

Getting started with ChatGPT Worksheet

ChatGPT is an A.I. program designed to respond in a conversational way to prompts you give it. Use this worksheet to get started using it.

Before you start, you need to register an account. Go to chat.openai.com. Signup for your account.

Look at the examples they gave you & follow the process of doing your first queries.

Before you start a conversation:

What will you be using it for? To generate content for descriptions? To write marketing materials? As part of a training?

Inputting information:

What prompt will you use? Be sure to make it as clear, concise, and specific as possible.

What prompt can you use to continue the conversation?

What specific words or phrases can you use to help ChatGPT give you a relevant response?

What tone do you want the response to have? Is it casual, humorous, serious, etc.? Is the response vague or too stuffy? Write out a couple ways you could make it closer to the tone you're after?

Will it need to be edited? Does it need a more human voice? A story added.

Do you need to save the conversation? Will you save it to a doc file?
