

Prompt Engineering Workflow

Table of commonly used prompts with a brief guide to how they are used.

Workflow Phase	Prompt Type	Purpose	Example
1. Essential (Set the Rules)	Role Prompting	Establishes an expert persona	"Act as a veteran 8th-grade science teacher and curriculum specialist."
	Root Prompt (Global Rules)	Sets expectations for the entire session	"For this entire session, use a supportive tone and align all content to State Standards."
	Audience Definition	Anchors grade level and learner needs	"This is for 10th-grade students reading two years below grade level in a Title I school."
	Tone	Sets tone for the LLM response	"Reply with a tone that is friendly but no-nonsense."
	Knowledge Gap	Ensures the AI has needed context	"Ask me 5 questions about students' prior knowledge before writing this lesson."
2. Finder (Resource Gathering)	Resource Discovery	Locates tools or background info	"Identify three reputable websites offering Civil War primary sources."
	Context Upload	Analyzes provided materials	"Review this attached PDF of the school's cell phone policy before drafting the memo."
3. Process (The 'How to')	Outline Expander	Expands rough ideas into drafts	"Expand this 3-point outline into a full sub plan."
	Step Prompt	Breaks complex ideas into stages	"Explain mitosis. Stop after each phase and ask if I'm ready."
	Output Constraints	Controls length, tone, and level	"Summarize at a 4th-grade level in ≤200 words."
	Few-Shot	Provide examples of format to use in output	Jan 6, 2026 = 01/06/2026; 6th of January 2026 = 01/06/2026
	Metalanguage	Creates shorthand commands	"[R]=Rubric, [Q]=Quiz. I will type [R] for 5th-grade poetry."
4. Creativity (Enhancement)	Menu Prompt	Generates diverse options	"Create 8 creative project options for an ecosystems unit."
	Game Prompt	Turns content into simulations	"Create a text-based survival game set in Ancient Rome."
	Perspective Shift	Reframes content for insight	"Explain the American Revolution from a loyalist shopkeeper's view."
5. Reflection (Iterative Improvement)	Semantic Filter	Improves clarity and tone	"Highlight all the 'be' verbs."
	Self-Correction	Forces revision and improvement	"Review the lesson plan you wrote. Revise for engagement."
6. Verification (Accuracy Check)	Fact Check	Identifies possible errors	"Fact-check this summary. Flag questionable dates or figures."
	Decision Rationale	Explains reasoning behind choices	"Explain why you grouped these students this way."
7. Evaluation (Quality Control)	ReAct	Tests plan against real-world constraints	"Reason through this field trip plan and fix gaps."
	Exemplar Generator	Sets quality benchmarks	"Generate a 'Gold Standard' example of this assignment."
8. Workflow agent	Prompt Stacking	Combines multiple prompts strategically	"Use Role + Audience + Constraints together."