

The R-C-T-F recipe

Module 02 · Talking to Machines: Prompting · Chapter 02

What you will learn

- ☐ The four ingredients present in nearly every great prompt
- ☐ How role-setting changes vocabulary and depth
- ☐ Why format instructions save the most time of all

Your exercise

TRY IT YOURSELF · ABOUT 10 MINUTES

Pick something real you need this week (notes, email, study plan). Write it as R-C-T-F with each ingredient labelled. Run it. Then delete just the F section and run again, see how much cleanup time format saved you. Save the winning prompt to prompts/rctf-template.txt with the labels as placeholders.

My notes

KEY TAKEAWAYS

- Role sets standards and vocabulary; Context puts facts on the desk.
- Task = one specific verb plus constraints; numbered steps work.
- Format instructions convert output from draft to usable artifact.
- R-C-T-F scales everywhere: chats today, system prompts in Modules 4-10.

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