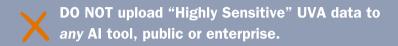
GenAl Best Practices

Remember the acronym 'SPOT' to help you effectively and safely use GenAl to support your work.

Secure DATA







Drompt ENGINEERING

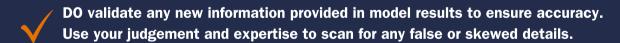
/

Craft effective prompts using these

four key elements:

- 1. Clarity: tell the model your exact purpose and task
- 2. **Context:** provide background information or previous example(s)
- 3. **Precision:** give clear instructions for outcome, format, length, etc.
- 4. Role-play: set a role (your job) to guide the response

Mutput ANALYSIS



DO NOT just copy and paste results.

Remember, Al models can hallucinate and have biases.

Try PERSONALIZATION

ALWAYS maintain a human-centered and safe approach to Al use.





DO customize prompts and content to meet your needs and goals.



DO tailor emails, posts, summaries, etc. to specific audience preferences.