

50+ Prompt Templates

Ready-to-Use Prompt Templates for Various Use Cases

Writing • Coding • Analysis • Creative Tasks • Business • Education

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Introduction

This comprehensive collection of 50+ prompt templates provides ready-to-use frameworks for common tasks across writing, coding, analysis, creative work, business, and education. Each template is designed to be practical, effective, and easily customizable for your specific needs.

How to Use These Templates

Each template includes:

- The template text with [placeholders] for customization
- Use case description
- Key variables to replace

Simply copy the template, replace the [bracketed placeholders] with your specific information, and use it with any AI language model. These templates are optimized for ChatGPT but work with most LLMs.

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Writing & Content Creation

Template 1: Blog Post Generator

Use case: Create engaging blog posts on any topic

Write a [word count] blog post about [topic] for [target audience].

Topic: [main subject]

Tone: [conversational/professional/technical]

Key points to cover:

- [point 1]
- [point 2]
- [point 3]

Include:

- Engaging introduction with a hook
- Clear section headings
- Practical examples or case studies
- Actionable takeaways
- Strong conclusion with call-to-action

SEO keywords to incorporate: [keyword 1], [keyword 2], [keyword 3]

Template 2: Email Writer

Use case: Craft professional emails for various purposes

Write a professional email for the following situation:

Purpose: [inform/request/follow-up/complaint/thank you]

Recipient: [role/name]

Context: [background information]

Key message: [main point]

Requirements:

- Subject line that captures attention
- Professional yet [warm/formal/friendly] tone
- Clear and concise message
- Appropriate call-to-action
- Professional closing

Length: [brief/moderate/detailed]

Template 3: Social Media Post Creator

Use case: Generate engaging social media content

Create [number] social media posts for [platform] about [topic/product/service].

Brand voice: [description]

Target audience: [demographics/interests]

Goal: [awareness/engagement/conversion/education]

For each post include:

- Engaging hook or headline
- Main message (within [platform] character limits)
- Relevant hashtags ([number] hashtags)
- Call-to-action
- Emoji suggestions (if appropriate)

Make posts [informative/entertaining/inspirational/promotional].

Template 4: Product Description Writer

Use case: Create compelling product descriptions

Write a product description for [product name].

Product details:

- Type: [category]
- Key features: [list features]
- Benefits: [main benefits]
- Target customer: [description]
- Price point: [range]

Requirements:

- Compelling headline
- Focus on benefits, not just features
- Address customer pain points
- Include sensory or emotional language
- SEO-friendly
- Length: [word count]
- Tone: [persuasive/informative/luxurious/casual]

Highlight what makes this product unique.

Template 5: Article Summarizer

Use case: Create concise summaries of long articles

Summarize the following article:

[Article text or URL]

Provide:

1. One-sentence overview
2. Main points (3-5 bullet points)
3. Key takeaways or conclusions
4. Notable quotes or statistics (if any)

Length: [brief/moderate/comprehensive]

Focus on: [main themes/practical insights/key arguments]

Template 6: Press Release Writer

Use case: Create professional press releases

Write a press release for [company name] about [announcement/event/launch].

Key information:

- What: [product/event/news]
- When: [date/timeframe]
- Where: [location/platform]
- Who: [key people/company]
- Why: [significance/impact]

Include:

- Compelling headline
- Strong opening paragraph with key facts
- Supporting details and context
- Quote from company executive
- Boilerplate company description
- Contact information placeholder

Tone: Professional and newsworthy

Length: [word count]

Template 7: Newsletter Content Creator

Use case: Generate engaging newsletter content

Create newsletter content for [company/topic] targeting [audience].

Edition: [weekly/monthly] [date]

Theme: [topic/focus]

Include these sections:

1. Welcome/Introduction ([tone])
2. Main story/feature ([topic])
3. Quick updates or news bites (3-5 items)
4. [Tip/Resource/Spotlight] section
5. Call-to-action
6. Closing message

Length per section: [brief/moderate]

Overall tone: [conversational/professional/inspiring]

Include 1-2 relevant links per section.

Template 8: Case Study Writer

Use case: Create compelling case studies

Write a case study about [client/project].

Structure:

1. Executive Summary
2. Client Background ([industry/size/challenges])
3. Challenge/Problem ([describe situation])
4. Solution ([what was implemented])
5. Implementation ([how it was done])
6. Results ([specific metrics and outcomes])
7. Client Testimonial [quote]
8. Key Takeaways

Focus on:

- Specific, quantifiable results
- Before/after comparison
- Challenges overcome
- Lessons learned

Length: [word count]

Include data points and metrics where possible.

Template 9: Script Writer for Videos

Use case: Create video scripts

Write a video script for [type: explainer/tutorial/promotional/educational].

Video details:

- Topic: [subject]
- Duration: [length in minutes]
- Target audience: [description]
- Platform: [YouTube/Instagram/TikTok/corporate]
- Goal: [inform/persuade/entertain/educate]

Include:

- Hook (first 5-10 seconds)
- Main content sections with timing
- Visual suggestions [describe key scenes]
- Call-to-action
- Outro

Tone: [energetic/professional/casual/authoritative]

Note: Include [text] for on-screen text and [visual] for visual descriptions.

Template 10: SEO Meta Description Generator

Use case: Create optimized meta descriptions

Create SEO meta descriptions for [page/article title].

Page content: [brief description]

Target keyword: [primary keyword]

Additional keywords: [secondary keywords]

Requirements:

- Length: 150-160 characters
- Include primary keyword naturally
- Compelling and click-worthy
- Accurate reflection of page content
- Include call-to-action or value proposition

Generate 3 variations with different angles.

Template 11: Content Repurposer

Use case: Transform content across different formats

Repurpose the following content for different platforms:

Original content:

[paste content]

Original format: [blog/video/podcast/presentation]

Transform into:

1. [Social media posts] ([platform], [number] posts)
2. [Email newsletter] excerpt
3. [Infographic] outline (key points and data)
4. [Short video] script (under [duration])
5. [LinkedIn] article

For each format:

- Adapt tone and length appropriately
- Maintain key messages
- Optimize for platform-specific best practices

Template 12: Headline Generator

Use case: Create compelling headlines

Generate [number] compelling headlines for [content type] about [topic].

Content details:

- Main benefit/value: [description]
- Target audience: [who]
- Emotion/angle: [curiosity/urgency/benefit/solution]
- Include keyword: [keyword]

Provide variations using these formulas:

1. Number-based (e.g., "7 Ways to...")
2. Question format
3. How-to format
4. Benefit-driven
5. Provocative/contrarian

Each headline should be:

- Clear and specific
- Under [character count] characters
- Compelling and click-worthy

Coding & Development

Template 13: Code Generator

Use case: Generate functional code for specific tasks

Write [language] code for the following requirement:

Task: [describe functionality]

Input: [describe input data/parameters]

Expected output: [describe expected result]

Requirements:

- Follow [language] best practices
- Include error handling
- Add clear comments
- Use meaningful variable names
- Optimize for [performance/readability/maintainability]

Additional constraints:

- [specific libraries to use/avoid]
- [coding style guide to follow]
- [specific patterns to implement]

Provide the code with inline explanations.

Template 14: Code Debugger

Use case: Debug and fix code issues

Debug the following [language] code:

Code:

```

[paste your code]

```

Problem description:

[describe the error or unexpected behavior]

Error message (if any):

[paste error message]

Expected behavior:

[what should happen]

Please:

1. Identify the issue(s)
2. Explain what's causing the problem
3. Provide corrected code
4. Explain the fix
5. Suggest how to prevent similar issues

Template 15: Code Reviewer

Use case: Get detailed code review and improvement suggestions

Review the following [language] code and provide detailed feedback:

Code:

```

[paste your code]

```

Context: [what the code does]

Review for:

1. Bugs and potential errors
2. Performance issues
3. Security vulnerabilities
4. Code readability and maintainability
5. Best practices adherence
6. Design patterns appropriateness

For each issue found:

- Explain the problem
- Rate severity (critical/major/minor)
- Provide specific fix or improvement
- Show example of better implementation

Template 16: API Documentation Generator

Use case: Create comprehensive API documentation

Generate API documentation for the following [endpoint/function]:

[Code or description]

Include:

1. Overview and purpose
2. Authentication requirements
3. Endpoint URL and method
4. Request parameters (with types and descriptions)
5. Request body schema (if applicable)
6. Response format and status codes
7. Example request
8. Example response
9. Error responses
10. Rate limiting information (if applicable)

Format: [Markdown/OpenAPI/Custom]

Style: [Technical/User-friendly]

Template 17: Algorithm Explainer

Use case: Explain complex algorithms clearly

Explain the following algorithm: [algorithm name]

Provide:

1. High-level overview (what it does)
2. Step-by-step process (how it works)
3. Example walkthrough with sample data
4. Time complexity analysis
5. Space complexity analysis
6. Best use cases
7. Limitations or when not to use it
8. Comparison with similar algorithms (if applicable)

Audience level: [beginner/intermediate/advanced]

Include visual descriptions where helpful.

Template 18: Unit Test Generator

Use case: Create comprehensive unit tests

Generate unit tests for the following function:

Language: [programming language]

Testing framework: [pytest/Jest/JUnit/etc.]

Function:

```

[paste function code]

```

Create tests that cover:

1. Happy path (normal operation)
2. Edge cases
3. Error conditions
4. Boundary values
5. Invalid inputs

For each test:

- Clear test name
- Setup/arrange
- Action/act
- Assert/expected result
- Comments explaining what's being tested

Template 19: Code Converter

Use case: Convert code between programming languages

Convert the following code from [source language] to [target language]:

Source code ([source language]):

```

[paste code]

```

Requirements:

- Maintain the same functionality
- Use [target language] best practices and idioms
- Add comments explaining [target language]-specific approaches
- Suggest [target language]-specific improvements
- Note any features that don't translate directly

Include:

1. Converted code
2. Explanation of key differences
3. Any dependencies or imports needed

Template 20: Regex Pattern Generator

Use case: Create and explain regular expressions

Create a regular expression pattern for: [requirement]

Language/flavor: [JavaScript/Python/Java/etc.]

Requirements:

- Match: [what should match]
- Don't match: [what should not match]
- Capture: [groups to capture, if any]

Provide:

1. The regex pattern
2. Explanation of each component
3. [number] test cases (both matching and non-matching)
4. Code example of how to use it in [language]
5. Common edge cases to consider

Template 21: Database Query Optimizer

Use case: Optimize database queries for better performance

Optimize the following [database type] query:

Current query:

```\n

[paste query]\n

```\n

Table schema:

[describe relevant tables and relationships]\n

Current performance: [execution time or issue]\n

Please:

1. Analyze current query performance issues
2. Suggest optimization strategies
3. Provide optimized query
4. Explain improvements made
5. Suggest appropriate indexes
6. Estimate performance improvement

Consider: [specific performance goals or constraints]

Template 22: Code Documentation Generator

Use case: Create comprehensive code documentation

Generate documentation for the following code:

```

[paste code]

```

Include:

1. Summary (one-paragraph overview)
2. Parameters/Arguments (with types and descriptions)
3. Return value (type and description)
4. Usage examples (2-3 examples)
5. Exceptions/Errors (what can go wrong)
6. Dependencies (required imports/libraries)
7. Performance considerations (if relevant)
8. Related functions/classes

Format: [docstring/JSDoc/JavaDoc/Markdown]

Style: [technical/beginner-friendly]

Data Analysis & Research

Template 23: Data Analyst

Use case: Analyze datasets and extract insights

Analyze the following data:

[Paste data or describe dataset]

Analysis requirements:

1. Descriptive statistics (mean, median, mode, range, std dev)
2. Identify trends and patterns
3. Detect anomalies or outliers
4. Correlation analysis (if multiple variables)
5. Key insights (top 3-5 findings)

Focus on: [specific aspects or metrics]

Provide:

- Summary of findings
- Data-driven recommendations
- Visualization suggestions
- Areas requiring deeper investigation

Template 24: Research Summary Generator

Use case: Summarize research papers or articles

Summarize the following research paper/article:

Title: [title]

Source: [journal/publication]

[Full text or key sections]

Provide:

1. Research question/hypothesis
2. Methodology (brief overview)
3. Key findings (3-5 main points)
4. Conclusions and implications
5. Limitations of the study
6. Relevance to [your field/interest]
7. Critical analysis (strengths and weaknesses)

Length: [brief/comprehensive]

Audience: [general/academic/technical]

Template 25: Competitive Analysis

Use case: Analyze competitors systematically

Conduct a competitive analysis for [your product/company] against [competitors].

Competitors to analyze:

- [Competitor 1]
- [Competitor 2]
- [Competitor 3]

Analysis criteria:

1. Product/service features
2. Pricing strategy
3. Target market
4. Marketing approach
5. Strengths and weaknesses
6. Market positioning
7. Customer reviews/sentiment

For each competitor provide:

- Overview
- Detailed analysis per criterion
- SWOT analysis
- Competitive advantages/disadvantages

Final section:

- Market opportunities identified
- Differentiation strategies
- Recommendations

Template 26: Survey Data Analyzer

Use case: Analyze survey results and extract insights

Analyze the following survey data:

Survey topic: [topic]

Sample size: [number]

Demographics: [description]

Data:

[Paste survey results or key statistics]

Provide analysis of:

1. Response distribution (per question)
2. Key findings and trends
3. Demographic patterns
4. Significant correlations
5. Open-ended response themes
6. Statistical significance (where applicable)
7. Surprising or unexpected results

Include:

- Executive summary
- Detailed insights
- Data visualizations recommendations
- Actionable recommendations

Template 27: Trend Analyzer

Use case: Identify and analyze trends in data or industries

Analyze trends in [industry/topic/dataset] for [time period].

Context:

- Industry/field: [description]
- Time period: [dates]
- Key metrics: [metrics to track]

Data (if available):

[Paste data or describe trends observed]

Provide:

1. Major trends identified (3-5)
2. Evidence supporting each trend
3. Underlying factors driving trends
4. Comparison to previous periods
5. Industry impact
6. Future projections (next [time period])
7. Opportunities and threats
8. Recommended actions

Format: [Executive summary + detailed analysis]

Template 28: SWOT Analysis Generator

Use case: Create comprehensive SWOT analyses

Create a SWOT analysis for [company/product/project].

Context:

- Industry: [industry]
- Current situation: [description]
- Goals: [objectives]
- Market conditions: [brief description]

For each category (Strengths, Weaknesses, Opportunities, Threats):

1. List 4-6 specific points
2. Provide brief explanation
3. Rate impact (High/Medium/Low)
4. Suggest response strategy

Additional sections:

- Key insights summary
- Strategic priorities based on SWOT
- Action items (top 3-5)

Be specific and actionable rather than generic.

Template 29: Market Research Analyzer

Use case: Analyze market research data

Analyze market research for [product/service/market segment].

Research data:

[Paste research findings or data]

Market context:

- Target market: [description]
- Market size: [if known]
- Key players: [main competitors]

Analyze:

1. Market size and growth potential
2. Customer needs and pain points
3. Market segments and personas
4. Competitive landscape
5. Market trends and dynamics
6. Entry barriers
7. Pricing sensitivity
8. Distribution channels

Provide:

- Executive summary
- Detailed findings per category
- Market opportunities
- Risks and challenges
- Go-to-market recommendations

Template 30: Literature Review Generator

Use case: Create structured literature reviews

Create a literature review on [research topic].

Research question: [your question]

Scope: [specific aspects to cover]

Time period: [date range]

Sources provided:

[List key sources or paste abstracts]

Structure:

1. Introduction (research context and question)
2. Thematic analysis (group findings by themes)
3. Methodological approaches (in reviewed studies)
4. Key findings and consensus
5. Contradictions or debates
6. Research gaps identified
7. Implications for [your field/research]
8. Conclusion

For each theme:

- Synthesize findings across sources
- Compare different perspectives
- Critically evaluate evidence

Length: [word count]

Citation style: [APA/MLA/Chicago]

Creative Tasks

Template 31: Story Generator

Use case: Create engaging short stories

Write a [length] story with the following elements:

Genre: [genre]

Setting: [time and place]

Main character: [brief description]

Conflict/challenge: [what they face]

Theme: [underlying message or theme]

Story requirements:

- Engaging opening hook
- Clear character development
- Rising tension
- Unexpected twist or revelation
- Satisfying resolution
- Tone: [dramatic/humorous/mysterious/inspirational]

Length: [word count]

Audience: [target readers]

Avoid: [clichés or elements to avoid]

Template 32: Brand Name Generator

Use case: Create memorable brand names

Generate [number] brand name ideas for [product/service/company].

Company/Product details:

- Industry: [industry]
- Target audience: [description]
- Values/personality: [adjectives]
- Key differentiators: [what makes it unique]

Name style preferences:

- [Modern/Classic/Playful/Professional]
- [Short/Compound/Descriptive]
- [Abstract/Literal/Metaphorical]

For each name provide:

1. The name
2. Reasoning/meaning behind it
3. Tagline suggestion
4. Domain availability likelihood
5. Pros and cons

Avoid: [generic terms, overused words, confusing names]

Template 33: Brainstorming Facilitator

Use case: Generate creative ideas for challenges

Help me brainstorm ideas for: [challenge or goal]

Context:

- Current situation: [description]
- Constraints: [limitations or requirements]
- Success looks like: [desired outcome]
- Resources available: [budget, time, team, etc.]

Brainstorming approach:

Generate [number] ideas using these methods:

1. Direct solutions
2. Opposite/reverse thinking
3. Combination/synthesis ideas
4. Analogies from other industries
5. Wild/unconventional ideas

For each idea:

- Brief description
- Potential impact (High/Medium/Low)
- Feasibility (Easy/Moderate/Difficult)
- Next steps to explore it

Template 34: Slogan Creator

Use case: Create catchy slogans and taglines

Create [number] slogan/tagline options for [company/product/campaign].

Brand information:

- What it does: [description]
- Unique value: [key benefit]
- Brand personality: [adjectives]
- Target audience: [description]
- Competition: [how competitors position]

Slogan requirements:

- Memorable and catchy
- Length: [short/medium] ([word/character limit])
- Convey: [key message]
- Tone: [inspiring/clever/professional/fun]

For each slogan provide:

1. The slogan
2. Explanation of concept
3. Why it resonates with target audience
4. How it differentiates from competitors

Avoid clichés and overused phrases.

Template 35: Character Developer

Use case: Develop detailed fictional characters

Develop a detailed character profile for [story/project].

Basic information:

- Name: [name or generate]
- Age: [age]
- Role in story: [protagonist/antagonist/supporting]
- Genre: [story genre]

Create comprehensive profile including:

1. Physical appearance and mannerisms
2. Personality traits (with contradictions)
3. Background and history
4. Motivations and goals
5. Fears and weaknesses
6. Relationships with other characters
7. Character arc (how they change)
8. Unique quirks or habits
9. Speech patterns or catchphrases
10. Internal conflicts

Make the character [relatable/complex/memorable/realistic].

Template 36: Poem Generator

Use case: Create poetry in various styles

Write a poem about [subject/theme].

Poem specifications:

- Style: [free verse/sonnet/haiku/limerick/etc.]
- Length: [number of lines/stanzas]
- Tone: [romantic/melancholy/joyful/contemplative]
- Perspective: [first person/third person/observational]

Poetic elements to include:

- [Metaphor/Simile/Alliteration/Imagery/etc.]
- Sensory details (sight, sound, touch, taste, smell)
- Emotional resonance

Theme/message: [what the poem conveys]

Requirements:

- Original imagery (avoid clichés)
- [Rhyme scheme if applicable]
- Natural rhythm and flow

Template 37: Dialogue Writer

Use case: Create realistic dialogue for characters

Write a dialogue scene between [character names] in [setting/situation].

Characters:

- Character 1: [name, brief personality, goal in scene]
- Character 2: [name, brief personality, goal in scene]

Scene context:

- Setting: [location and time]
- Situation: [what's happening]
- Tension/conflict: [underlying issue]
- Scene goal: [what needs to be accomplished]

Dialogue requirements:

- Natural and character-appropriate speech
- Show tension/conflict through subtext
- Reveal character through dialogue
- Include action beats and descriptions
- Length: [number of exchanges]
- Tone: [tense/casual/humorous/serious]

End with: [resolution/cliffhanger/revelation]

Template 38: Creative Prompt Generator

Use case: Generate creative writing prompts

Generate [number] creative writing prompts for [genre/purpose].

Prompt characteristics:

- Genre: [fantasy/sci-fi/mystery/romance/general/etc.]
- Type: [story starter/character concept/scenario/constraint-based]
- Difficulty: [beginner/intermediate/advanced]
- Length: [flash fiction/short story/novel]

For each prompt include:

1. The core prompt/scenario
2. Optional constraints or requirements
3. Suggested themes to explore
4. Potential twist or complication
5. Genre tags

Make prompts:

- Specific enough to inspire
- Open enough to allow creativity
- Intriguing and original
- Suitable for [target audience]

Business & Marketing

Template 39: Marketing Strategy Generator

Use case: Create comprehensive marketing strategies

Develop a marketing strategy for [product/service/company].

Business context:

- Offering: [what you're marketing]
- Target audience: [demographics, psychographics]
- Unique value proposition: [key differentiator]
- Budget: [range]
- Timeline: [launch date or campaign duration]
- Goals: [specific, measurable objectives]

Strategy should include:

1. Market positioning
2. Key messages and brand voice
3. Channel strategy (with rationale)
4. Content strategy
5. Campaign ideas (3-5 concepts)
6. Metrics and KPIs
7. Timeline and milestones
8. Budget allocation
9. Risk mitigation

Provide both strategic overview and tactical details.

Template 40: Sales Pitch Writer

Use case: Create compelling sales pitches

Create a sales pitch for [product/service].

Product details:

- What it is: [description]
- Target customer: [ideal customer profile]
- Problem it solves: [pain points addressed]
- Key benefits: [top 3-5 benefits]
- Price: [pricing model]
- Competition: [how you compare]

Pitch structure:

1. Attention-grabbing opening
2. Problem identification (relate to customer)
3. Solution presentation
4. Benefits and value (with specifics)
5. Proof points (testimonials, data, case studies)
6. Handle common objections
7. Clear call-to-action

Length: [time duration or word count]

Tone: [consultative/enthusiastic/professional]

Format: [presentation/email/phone/in-person]

Template 41: Business Plan Generator

Use case: Create structured business plans

Create a business plan for [business name/concept].

Business overview:

- Industry: [industry]
- Business model: [how you make money]
- Stage: [startup/expansion/pivot]

Include these sections:

1. Executive Summary
2. Company Description
3. Market Analysis
 - Target market
 - Market size and trends
 - Competitive analysis
4. Organization and Management
5. Products/Services Line
6. Marketing and Sales Strategy
7. Financial Projections (3-year overview)
8. Funding Requirements (if applicable)
9. Appendix (key documents)

For each section:

- Be specific and data-driven
- Include realistic assumptions
- Address potential challenges

Length: [executive summary/full plan]

Template 42: Customer Persona Creator

Use case: Develop detailed customer personas

Create [number] detailed customer personas for [product/service/company].

Business context:

- Industry: [industry]
- Product/service: [what you offer]
- Market: [B2B/B2C/Both]

For each persona include:

1. Name and photo description
2. Demographics (age, location, income, education)
3. Job title and career information
4. Goals and motivations
5. Challenges and pain points
6. Buying behavior and preferences
7. Preferred channels and media
8. Common objections
9. How our solution helps them
10. Quote that represents them

Make personas realistic and specific, based on [research/data/customer interviews].

Template 43: Value Proposition Creator

Use case: Craft compelling value propositions

Create a value proposition for [product/service].

Product information:

- What it does: [description]
- Target customer: [who it's for]
- Main problem solved: [pain point]
- Key features: [top features]
- Differentiation: [what makes it unique]

Create:

1. Primary value proposition (1-2 sentences)
2. Extended value proposition (paragraph)
3. Customer benefits (3-5 key benefits)
4. Proof points (why should they believe you)
5. Comparison to alternatives

Use this framework:

We help [target customer] who want to [goal/desire] by [unique approach].
Unlike [alternatives], we [key differentiator].

Make it:

- Clear and specific
- Customer-focused (benefits over features)
- Credible and provable
- Differentiated from competition

Template 44: Meeting Agenda Creator

Use case: Create effective meeting agendas

Create a meeting agenda for [meeting type/purpose].

Meeting details:

- Purpose: [main objective]
- Attendees: [roles/number of people]
- Duration: [length]
- Date/time: [when]

Include:

1. Meeting objective (clear goal)
2. Agenda items with time allocations:
 - [Topic 1] - [X minutes]
 - [Topic 2] - [X minutes]
 - [etc.]
3. Pre-meeting preparation (what attendees should review/prepare)
4. Discussion questions for each topic
5. Decision points (what needs to be decided)
6. Expected outcomes
7. Next steps/action items section

Format: [Standard/Executive/Workshop]

Tone: [Professional/Casual]

Make it efficient and action-oriented.

Template 45: Proposal Writer

Use case: Create professional business proposals

Write a business proposal for [project/service/partnership].

Proposal context:

- Recipient: [company/person]
- Opportunity: [what they need]
- Your solution: [what you're proposing]
- Budget: [range]
- Timeline: [duration]

Proposal structure:

1. Executive Summary
2. Problem Statement
3. Proposed Solution
 - Approach and methodology
 - Deliverables
 - Timeline and milestones
4. Qualifications
 - Relevant experience
 - Team members
 - Past successes
5. Investment and Pricing
6. Terms and Conditions
7. Next Steps

For each section:

- Be specific and detailed
- Focus on client benefits
- Address potential concerns
- Use persuasive but professional tone

Length: [page count]

Template 46: Elevator Pitch Creator

Use case: Create concise, impactful elevator pitches

Create an elevator pitch for [company/product/idea].

Context:

- What it is: [brief description]
- Problem it solves: [pain point]
- Target audience: [who needs it]
- Unique advantage: [differentiation]

Create versions for different scenarios:

1. 30-second version (networking)
2. 60-second version (investor pitch)
3. Email version (cold outreach)

Each version should:

- Hook immediately
- Clearly state the problem
- Present your solution
- Highlight what makes you different
- End with clear call-to-action

Requirements:

- Conversational, not scripted
- Memorable and engaging
- Easy to understand (avoid jargon)
- Adaptable to conversation flow

Include tips for delivery.

Template 47: Crisis Communication Template

Use case: Handle crisis communications effectively

Create a crisis communication response for [situation].

Crisis details:

- What happened: [incident description]
- Impact: [who/what is affected]
- Current status: [ongoing/resolved/investigating]
- Company/organization: [your organization]
- Audience: [stakeholders to address]

Create communications for:

1. Internal communication (employees)
2. Customer/public statement
3. Media response
4. Social media posts
5. FAQ document

Each communication should:

- Acknowledge the situation
- Express empathy
- State facts clearly
- Explain actions being taken
- Provide timeline for updates
- Offer contact information
- Maintain [honest/transparent/professional] tone

Avoid:

- Defensive language
- Speculation
- Shifting blame
- Making promises you can't keep

Template 48: Quarterly Business Review Template

Use case: Create comprehensive quarterly reviews

Create a Quarterly Business Review for [company/department/project].

Time period: [Quarter, Year]

Report structure:

1. Executive Summary

- Key highlights
- Major achievements
- Critical challenges

2. Performance Metrics

- [Metric 1]: Target vs. Actual
- [Metric 2]: Target vs. Actual
- [Metric 3]: Target vs. Actual
- Year-over-year comparison
- Trends analysis

3. Accomplishments

- Major initiatives completed
- Goals achieved
- Successes and wins

4. Challenges and Obstacles

- Issues encountered
- How they were addressed
- Ongoing concerns

5. Financial Performance

- Revenue/Budget analysis
- Cost analysis
- ROI on key initiatives

6. Strategic Initiatives

- Progress on strategic goals
- Adjustments made
- Alignment with annual plan

7. Next Quarter Plans

- Priorities
- Goals and targets
- Resource requirements

Include specific numbers and data throughout.

Education & Learning

Template 49: Lesson Plan Creator

Use case: Create detailed lesson plans

Create a lesson plan for teaching [topic] to [grade level/audience].

Lesson details:

- Subject: [subject area]
- Duration: [length]
- Learning objectives (3-5 specific, measurable goals)
- Prerequisites: [prior knowledge needed]

Lesson structure:

1. Introduction/Hook (5-10 min)
 - Engage students
 - Connect to prior knowledge
2. Direct Instruction (15-20 min)
 - Key concepts to cover
 - Examples and demonstrations
3. Guided Practice (15-20 min)
 - Activities with support
4. Independent Practice
 - Student work
5. Assessment
 - How you'll measure understanding
6. Closure/Reflection

Include:

- Materials needed
- Differentiation strategies
- Common misconceptions to address
- Extension activities for advanced students

Template 50: Concept Explainer

Use case: Explain complex concepts simply

Explain [concept] to someone with [background knowledge level].

Audience: [who you're explaining to]

Goal: [what they should understand]

Use this structure:

1. Simple definition (one sentence)
2. Why it matters (relevance)
3. Basic explanation (using analogies)
4. Concrete example (relatable scenario)
5. Step-by-step breakdown (if applicable)
6. Common misunderstandings (address these)
7. Practical application (how it's used)
8. Next steps (what to learn next)

Requirements:

- Use [simple/no jargon]
- Include [analogies/examples] from [everyday life/their field]
- Build from familiar concepts
- Check understanding with questions

Tone: [conversational/patient/encouraging]

Template 51: Study Guide Generator

Use case: Create comprehensive study guides

Create a study guide for [subject/topic/exam].

Content to cover:

[List chapters, topics, or paste relevant material]

Study guide should include:

1. Overview and key themes
2. Main concepts (with definitions)
3. Important formulas/rules (if applicable)
4. Key vocabulary terms
5. Practice questions (multiple choice, short answer)
6. Answers and explanations
7. Study tips specific to this topic
8. Common mistakes to avoid
9. Memory aids or mnemonics
10. Additional resources

Format: [organized by topic/chronological/difficulty level]

Exam date: [date]

Study timeline: [weeks/days available]

Template 52: Tutorial Writer

Use case: Create step-by-step tutorials

Write a tutorial on [topic/skill].

Tutorial details:

- Skill level: [beginner/intermediate/advanced]
- Goal: [what users will accomplish]
- Time required: [estimated duration]
- Tools/materials needed: [list]

Structure:

1. Introduction

- What they'll learn
- Why it's useful
- Prerequisites

2. Overview of process (high-level steps)

3. Detailed steps:

Step 1: [Title]

- Explanation
- Visual description or code
- Tips or warnings
- Expected outcome

[Repeat for each step]

4. Troubleshooting

- Common problems and solutions

5. Next steps

- How to practice
- Advanced techniques
- Related tutorials

Include:

- Screenshots/diagram descriptions
- Code examples (if applicable)
- Checkpoints to verify progress

Template 53: Quiz Generator

Use case: Create educational quizzes and tests

Create a quiz on [topic/subject].

Quiz parameters:

- Number of questions: [number]
- Question types: [multiple choice/true-false/short answer/essay]
- Difficulty: [easy/medium/hard/mixed]
- Content area: [specific topics to cover]

For each question:

1. Question text (clear and unambiguous)
2. Answer options (if multiple choice)
3. Correct answer
4. Explanation of correct answer
5. Common misconceptions (why wrong answers are wrong)
6. Point value
7. Learning objective tested

Include:

- Answer key
- Scoring rubric
- Estimated completion time
- Feedback for different score ranges

Questions should:

- Test understanding, not just memorization
- Cover key concepts proportionally
- Vary in difficulty

Template 54: Learning Path Designer

Use case: Design structured learning paths

Design a learning path for mastering [skill/subject].

Learner profile:

- Current level: [beginner/some experience/advanced]
- Goal: [what they want to achieve]
- Time available: [hours per week]
- Learning style: [visual/auditory/hands-on/reading]
- Timeline: [weeks/months]

Learning path structure:

For each stage:

1. Stage name and objectives
2. Key concepts to learn
3. Resources (courses, books, videos)
4. Practice exercises
5. Projects to build
6. Milestone assessment
7. Estimated time required

Include:

- Complete roadmap overview
- Prerequisites for each stage
- Optional deep-dive topics
- Community resources
- Tools and setup needed
- How to measure progress
- Tips for staying motivated

Make it practical and actionable.

Template 55: Assignment Creator

Use case: Create educational assignments

Create an assignment for [subject/topic] for [grade level/course].

Assignment details:

- Learning objectives: [what students will demonstrate]
- Type: [essay/project/problem set/presentation/etc.]
- Duration: [how long students have]
- Individual or group: [specify]

Assignment components:

1. Overview and purpose
 - What to do (step by step)
 - Format requirements
 - Length/scope
3. Assessment rubric
 - Criteria for evaluation
 - Point breakdown
 - Examples of different quality levels
4. Resources provided
5. Submission requirements
6. Due date and late policy
7. Support available

Include:

- Example or model (if helpful)
- Common pitfalls to avoid
- Tips for success
- Extension challenges for advanced students

Template 56: Learning Objective Writer

Use case: Write clear, measurable learning objectives

Create [number] learning objectives for [lesson/course/training].

Content area: [topic/subject]

Audience: [learner profile]

Level: [knowledge/comprehension/application/analysis/synthesis/evaluation]

For each objective, use this format:

By the end of this [lesson/course], learners will be able to [action verb]
[content] [condition/context].

Example: "By the end of this lesson, learners will be able to calculate compound interest for different time periods using the standard formula."

Objectives should:

- Use measurable action verbs (avoid "understand" or "know")
- Be specific and clear
- Be achievable within the timeframe
- Align with assessment methods
- Progress logically in difficulty

Provide:

1. Each learning objective
2. Bloom's taxonomy level
3. How it will be assessed
4. Teaching method that supports it

Include a mix of cognitive levels appropriate for [audience level].

How to Get the Most From These Templates

These 56 prompt templates provide a solid foundation for various tasks across writing, coding, analysis, creativity, business, and education. To maximize their effectiveness:

- **Customize thoroughly:** Replace all [placeholders] with specific, relevant information. The more specific you are, the better the results.
- **Iterate and refine:** Use the initial output as a starting point. Provide feedback and ask for revisions to get exactly what you need.
- **Combine templates:** Many tasks benefit from using multiple templates in sequence. For example, use brainstorming followed by detailed planning.
- **Add constraints:** Include specific requirements, word counts, formats, or style guidelines to get more targeted outputs.
- **Provide examples:** When you have a specific style or format in mind, include an example in your prompt.
- **Context matters:** The more context you provide about your situation, audience, and goals, the more relevant the output.
- **Save successful prompts:** When a customized template works well, save it for future use.
- **Experiment:** Try different variations and approaches to find what works best for your specific needs.

Template Modification Tips

These templates are starting points. Feel free to:

- Add or remove sections based on your needs
- Adjust the level of detail required
- Change the format or structure
- Combine elements from multiple templates
- Add specific constraints or requirements unique to your situation
- Modify the tone or style to match your preferences

Remember: the best prompt is one that clearly communicates your needs and produces the results you're looking for. Don't hesitate to iterate and refine until you get exactly what you need.

Happy prompting!

Visit <https://trainovaaitools.com/> for more AI resources, tools, and guides.