

# WRITING EFFECTIVE PROMPTS FOR AI

## DALLAS ISD TEACHER GUIDE

### THE BASICS OF GOOD PROMPTING

#### Be Specific

Instead of: "Make a quiz."

Try: "Create a 5-question multiple-choice quiz for 4th graders on the water cycle, with an answer key and explanations."

#### Set Context

Include grade level, subject, and format.

Try: "Explain fractions to a 3rd grader using pizza as an example."

#### Give Constraints

Tell AI what to include and what to avoid.

Try: "Write a two-paragraph parent email, professional but warm, no jargon."

#### Ask for Role-Play

Frame AI as an expert, coach, or student helper.

Try: "Act as a reading coach. Give me three strategies to support a 2nd grader struggling with fluency."

#### Iterate & Refine

Review, then ask follow-up prompts.

Try: "Make that quiz shorter and add visuals for English learners."

### HIGH-IMPACT PROMPTS FOR TEACHERS

#### Lesson Planning

"Plan a 45-minute 7th grade science lesson on photosynthesis, aligned with TEKS, including a hands-on activity and discussion questions."

#### Differentiation

"Rewrite this passage on the American Revolution at three reading levels: 3rd, 5th, and 7th grade."

#### Assessment & Feedback

"Give constructive, student-friendly feedback on this essay. Highlight one strength and one area to improve."

#### Family Communication

"Draft a short, positive parent newsletter about our upcoming book fair. Audience: elementary families."

#### Student Engagement

"Create a fun classroom debate prompt about renewable vs. nonrenewable energy sources for 8th graders."

### QUICK PROMPTING FRAMEWORK FOR TEACHERS

Use this checklist every time you write a prompt.



#### ROLE

Who should AI be?  
(tutor, planner, translator)



#### TASK

What do you need?  
(lesson, quiz, email)



#### AUDIENCE

Who is it for?  
(students, parents, admin)



#### FORMAT

What output?  
(bullets, paragraph, table, script)



#### TONE

Formal, friendly, creative, concise