



Prompting Dos & Don'ts

Get the most out of Copilot and avoid common pitfalls by learning what to do and what not to do when writing prompts.

Dos

1 Be clear and specific

- Provide specific instructions to Copilot, such as topic, purpose, tone, and required length.

2 Keep it conversational

- Give feedback to Copilot based on the quality of its responses to help the AI learn and match your preferences.

3 Give examples

- Use clear and specific keywords when asking Copilot to write a piece of text. This helps to generate more relevant and creative copy.

4 Ask for feedback

- Requesting feedback from Copilot helps it to understand your needs and preferences, and to provide you with more relevant responses.

5 Check for accuracy

- Always check Copilot's responses for accuracy, grammar, and style, and watch out for irrelevant or inappropriate content.

6 Provide details

- Provide Copilot with contextual details to help it generate more accurate, consistent responses. For example, the genre, characters, and plot to a story.

7 Be polite

- Using kind and respectful language when chatting with Copilot helps foster collaboration and improves the AI's responsiveness and performance.

Don'ts

1 Be vague

- × When prompting Copilot, avoid using vague language, and be as clear as possible to receive better quality responses.

2 Request inappropriate or unethical content

- × Copilot is not responsible for the content or the consequences of your writing. You should respect local laws, rules, and the rights of others.

3 Use slang, jargon, or informal language

- × This may cause Copilot to give low-quality, inappropriate, or unprofessional responses.

4 Give conflicting instructions

- × Prompting Copilot to perform a task that includes multiple or conflicting pieces of information in the same request can confuse the AI and result in lower quality responses.

5 Interrupt or change topics abruptly

- × This could disrupt Copilot's writing process. Always close or finish a task before starting a new one. When starting a new task, write "New task."



As a certified Microsoft Partner, we can help you get ready for your everyday AI-powered companion that will transform your productivity and communication. We'll work with you to develop your adoption strategy and prepare your environment for maximum impact.

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