SKILLTECH ACADEMY / BOOK 04

50 Practical ChatGPT Tips and Shortcuts

Clearer requests, better revisions and useful checks

01 **ASK**
Name one finished result

02 **REFINE**
Preserve the approved facts

03 **CHECK**
Compare with the source

50 tips / 5 rescues / 5 reusable instructions

Published edition 0.3

20 October 2026 | English

CHAPTER 01

Make clearer requests

Tips 01 to 10 help you define what a useful answer must do. Before adding elaborate wording, decide the finished result, give the facts that change it and make the important checks observable.

Tip 01 Name the finished result

Use case Use this when a request such as help with my business produces a long, unfocused reply. Name one thing you want to leave the conversation with. A finished object gives you something concrete to accept or revise.

Example Write one customer collection reminder from these notes. Return only the draft message, not a marketing plan. Notes: order W12 is ready; collection is 09:00 to 16:00 on weekdays.

Check You receive one reminder containing the supplied collection window.

Limitation A clear deliverable cannot supply missing facts. It also does not mean the message has been sent.

VAGUE REQUEST

Help me write something for customers.

A REQUEST YOU CAN CHECK

Write one collection reminder. Use order W12 and the supplied collection window 09:00 to 16:00 on weekdays. Return the draft only. Do not add delivery.

OUTCOME	One customer reminder
FACTS	W12 and the collection window
BOUNDARY	Draft only; no delivery added
CHECK	All supplied details survive

F01 From vague request to checkable result. Authored teaching diagram. The labels identify the job each part of the request does; this is not a ChatGPT screenshot.

Tip 02 Explain the decision the answer must support

Use case Use this when an answer is relevant but does not help you choose. Explain why you need it. A shopping comparison for a small storeroom should emphasise fit and capacity rather than every available specification.

Example Compare these two shelving options to help me choose one for a 90 cm wall space. Fit is required. Use only the widths and capacities I supply; flag other criteria as unknown.

Check The comparison answers whether each option fits and identifies what still affects the decision.

Limitation The purpose guides attention; it does not establish that either supplier specification is accurate.

Tip 03 Describe what the reader already knows

Use case Use this when an explanation assumes too much knowledge or repeats basics. Name the reader and their starting point. This is more useful than asking for an answer that is simply easy or professional.

Example Explain a stock movement log to a first-time shop assistant. They know how to count items but have never used a stock system. Use a five-item example and explain opening stock.

Check New terms are explained before the reader needs them.

Limitation Do not infer a real person’s ability from their age or job title. Check the explanation with its intended reader.

Tip 04 Supply a small fact pack

Use case Use this when a draft invents dates, offers or promises. Put the facts that matter together before asking for the result. Separate confirmed facts from ideas so an attractive suggestion cannot quietly become a business commitment.

Example Confirmed facts: workshop on 12 November 2026, 14:00 to 15:00, online, six places. Ideas only: a future recording. Draft an invitation using confirmed facts only. Do not promise a recording.

Check Each concrete claim comes from the confirmed list.

Limitation You still need to verify the fact pack. ChatGPT cannot correct an incorrect event date just because it is labelled confirmed.

Tip 05 Ask only the questions that change the result

Use case Use this when a necessary detail is missing. Ask for a few focused questions before drafting. Limit them to choices that would materially change the result, rather than making a simple task into a lengthy interview.

Example I need a collection notice but have not supplied the collection date or location. Ask up to two essential questions before drafting. Do not choose either value for me.

Check The questions concern the missing date and location.

Limitation For a simple task with sufficient facts, answer directly. Asking questions is useful only when the answer depends on them.

Tip 06 Make limits measurable

Use case Use this when an answer is too long or too broad. Replace short with a practical limit such as one paragraph or three actions. Choose a limit that leaves room for information the reader actually needs.

Example Draft a single paragraph of no more than 60 words. Include the order reference, collection window and next action. Do not add a greeting paragraph or a list of services.

Check Count the words and check all three required details.

Limitation A requested length is a target to verify. Very tight limits can remove necessary context even when the word count passes.

Tip 07 Show a small example of the pattern

Use case Use this when describing a format takes longer than showing it. Give one short, representative example. Explain that its layout should be copied while its sample facts must be replaced.

Example Use this pattern: Order: W12 | Status: ready | Next action: collect. Format the new facts: order W13, awaiting stock, call supplier. Copy the pattern, not the example’s values.

Check The new line contains W13, awaiting stock and call supplier.

Limitation One example may not cover exceptions. Add a second example when blank or unusual values need different treatment.

Sources and edition notes

Official product guidance checked on 20 October 2026. The references support the general guidance about natural-language requests, context, follow-ups, tool availability and review. The tips, fictional cases, checklists and answer guidance are original SkillTech Academy teaching material.

Interface labels, tools and account access can change. Recheck the current product before relying on a particular feature. This book gives text workflows rather than a catalogue of model names, plan limits or keyboard commands.

This is an independent SkillTech Academy guide, not an OpenAI publication or endorsement. ChatGPT and OpenAI are named to identify the products discussed.

[1] ChatGPT Learn Prompting

Natural-language requests, relevant context, boundaries, output requirements and focused follow-ups. These are flexible instructions rather than required syntax.

[2] ChatGPT Learn Use ChatGPT

Using conversation, relevant files and available tools; reviewing actual results. A request alone does not establish account access or completed external work.

[3] OpenAI ChatGPT Enterprise Prompting Guide

The accuracy and evaluation section discusses source support, assumptions, checks and examples with known answers. The checks here are practical editorial adaptations, not a claim of Enterprise-only functionality.

[4] OpenAI Prompt engineering

Outputs can vary and prompt behaviour should be evaluated. This API reference does not mean API parameters or schema enforcement are available as controls in a normal chat.

When updating your own cheat sheet, keep the input, the result and the check together. A more elaborate prompt is useful only when it improves the work you can actually review.

About this edition and its examples

The ten figures are precise teaching diagrams and authored comparisons. The CSV figure uses an actual local parsing result from the supplied text. No figure is presented as a ChatGPT interface screenshot or as proof of a live prompt test.

The book retains all 50 tips, five rescue tutorials, five reusable instructions, the fresh practice project and its answer guidance. Every tip includes a use case, example, check and limitation. The included plain text files let you copy the prompts without retyping them.

On 20 October 2026, 26 live text cases were reviewed: 25 passed their fixture checks and the original R02 needed clarification. The revised R02 passed. These cases cover the rescues, populated templates with exceptions, CSV and JSON, boundary cases and five operator-run practice repairs. They do not represent individual replay of all 50 short tip examples. The production pack contains the inputs, complete visible responses and review record. Outputs can vary. Independent beginner feedback and physical phone reading remain pending. This is published edition 0.3, approved by the owner on 20 October 2026.