to create a personal "signature prompt" you can reuse whenever you need

to generate content.

By the end, you'll know how to think like a prompt engineer — clear, structured, and creative.

9. Project Planning

1️⃣ "Help me outline a short project on improving workshop safety."
💡 *Tip:* Ask ChatGPT to list *sections and estimated time for each part.*

2️⃣ "Generate three possible research topics related to customer service in the automotive industry."
💡 *Tip:* Request *'one easy, one intermediate, and one challenging topic.'*

3️⃣ "Create a basic project plan with tasks, responsibilities, and deadlines for a tyre service campaign."
💡 *Tip:* Add *'Format as a simple table for group projects.'*

4️⃣ "List 5 ways to collect information for a training report (e.g. interviews, online research, observation)."
💡 *Tip:* Ask ChatGPT to explain *when each method is best used.*

✍️ Writing and Structuring Assignments

5️⃣ "Write a short introduction paragraph for a report on sustainable workshop practices."
💡 *Tip:* Request *'add a hook sentence and background context.'*

6️⃣ "Give me a clear structure for a 1,000-word assignment on hybrid vehicle systems."
💡 *Tip:* Ask for *'headings and suggested word counts per section.'*

7️⃣ "Explain how to write a conclusion that summarises key findings in a training report."
💡 *Tip:* Ask for *'three examples — short, medium, and detailed.'*

8️⃣ "Rewrite my report paragraph to make it clearer and more professional."
💡 *Tip:* Paste your paragraph and ask *'Preserve my ideas, just improve flow.'*

🔍 Research and Understanding

9 **"Summarise the main environmental risks caused by automotive workshops."**
💡 *Tip:* Ask ChatGPT to include *'three solutions aligned to national regulations.'*

10 **"Find recent innovations in vehicle diagnostics that improve accuracy or efficiency."**
💡 *Tip:* Add *'Explain how these could impact South African workshops.'*

1 **1** **"Explain what sustainable automotive practices mean in simple terms."**
💡 *Tip:* Tell ChatGPT to *'keep it at Level 2 training language.'*

🧠 **Review and Feedback**

1 **2** **"Evaluate my report paragraph for clarity and grammar."**
💡 *Tip:* Paste a short sample and ask *'Give me feedback in three points.'*

1 **3** **"Suggest ways to make my writing sound more confident and professional."**
💡 *Tip:* Ask for examples with *before-and-after versions*.

1 **4** **"Check if my report is balanced between technical detail and explanation."**
💡 *Tip:* Add *'Suggest one area to expand and one to shorten.'*

🎯 **Presentation and Submission**

1 **5** **"Create a 5-slide outline for presenting my project on workshop efficiency."**
💡 *Tip:* Request *'include headings and one image idea per slide.'*

1 **6** **"Write a short paragraph to introduce my project to the class."**
💡 *Tip:* Add *'make it confident but friendly.'*

1 **7** **"Write three possible titles for my report on tyre recycling."**
💡 *Tip:* Ask ChatGPT to *'make them professional and attention-grabbing.'*

🧩 **Reflection and Improvement**

1 **8** **"Write a short reflection on what I learned from my project and how I can apply it at work."**
💡 *Tip:* Ask for *'three sentences with a positive tone.'*

1️⃣9️⃣ "List questions I can include in my learner logbook after completing a brake maintenance module."
💡 *Tip:* Request *'5 short, self-reflective questions.'*

2️⃣0️⃣ "Help me write a 150-word summary of my group project for my portfolio."
💡 *Tip:* Ask for *'one sentence on teamwork, one on learning, one on outcome.'*

📃 **Ethical Use Reminder**

⚠️ ChatGPT is a support tool — not an author. Always rewrite in your own words. Add your real experience, workshop data, or personal reflection before submitting any project.