

■ AI Prompt Practice Worksheet

AI Profit Advantage Enterprise Platform | APEP Academy

Purpose: Practice writing clearer, more useful prompts so an AI assistant can better understand what you want, how you want it delivered, and who it is for.

Name: _____

Date: _____

Lesson: 1 — Introduction to AI

Score/Notes: _____

1. What Makes a Good Prompt?

A prompt is the instruction or question you give an AI system. Strong prompts reduce ambiguity. A useful structure is:

Element	What it does	Example
ROLE	Tell the AI who it should act as.	Act as a patient AI tutor.
TASK	State exactly what you want it to do.	Explain machine learning.
CONTEXT	Give useful background or audience information.	I am a complete beginner.
CONSTRAINTS	Set limits such as length, tone, or complexity.	Use simple language and no jargon.
OUTPUT	Specify the format you want.	Give 5 bullet-point examples.

2. Prompt Upgrade Challenge

Start with the weak prompt below. Rewrite it using at least three of the five elements above.

Weak prompt: "Tell me about AI."

Your improved prompt:

3. Prompt Practice #1 — Beginner Explanation

Write a prompt that asks an AI assistant to explain Artificial Intelligence to someone who has never studied technology.

Your prompt:

What did the AI do well?

What would you change in your prompt?

4. Prompt Practice #2 — Business Owner

Imagine you own a small business. Write a prompt that asks AI to suggest five practical ways AI could help you save time or improve marketing.

Your prompt:

AI response highlights:

5. Prompt Practice #3 — Content Creation

Write a prompt that asks AI to create a short social-media post about the value of learning AI. Specify the audience, tone, length, and desired format.

Your prompt:

Which instruction made the biggest difference?

6. Experiment: Change One Variable

Use the same basic prompt twice. On the second attempt, change only one element—such as the audience, tone, context, length, or output format. Compare the results.

Original prompt	Modified prompt
What changed in the AI response?	

7. My Best Prompt

Create one useful prompt for a real task you care about. It could involve learning, business, writing, research, marketing, planning, or productivity.

My prompt:

8. Prompt Quality Checklist

- I clearly stated the task.
- I provided enough context.
- I identified the intended audience or role when useful.
- I included constraints such as tone, length, or complexity.
- I specified the output format when appropriate.
- I reviewed and improved the AI's response instead of accepting the first answer automatically.

9. Reflection

Complete these sentences after your practice:

A strong AI prompt is different from a vague prompt because...

The prompt element I need to improve most is...

One real task I can use AI for this week is...

Next Step: Take what you learned here into the next lesson. As you work with AI, remember: better instructions usually produce better results—but you should still review AI output for accuracy, relevance, and quality.