5 Tips to Write Better Prompts for Gemini

Ask better questions, *get better answers.*

Automating admin tasks for solopreneurs using **Google Workspace** with Gemini.

*– Nancy **Bain***

Introduction to Gemini

Gemini is the most capable AI model from Google Deepmind. It's built with *multimodal capabilities* including:

Text: Understands and generates written language.

Images: Can interpret and create visual content.

Video: Processes and understands moving images.

Audio: Analyzes sound and spoken language.

Code: Comprehends and can generate programming code.

Prompting best practices

To improve your success when telling Gemini what to do:

1. **Use** natural language
2. **Be** clear and concise
3. **Provide** context
4. **Use** specific keywords
5. **Break down** complex tasks

Let's take a closer look...

best
practices

Use natural language

Talk to Gemini like you would a friend or colleague.

INSTEAD OF:

"Write a training plan for the sales team for the launch of a brand new product."

TRY:

"I need a training plan for our North American sales team to launch a new SaaS productivity tool for small businesses. The training format should be a mix of self-paced online modules and live webinars. Please include key features, common objections they might face, and role-playing scenarios to practice their sales pitch."

Automating admin tasks *for solopreneurs* **with Gemini.**

Hot tip!

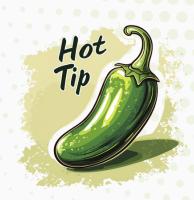**Your Voice is your Superpower!**

Favorite tools:
- ChatGPT
- Gemini
- Siri
- Whisper.AI

Power Moves:
- Brainstorm with ChatGPT
- Speak out email drafts
- Quick capture: Siri → task lists
- Speak social posts & comments via Whisper.AI

Speak (instead of typing) to get more comfortable communicating with the AI.

Be clear and concise

Gemini can follow precise instructions, so avoid using ambiguous language.

INSTEAD OF:

Give me 12 thoughtful questions to ask a Chief Marketing Officer on their strategy for 2024."

TRY:

- ***Scenario-Based***: *"Give me 12 thoughtful questions... focusing on how they plan to overcome the potential economic recession."*
- ***Goal-Focused***: *"Give me 12 thoughtful questions....aiming to uncover innovative lead generation tactics."*
- ***Audience-Specific***: *"Give me 12 thoughtful questions... I'm a SaaS startup founder and want to understand their perspective."*

Hot tip!

Add a clear focus

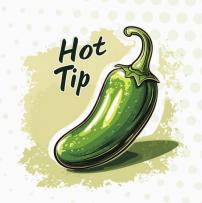**Scenario**: *"In a hybrid work environment."*

Goal: *"To streamline onboarding."*

Audience: *"For Gen Z consumers."*

Timeline: *"For Q1 launch."*

Resources: *"On a startup budget."*

Why it works: The AI understands your exact situation and constraints.

Provide context

The more context you give to Gemini, the better it can understand your request.

INSTEAD OF:

"Write a job description for a [job title], including the required skills and experience, as well as a summary of [company name] and the position."

TRY:

"Write a job description for a Mid-Level Medical Device Sales Representative, including the required skills and experience, as well as a summary of [company name] and the position. The ideal candidate will have at least 3 years of proven sales success in the healthcare sector."

Hot tip!

Be specific

Instead of: *"Give me social media ideas"*
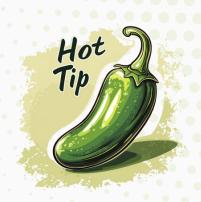**Better:** *"Write 5 Instagram posts featuring our project management tool"*
Instead of: *"What should I write about?"*
Better: *"Draft 3 blog posts about productivity automation"*

Specify numbers, formats, and topics to get focused results.

Hot
Tip

Use relevant keywords

Help the AI generate a more accurate and informative response.

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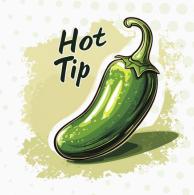
Hot tip!

Think of keywords as signposts for Gemini

Instead of generic terms like "job title" or "experience," use precise industry keywords:

- **Job level**: "Mid-Level," "Senior," "Lead"
- **Industry terms**: "Medical Device," "Healthcare Sector"
- **Specific metrics**: "3 years proven sales success"

Adding details about the company's mission, values, and unique selling points helps differentiate the job posting and attract the right talent.
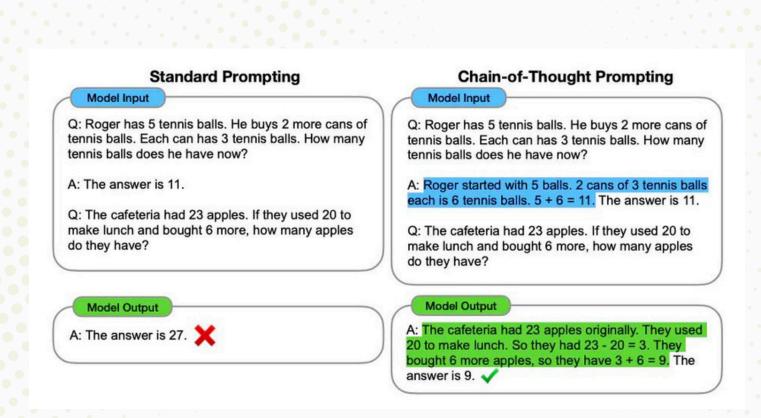
Use precise industry keywords.

Hot Tip

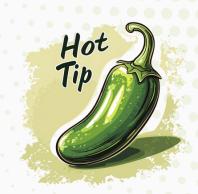# Break down complex tasks into separate prompts

If you want Gemini to perform several related tasks, break them down into separate prompts.

Separating tasks lets you **easily modify or adjust individual prompts** within a larger workflow. This gives you more control and makes it **simpler to fine-tune the results**.

Hot tip!

Gemini achieves highest accuracy when combined with chain-of-thought (CoT) and self-consistency.

Standard Prompting

Model Input

Q: Roger has 5 tennis balls. He buys 2 more cans of tennis balls. Each can has 3 tennis balls. How many tennis balls does he have now?

A: The answer is 11.

Q: The cafeteria had 23 apples. If they used 20 to make lunch and bought 6 more, how many apples do they have?

Model Output

A: The answer is 27. ❌

Chain-of-Thought Prompting

Model Input

Q: Roger has 5 tennis balls. He buys 2 more cans of tennis balls. Each can has 3 tennis balls. How many tennis balls does he have now?

A: Roger started with 5 balls. 2 cans of 3 tennis balls each is 6 tennis balls. 5 + 6 = 11. The answer is 11.

Q: The cafeteria had 23 apples. If they used 20 to make lunch and bought 6 more, how many apples do they have?

Model Output

A: The cafeteria had 23 apples originally. They used 20 to make lunch. So they had 23 - 20 = 3. They bought 6 more apples, so they have 3 + 6 = 9. The answer is 9. ✔️

Self-consistency checks answers by running the same prompt multiple times and using the most common result.

Hot Tip

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