

Your First AI Prompts

A free cheat sheet from Prompt Porch · promptporch.app · for people brand new to AI

How to use it: open any AI chat (ChatGPT, Gemini, Copilot, Claude or Grok). Copy a prompt below, replace the words in [BRACKETS] with your own, and send it. Then talk back to it like a person.

1. Is this a scam?

I got this [TEXT / EMAIL / CALL]: "[PASTE OR DESCRIBE IT]". Does it look like a scam? Explain the warning signs in plain words and tell me what to do next.

2. A thank-you note

Write a warm, 3-sentence thank-you note to [NAME] for [WHAT THEY DID]. Keep it sincere and easy to send.

3. A confusing letter or form

Explain this [LETTER / FORM / BILL] in plain words: "[PASTE TEXT]". What is it asking me to do, by when, and what should I ask a professional about?

4. Questions for the doctor

Help me get ready for a visit about [HEALTH TOPIC]. Make a short list of clear questions in plain words. This is for my notes, not medical advice.

5. Plan the week's meals

Plan 5 easy dinners for [NUMBER] people. We like [FOODS] and avoid [FOODS]. Keep each under 30 minutes and give me one shopping list.

6. Learn something new

Quiz me on [TOPIC] one question at a time. Wait for my answer before the next question, and explain gently when I'm wrong.

7. Write a tricky message

Help me write a polite but firm message to [WHO] about [THE PROBLEM]. I want it to sound [CALM / FRIENDLY / DIRECT]. Keep it short.

8. Explain it simply

Explain [THING YOU HEARD ABOUT] like I'm a smart friend who's new to it. Use one everyday example and no jargon.

The one big tip: the first answer is only a first draft. Say "make it shorter," "warmer," "simpler," or "give me 3 versions." **Stay safe:** never type passwords, bank or card numbers, or your Social Security or Medicare number. For health, money and legal questions, check with a real person you trust.

Want help writing a prompt? Type what you need in plain words at promptporch.app and get a ready-to-copy prompt plus a tip. Free for 3 prompts a day, no account needed. More than 100 fill-in-the-blank ideas: promptporch.app/ideas. Free to print and share in classes.