

## **Prompt Engineering Fundamentals: Getting AI to Actually Do What You Want**

*AI works best when you give it clear direction. Don't simply ask. Guide AI with your prompt!*

### **SPECS Prompt Formula**

<b>Situation</b>	[Describe what is happening or the context]
<b>Purpose</b>	[Explain what you want to accomplish]
<b>Expectations</b>	[Describe the output format, style, or structure]
<b>Critical Info</b>	[List required facts, constraints, or requirements]
<b>Scope</b>	[Define boundaries such as length, tone, audience, or exclusions]

### **SPECS Prompt Example**

<b>Situation</b>	I am looking to purchase a new laptop for work.
<b>Purpose</b>	Identify the best laptop options that fit my needs and budget.
<b>Expectations</b>	Provide three recommendations with key features, screen size options, and price range.
<b>Critical Info</b>	Budget is under \$800. I'd like a laptop suitable for office tasks, video conferencing, and occasional light photo/video editing.
<b>Scope</b>	Include only current models available in the U.S., avoid complex technical terms, and keep comparisons brief and easy to understand for someone making a quick purchase decision.

### **Complete Prompt Example**

*I need to purchase a new laptop for work. Help me identify the three best options available in the U.S. that fit my needs and budget. Include key features, screen size, battery life, and price range for each. My budget is under \$800, and I need a laptop for general office tasks, video conferencing, and occasional light photo or video editing. Focus on value, reliability, and user experience. Keep comparisons concise and clear. Avoid technical terms, so I can make a decision quickly.*

### **Resources**

[OpenAI Academy](#)

[Anthropic Academy](#)

[Microsoft Co-Pilot: Prompt Tips](#)

[Perplexity: Tips for Getting Better Answers](#)