

# Tips For Using Large Language Models (LLMs)

## **GUIDELINES TO FOLLOW:**

REVIEW the AI Guidelines for your class beforehand and understand the extent you are allowed to use AI help

DO NOT UPLOAD any copyrighted material or documents you do not have ownership of

BE CAUTIOUS of biases lingering within the AI responses

FACT CHECK the information you're receiving



## **BE INFORMATIVE**



Provide as much information as possible. Being more detailed in your prompt about the aspects you're looking for in the response will give you better tailored results. These aspects could be, but aren't limited to: Background Information, Specific Topics to Include or Exclude, Format of the Output, Examples.

## **GENERAL PROMPT ADVICE**

### **EXPERT OPINION**



Ask it to assume the role of an expert, highlighting the specific methodologies and responses you would like to see in its responses. Find examples at [prompts.chat](https://prompts.chat), a collection of prompts made to help AI assistants to mimic specialists, characters, and machines.

## **CONTINUE THE CONVERSATION**



Instead of prompting the AI again with a new prompt ask it questions about its responses. These questions could be to for it to elaborate, provide examples, give reasoning; anything that gives more insight into its responses.

## **LOOKING FOR UNDERSTANDING?**

### ASK FOR STEPS

Ask the AI to give you a step-by-step breakdown of the process you're investigating.

### SET BOUNDARIES

Apply restrictions on how the AI is allowed to respond: mentioning a specific concept, sticking within a certain time period, etc..

### USE OUTSIDE SOURCES

Colby provides access to many **libraries**, **databases** and **software** that can help you compare or apply the responses of the AI.

## **LOOKING FOR CREATIVITY?**

### BE VAGUE

Withhold some necessary information from the AI and see where it takes the prompt.

### HOG EXAMPLES

Request multiple examples of your idea in one prompt, emphasizing slight differences between them.

### THE "NON-EXPERT"

Prompt it with a role that wouldn't be proficient in your topic to reveal ideas from other fields.