

## EXAMPLE PROMPTS & BREAKDOWN OF A PROMPT

### Persona:

"You are a Spanish language tutor."

- This defines the AI's role and ensures it adopts the correct tone and approach. By setting the persona as a tutor, you guide the AI to provide educational, structured responses with clear explanations.

### Search:

"Use the latest resources on conversational Spanish for travelers."

- This ensures the AI pulls from recent, relevant data on language learning and applies the latest conversational phrases, ensuring that your phrases are current and accurate.

### Sources:

"Provide phrases used in real-world situations from respected language-learning platforms such as Duolingo, Babbel, and Lingoda."

- This encourages the AI to source phrases from **trusted and reputable language learning tools**, making the information more reliable. It helps narrow the scope of data and enhances the quality of responses.

### Format:

"Include both the Spanish phrases and their English translations, and explain how each phrase is used in context. Organize it in a clear list format."

- This tells the AI to break down the lesson into simple, understandable chunks with translations and examples. Using a list format makes it easier to follow and understand each phrase's application.

### Reflection:

"Reflect on the accuracy and relevance of the phrases you provided. Suggest improvements if the list could be made more suitable for beginner learners or if additional phrases might be helpful."

- This ensures the AI evaluates its own output and considers how to improve the quality of the lesson, making the learning experience more tailored and beneficial.

## Memory:

"Remember that I am a beginner and prefer short, easy-to-understand explanations, and store this preference for future lessons."

- By adding this, ChatGPT will remember your learning style, simplifying responses in future interactions without you having to repeat this information every time.
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## Complete Prompt:

*"You are a Spanish language tutor. Use the latest resources on conversational Spanish for travelers. Provide phrases used in real-world situations from respected language-learning platforms such as Duolingo, Babbel, and Lingoda. Include both the Spanish phrases and their English translations, and explain how each phrase is used in context. Organize it in a clear list format. Reflect on the accuracy and relevance of the phrases you provided. Suggest improvements if the list could be made more suitable for beginner learners or if additional phrases might be helpful. Remember that I am a beginner and prefer short, easy-to-understand explanations, and store this preference for future lessons."*

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## Persona:

"You are an expert board meeting coordinator."

- This defines the AI's role as a specialist in organizing effective and structured meetings. It sets the tone for how the AI will approach the task, focusing on precision and efficiency.

## Search:

"Use best practices for nonprofit and community board meetings, especially for environmental conservation groups."

- This ensures the AI applies proven methods for structuring board meetings, making the agenda more applicable to community work, specifically in the nonprofit or conservation space.

## Sources:

"Reference structured agenda templates commonly used in community organizations and nonprofit environmental groups."

- This encourages the AI to pull from established templates that are known to work well in community and nonprofit settings, adding credibility to the agenda structure.

## Format:

"Create a 1-hour agenda, with clear time limits for each section. The meeting should include a review of ongoing projects, a discussion on fundraising strategies, time for new project proposals, and open discussion at the end. Organize the agenda in bullet points, with time slots next to each item."

- This provides clear instructions on how the agenda should be formatted, ensuring the AI organizes the agenda with specific time slots and sections that align with the goals of the meeting.

## Reflection:

"Reflect on whether this agenda allows enough time for meaningful discussion on each topic, especially fundraising strategies and new project proposals. Suggest adjustments if certain sections need more or less time."

- This step ensures the AI reviews its response and suggests potential improvements, making the agenda as effective as possible.

## Memory:

"Remember that this group focuses on environmental conservation and prefers concise, action-oriented meetings. Store this preference for future agenda requests."

- This allows the AI to recall the context of the group's goals and its preferred meeting style, so future agenda requests will be more tailored without needing to repeat this information.

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## Complete Prompt:

*"You are an expert board meeting coordinator. Use best practices for nonprofit and community board meetings, especially for environmental conservation groups. Reference structured agenda templates commonly used in community organizations and nonprofit environmental groups. Create a 1-hour agenda, with clear time limits for each section. The meeting should*

*include a review of ongoing projects, a discussion on fundraising strategies, time for new project proposals, and open discussion at the end. Organize the agenda in bullet points, with time slots next to each item. Reflect on whether this agenda allows enough time for meaningful discussion on each topic, especially fundraising strategies and new project proposals. Suggest adjustments if certain sections need more or less time. Remember that this group focuses on environmental conservation and prefers concise, action-oriented meetings. Store this preference for future agenda requests."*

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**8 lesson plans** for an 8-year-old girl with ADHD and Dyslexia, covering **reading, writing, and math**:

**Persona:**

"You are an expert primary school educator."

- This sets the expectation for the AI to provide content that is age-appropriate and designed to meet educational standards for early learners, specifically in the context of primary education.

**Search:**

"Use best practices for creating lesson plans for children with learning difficulties, focusing on ADHD and Dyslexia, while aligning with Australian Standards for early learning and the Learning Difficulties Framework."

- This ensures the AI pulls from effective, established methods and frameworks for teaching children with learning difficulties, particularly ADHD and Dyslexia.

**Sources:**

"Refer to widely used resources in special education, such as the Australian Curriculum, ADHD Australia, and Dyslexia Support Australia."

- This directs the AI to ensure its recommendations are based on respected, credible frameworks and strategies designed for these learning needs.

**Format:**

"Create 8 lesson plans, each lasting 40 minutes, that include fun, interactive activities to cover reading, writing, and math. Each lesson plan should include a brief description of the topic, a

step-by-step activity, and suggested strategies for managing ADHD and Dyslexia. Ensure that the activities are engaging and interactive to help maintain the child's focus."

- This clarifies how the lesson plans should be organized and makes sure each plan incorporates interactive learning techniques suited to ADHD and Dyslexia, which are important for keeping attention and making learning enjoyable.

### **Reflection:**

"Reflect on whether each activity offers enough variety and engagement to maintain the child's focus throughout the lesson. Suggest changes if some lessons need more interactive or hands-on elements to suit the child's needs."

- This ensures that the lesson plans are reviewed and optimized for engagement, an important factor for children with ADHD and Dyslexia.

### **Memory:**

"Remember that the student has ADHD and Dyslexia, so the lessons should focus on short, engaging tasks and provide plenty of visual aids and hands-on activities. Store this information for future lesson plan requests."

- This step allows the AI to retain key information about the student's learning needs, ensuring that future lesson plans can be tailored without needing to restate this information.

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### **Complete Prompt:**

*"You are an expert primary school educator. Use best practices for creating lesson plans for children with learning difficulties, focusing on ADHD and Dyslexia, while aligning with Australian Standards for early learning and the Learning Difficulties Framework. Refer to widely used resources in special education, such as the Australian Curriculum, ADHD Australia, and Dyslexia Support Australia. Create 8 lesson plans, each lasting 40 minutes, that include fun, interactive activities to cover reading, writing, and math. Each lesson plan should include a brief description of the topic, a step-by-step activity, and suggested strategies for managing ADHD and Dyslexia. Ensure that the activities are engaging and interactive to help maintain the child's focus. Reflect on whether each activity offers enough variety and engagement to maintain the child's focus throughout the lesson. Suggest changes if some lessons need more interactive or hands-on elements to suit the child's needs. Remember that the student has ADHD and Dyslexia, so the lessons should focus on short, engaging tasks and provide plenty of visual aids and hands-on activities. Store this information for future lesson plan requests."*

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## Why This Works:

- **Persona** ensures the lesson plans are appropriate for a primary school level and learning difficulties.
  - **Search and Sources** direct the AI to follow respected guidelines and frameworks tailored to ADHD and Dyslexia.
  - **Format** organizes the lesson plans into an actionable format, with a clear activity structure.
  - **Reflection** ensures that the AI checks its own suggestions for variety and engagement, making sure the lessons are not repetitive or disengaging.
  - **Memory** ensures that future requests for this student will be similarly tailored, focusing on ADHD and Dyslexia.
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## Lesson Plan 1: Reading - Exploring Simple Stories

- **Objective:** Improve reading fluency by engaging with short, repetitive texts.
  - **Activity:**
    - **Topic:** Reading a short story about animals (e.g., "The Lion and the Mouse").
    - **Activity:**
      - Start with a brief introduction to the characters using visual aids or puppets (5 minutes).
      - Read the story aloud together (10 minutes), focusing on sound blending and letter patterns.
      - After reading, play an **interactive game** where the child has to match pictures of the animals to their names (15 minutes).
      - Finish by creating **character cards** where the child draws the animals and labels them (10 minutes).
  - **ADHD & Dyslexia Strategies:**
    - Use visual aids to keep the child engaged.
    - Keep reading sessions short and focused on key phonics patterns.
  - **Reflection:** Ensure that the reading pace is manageable and adjust based on the child's ability to maintain focus.
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## Lesson Plan 2: Writing - Story Starters

- **Objective:** Practice forming sentences by completing story starters.
- **Activity:**

- **Topic:** Story-building using prompts (e.g., "Once upon a time, there was a..." and the child finishes the sentence).
  - **Activity:**
    - Begin by showing a series of fun **visual prompts** (like a superhero, a spaceship, or a puppy) to inspire ideas (5 minutes).
    - The child then writes a sentence based on the visual prompt, using large, lined paper to help with Dyslexia (10 minutes).
    - Engage in an **interactive drawing activity**: after writing a sentence, the child draws a picture of what they wrote about (15 minutes).
    - Review the sentences together, focusing on spelling and phonics (10 minutes).
  - **ADHD & Dyslexia Strategies:**
    - Use short writing tasks with lots of breaks for drawing or hands-on activities.
    - Focus on large-print writing to reduce letter confusion.
  - **Reflection:** Check if the child finds the story prompts exciting and engaging enough to maintain focus. Adapt to offer more prompts if needed.
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### Lesson Plan 3: Math - Fun with Shapes and Counting

- **Objective:** Learn basic geometry and practice counting through hands-on activities.
  - **Activity:**
    - **Topic:** Recognizing shapes and counting.
    - **Activity:**
      - Begin by introducing **colored shape cards** (circles, triangles, squares, etc.) and play a quick **shape-matching game** (10 minutes).
      - Use building blocks (like LEGO) to create shapes and count how many blocks are used to make each shape (15 minutes).
      - Finish with a **shape scavenger hunt**: around the room, the child finds and collects objects that match specific shapes (15 minutes).
  - **ADHD & Dyslexia Strategies:**
    - Use bright, large, and tangible objects to maintain engagement and support visual learning.
    - Include movement-based activities like the scavenger hunt to help with focus.
  - **Reflection:** Ensure the child remains engaged with hands-on tasks. If necessary, add more physical activities to keep the lesson lively.
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### Lesson Plan 4: Reading - Phonics Adventure

- **Objective:** Practice phonics and sound recognition through games.
- **Activity:**

- **Topic:** Identifying and blending consonant-vowel-consonant (CVC) sounds (e.g., cat, dog, sun).
  - **Activity:**
    - Introduce the child to the sounds using **flashcards** (5 minutes).
    - Play a **phonics bingo** game where the child listens to a sound, and matches it to a word (15 minutes).
    - Finish with a **phonics treasure hunt**, where the child finds objects around the room that start with specific sounds (20 minutes).
  - **ADHD & Dyslexia Strategies:**
    - Keep the lesson interactive with a focus on auditory learning.
    - Use physical activities like the treasure hunt to break up sitting time.
  - **Reflection:** Make sure the child is comfortable with the phonics sounds and adjust based on how well they're blending the letters.
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## Lesson Plan 5: Writing - Creative Word Building

- **Objective:** Enhance spelling and sentence formation through a hands-on word-building game.
  - **Activity:**
    - **Topic:** Creating sentences using magnetic letters.
    - **Activity:**
      - Use **magnetic letter tiles** to spell out words on a whiteboard (10 minutes).
      - Create short, fun sentences using the tiles (e.g., "The cat is big.") and have the child arrange the letters (10 minutes).
      - End with a fun **sentence relay** where the child races to pick the right letters to build the sentence (20 minutes).
  - **ADHD & Dyslexia Strategies:**
    - Use large, tactile letters to help with Dyslexia.
    - Incorporate movement and competition to keep focus for ADHD.
  - **Reflection:** Adjust the length and difficulty of the sentences based on the child's engagement.
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## Lesson Plan 6: Math - Fun with Numbers

- **Objective:** Practice number recognition and addition.
- **Activity:**
  - **Topic:** Learning to count and add using a number line.
  - **Activity:**
    - Introduce a **number line** and demonstrate simple addition using it (10 minutes).



- Play a game using dice, where the child rolls the dice, adds the numbers together, and jumps on the number line to the correct answer (20 minutes).
    - End with a **math puzzle**, solving simple addition problems (10 minutes).
  - **ADHD & Dyslexia Strategies:**
    - Make the activity physical by having the child jump on a floor number line.
    - Keep the math problems simple and visual to help with focus.
  - **Reflection:** If needed, simplify the addition exercises to match the child's pace.
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## Lesson Plan 7: Reading - Picture Books and Retelling

- **Objective:** Develop comprehension skills through picture books.
  - **Activity:**
    - **Topic:** Reading a picture book and retelling the story.
    - **Activity:**
      - Choose a short, colorful picture book. Read together and discuss the characters and main events (15 minutes).
      - After reading, ask the child to **retell the story** using the pictures in the book to guide them (15 minutes).
      - End by having the child **draw their favorite part** of the story (10 minutes).
  - **ADHD & Dyslexia Strategies:**
    - Use visuals and hands-on activities to maintain attention.
    - Encourage retelling to help with comprehension.
  - **Reflection:** Adjust the story's complexity based on the child's interest and attention.
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## Lesson Plan 8: Math - Money Matters

- **Objective:** Learn about money and practice simple addition and subtraction.
- **Activity:**
  - **Topic:** Learning to count money and make change.
  - **Activity:**
    - Introduce **play money** and demonstrate how to count coins (10 minutes).
    - Set up a **mock store** where the child "buys" items using the play money, practicing addition and subtraction (20 minutes).
    - End with a short **math worksheet** on counting money (10 minutes).
- **ADHD & Dyslexia Strategies:**
  - Use real-life scenarios to keep the child engaged.
  - Keep the tasks short and visually appealing.
- **Reflection:** Ensure the child stays engaged with hands-on play. Adjust the activity if needed by using different items in the mock store.

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TO TRY

Plan a trip to Paris etc