



PRACTICAL AI SKILLS

Prompting Skills

Getting better answers from AI — with everyday Sri Lankan examples

Write • Structure • Iterate • Compare

1

WHAT WE'LL COVER

Four skills for better prompts

01



Writing effective prompts

The habits that turn a vague request into a clear one.

02



Context, role, task & format

A simple four-part structure for any prompt.

03



Iterative prompting

Treat the first answer as a draft and refine it.

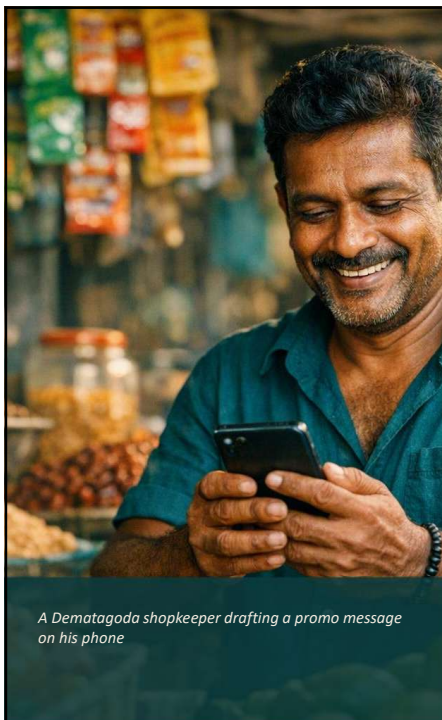
04



Good vs. poor prompts

Side-by-side examples you can learn from.

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HOW TO WRITE EFFECTIVE PROMPTS

Five habits of a strong prompt

- 1 **Be specific**
Spell out exactly what you want, and how long it should be.
- 2 **Add context**
Give background, the audience, and any constraints.
- 3 **Use plain language**
Short, direct sentences beat long clever ones.
- 4 **Ask one thing at a time**
Split complex jobs into clear, separate steps.
- 5 **Expect to refine**
Treat the first reply as a first draft, not the final.

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THE C-R-T-F STRUCTURE

Context, role, task & format



Context

The background the AI needs.

"Our small bakery in Dematagoda sells to office workers."



Role

Who it should act as.

"Act as a friendly Sri Lankan marketing copywriter."



Task

The exact job to do.

"Write a Facebook post for our Ramadan season offer."



Format

The shape of the answer.

"Three short lines, upbeat, one emoji, in Singlish."

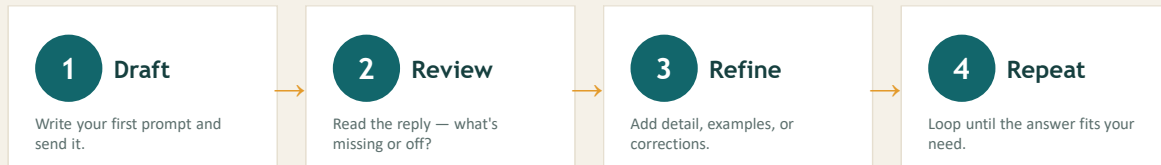
Put together: "Act as a friendly Sri Lankan copywriter. Our Dematagoda bakery sells to office workers. Write a Facebook post for our Ramadan offer — three short upbeat lines in Singlish with one emoji."

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ITERATIVE PROMPTING



Refine in a loop, not one shot



The same idea, improved over three tries

- v1** "Write about Sigiriya."
- v2** "Write a short intro to Sigiriya for tourists."
- v3** "Write a 100-word intro to Sigiriya for first-time foreign visitors — friendly tone, mention the frescoes and the climb."

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LEARN FROM EXAMPLES



Good vs. poor prompts

POOR — vague & short

TOURISM

"Tell me about Sri Lanka."

BUSINESS EMAIL

"Write an email to a supplier."

GOOD — specific & structured

TOURISM

"Write a 120-word travel-blog intro to Sri Lanka for first-time European visitors — mention beaches, tea country and food; friendly, upbeat tone."

BUSINESS EMAIL

"Draft a polite 4-sentence email to a Colombo supplier requesting a quote for 500 units, delivered to Galle by 15 August."

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KEY TAKEAWAYS

Prompt with intent



Be specific & give context

Vague in, vague out — say exactly what you want.



Use C-R-T-F

Context, role, task and format structure any prompt.



Iterate

The first answer is a starting point, not the finish.



Localise it

Add Sri Lankan context so answers fit your audience.

Start small: take one task from your week and write it as a C-R-T-F prompt.

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Prompt examples

1. Write a friendly email to my team announcing a new hybrid work policy.
2. You are an HR Manager. Create a welcome message for new employees joining our company. Keep it friendly and under 150 words in email format.
3. Explain Artificial Intelligence to non-technical adults. Use simple language, provide three real-life examples, and keep the explanation under 200 words.
4. Act as a business consultant. Create a 5-slide presentation about the benefits of AI in the workplace for non-technical employees. Include key points for each slide and speaker notes.

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