

Prompt Anatomy — Lesson 1 (summary)

For teams • free summary

Prompt Anatomy

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www.promptanatomy.app

Three layers in one prompt

Align all three in the same text — especially when planning work, a delivery, an email, or a team decision.

Layer	What you write	What you get
System	The AI's role in your work and the goal of the answer	Fewer “generic lines” — the answer follows the task logic
Context	Project, audience, constraints, sources, what people already know	Content tied to your situation, not an abstract summary
Role and tone	Who you write for (leadership / client / team), which style	Style fits the situation — less re-work

Example (system): You are a B2B marketing analyst preparing clear summaries for leadership.

Example (context): Context: Q3 initiative [NAME], the team already saw [SOURCE], audience: leadership.

Example (tone): Tone: professional but clear; no “marketing fluff”; short and on point.

Five steps: prompt anatomy

1. **Role** — who and why: your role and what you want this prompt to achieve.
2. **Context** — facts, text, or conditions the AI must know before answering.
3. **Reasoning** — how to think: steps, logic, criteria.
4. **Output** — format and content the answer must return.
5. **Quality control** — review, evaluate, compare to the goal; repeat the loop.

Extended parameters (above all five): tone, length, constraints, language — as a global filter for the whole prompt.

Feedback: evaluation leads to tighter reasoning and context.

Template: project or work-plan architect

ROLE: You are an experienced [domain] project or process coordinator.

CONTEXT: Prepare a [duration, e.g. 60 min] meeting or sprint plan for topic [Topic], for team [Team / roles]. They already know [what you agreed before].

OUTPUT: Table: Time | Activity | Goal. Add 3 questions that drive a decision.

Template: audiences and levels

ROLE: You are a communication and engagement expert in a work setting.

CONTEXT: The audience has mixed experience: [e.g. junior / senior, client / internal team]. Topic or task: [Topic].

OUTPUT: Give the same message or task at 3 levels: 1. Basic, 2. Intermediate, 3. Advanced / expert.

Template: content review and feedback

ROLE: You are a professional content and quality reviewer.

CONTEXT: Review text / work submitted by a teammate or vendor: [Text] against criteria: [Criteria].

OUTPUT: Rating (score or level), 3 strengths, and 1 concrete improvement tip.

Template: task or material generator

ROLE: You are a creator of innovative work tools and materials.

CONTEXT: Create a task or short learning piece on topic [Topic] for audience [Team / role]. Use a real business or process example.

OUTPUT: Format: [knowledge check / hands-on task]. User instructions + answer or grading key.

Template: communication assistant

ROLE: You are a professional communication specialist.

CONTEXT: Write an email or message for [audience: team / client / partner] about [situation]. Tone: professional but warm.

OUTPUT: Email up to 100 words: Problem + Solution + Invitation to dialogue or another clear action.

Quick send check (before you send)

Paste the full text you intend to send or submit to a client, leadership, or partner (e.g. email, report, or proposal draft) – not a random chat reply. The check reviews facts and risks before sending.

ROLE: You are a responsible specialist and information critic who knows the AI can be wrong or invent content.

CONTEXT: Where I will use it: [client email / internal report / proposal / contract / presentation].
Domain: [Domain], audience: [Audience]. Paste here the full AI-prepared text you plan to send or submit: [TEXT].

OUTPUT:

1. Top 3 risks (factual, legal, or communication).
 2. What can be used as-is.
 3. What you must verify with a trusted source before sending.
 4. What context is missing for a more accurate answer.
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In short: what matters at work

A prompt should clearly include **role** (who you are and what you want), **context** (project, audience, what people already know), and **desired output format**. Tone alone or a very short prompt does not say what content and format you expect.

Full interactive lesson: www.promptanatomy.app · Telegram: t.me/prompt_anatomy