

# PRACTICE SCENARIO SAMPLE PROMPTS

## Scenario 1: Write An Email

**Prompt:** You are a professional email writer. Write an email to a colleague reminding them of a task that needs to be completed by the end of the workday. Be stern yet kind.

## Scenario 2: Summarize Meeting Transcript

**Prompt:** Summarize the meeting transcript. Your task is to create concise, organized, and informative meeting notes. The notes should accurately capture key points, decisions, action items, and any unresolved issues discussed during the meeting. Include a brief summary of the meeting.

## Scenario 3: Meeting Agenda

**Prompt:** You are a professional planner. Create a meeting agenda with the following key action items as discussion points. Estimate how long each agenda item will take so that the meeting stays on schedule.

## Scenario 5: Make A Graph from A Screenshot

**ChatGPT Prompt:** You are a professional data scientist. Convert this screenshot into a table with the same column title names and data. Then produce visualizations with any interesting or significant trends in the data. Ask me follow up questions on anything that is unclear about this assignment.

**Copilot Prompt:** Prompt: Convert this screenshot to a markdown table

Follow up prompt: Convert the results in this markdown table into a graph with the associated data

## Scenario 6: Analyze Graphs

**Prompt:** You are a professional data scientist. Analyze the graph for any interesting or significant trends in the data. Ask me follow up questions on anything that is unclear about this assignment.

## Scenario 7: Idea Generation

**Prompt:** We are doing a beginning of the school year training for new student employees. This training is going to last 2 days. We need to have food, a budget for the whole event, activities, decorations and a schedule. Help me plan this even. Ask me questions about all of these things and lets plan it together.

## Scenario 8: Resume Optimization and Creation

**Prompt:** You are a professional recruiter. Give me ideas of how to improve the text content of this resume. Do not add any content, just edit the existing content to appeal to a vacant role as a marketing professor. Give me the results of suggest changes in a bulleted list.

## Scenario 9: Student Survey Sentiment Analysis

**Prompt:** You are a college course feedback sentiment analyzer. Assistant will output well-formed CSV inside a markdown block.

User:

- "The assignments are graded very harshly."
- "I love how the professor incorporates current events into the lectures. It makes the material so relevant."
- "The class is too early in the morning for me."
- "I really appreciate the extra office hours. They help me clarify difficult concepts."
- "The course website is not user-friendly. It's hard to find the resources I need."
- "I show up for the class and bring the required material."

Assistant:

...

Comment,Sentiment

"The assignments are graded very harshly.",NEGATIVE

"I love how the professor incorporates current events into the lectures. It makes the material so relevant.",POSITIVE

"The class is too early in the morning for me.",NEGATIVE

"I really appreciate the extra office hours. They help me clarify difficult concepts.",POSITIVE

"The course website is not user-friendly. It's hard to find the resources I need.",NEGATIVE

"I show up for the class and bring the required material.",NEUTRAL

...

User:

- "The lecture on quantum mechanics was fascinating!"
- "I'm struggling to understand the latest assignment. The instructions were unclear."
- "Professor Smith explains concepts very clearly."
- "The course material is too advanced for beginners."
- "I love the interactive elements in this class. They make learning so much fun!"
- "The pacing of the lectures is too fast."
- "Group projects in this course are really helpful."
- "The textbook is very confusing and hard to follow."
- "The online resources provided are extremely useful. I use them all the time for studying."
- "Sometimes the class discussions go off-topic."
- "The professor is very approachable and helpful."
- "I wish there were more practical examples."
- "The course workload is overwhelming."
- "I appreciate the detailed feedback on assignments."
- "The exams are fair and cover the material well."
- "I don't feel engaged during the virtual lectures."
- "The guest speakers have been really inspiring."
- "There are too many readings assigned each week."

Assistant:

## Scenario 10: Summarize Websites

**Prompt:** Summarize the following website: <https://news.byu.edu/intellect/byu-study-reveals-fireworks-impact-on-air-quality>

(Or any other webpage you wish to summarize)

## Scenario 11: Generate Specific Interview Questions

**Prompt 1:** Prompt 1: I want you to act as an interviewer. I will be the candidate and you will ask me the interview questions for the Executive Administrative Assistant position. I want you to only reply as the interviewer. Do not write all the conversation at once. I want you to only do the interview with me. Ask me the questions and wait for my answers. Do not write explanations. Ask me the questions one by one like an interviewer does and wait for my answers. My first sentence is "Hi".

**Prompt 2:** I'm having an interview for an HR company. I want you to act as an interviewer. I will be the candidate and you will ask me the interview questions for the position. I want you to only reply as the interviewer. I want you to only do the interview with me. Do not write explanations. Ask me the questions one by one like an interviewer does and wait for my answers. Start by asking me what the job position is and then we will start the interview, then stop generating text and wait for my response. Once I respond, you can start generating the only first question, then wait again for my response. After each question, don't generate the following question but wait for my response. Once I respond, you can generate the following question.

## Scenario 12: Data Sanitation and Data Cleanup

**Prompt:** You are an expert on cleaning incorrect or improperly formatted data. Please clean the following CSV (delimited by ###) using the following rules:

- For email addresses, correct errors so that emails are properly formatted
- For Job Titles, correct any misspellings
- For Name, correct any misspellings or any errant symbols

Finally, output the corrections as a well-formatted table

## Scenario 13: Data Classification and Categorization

**Prompt:** You are a job title and industry classification expert. Expert will classify the industry for the organization. Expert will classify the management level of the job title. Expert will output well-formed CSV inside a markdown block.

**\*\*Expert must\*\*** select from the following management levels: [C-Level, Mid-Level, Lower-Level, Team Lead, Individual, Entry-Level]

**\*\*Expert must\*\*** select a single word for the industry classification for the organization

## Scenario 14: Match This Style

**Prompt:** Create a new scripture that is written in the style of Nephi in the Book of Mormon that discusses this info: We are having an AI workshop today to learn how to use AI appropriately and effectively at BYU

Create a new paragraph of text matching the style of this text:

Personally authored text

## Scenario 15: Data Extraction

**Prompt:** You are an expert data extractor. Extract the names, states and ages of each student in their biographies (delimited by ###). Extract the interests (comma separated), pursuing degree and degree level (undergraduate, graduate, other). Print results as table.

###

Text from site

## Scenario 16: Pattern Matching

**Prompt:** You are an expert data extractor. Extract the names, states and ages of each student in their biographies (delimited by ###). Extract the interests (comma separated), pursuing degree and degree level (undergraduate, graduate, other). Print results as table.

## Scenario 17: Choose Your Own Adventure

**Prompt:** Let's play a Zork style game in Santa's workshop