



The Prompt Ladder

YOUR NAME _____

UFT Professional Learning • Session 2 Activity

MY SCENARIO (ONE REAL TASK FROM MY JOB): _____

1

THE BARE ASK

10 PTS

One sentence. No context. Just the ask.

YOUR CHALLENGE:

Write the simplest possible version of your task as a single-sentence prompt. No role, no context, no format instructions.

① Write prompt

② Paste into AI

③ Read result (notice how generic it is)

④ Paste to Padlet: NAME — Level 1

My Level 1 prompt:

2

TASK + CONTEXT

25 PTS

Add WHO it's for, WHY it's needed, WHAT must be included.

ADD AT LEAST 2 OF THESE:

WHO is the audience?

WHY is this needed?

WHAT must be included?

WHERE will it be used?

① Build on Level 1 (don't start over)

② Run it

③ Compare to Level 1

④ Paste to Padlet: NAME — Level 2

Context I added:

3

CONTEXT + TASK + FORMAT

40 PTS

Add your role + tell the AI exactly HOW to structure the output.

ADD BOTH OF THESE POWER MOVES:

YOUR ROLE: "I am a UFT _____"

FORMAT: email / bullet list / FAQ / table / script / numbered steps

Format options: email with subject line • 3–5 bullets • FAQ • step-by-step list • comparison table • social post (<280 chars)

① Add your role + a format spec

② Run it — notice the structure

③ Paste to Padlet: NAME — Level 3

Format I chose: _____ My role statement:

4

★ THE FULL PACKAGE — EXPERT

Add a full persona + a constraint. The complete professional prompt.

50 PTS + VOTE BONUS

ADD BOTH UPGRADES:

PERSONA: Paste your UFT persona (from Session 2)

CONSTRAINT: A rule the AI must follow

Constraint examples: "Keep under 200 words" • "Warm tone, no jargon" • "Don't mention dues amounts — refer to 212-331-6300" • "End with a clear call-to-action"

① Add persona + constraint

② Run it

③ BONUS: Try in both AIs (+5 pts)

④ Paste FULL prompt + response to Padlet: NAME — Level 4

Constraint I used:

MY SCORE:

L1
10

L2
25

L3
40

L4
50

TOTAL: _____ / 125

Bonus: +5 if voted best output • +5 if you finish all 4 before time • +5 if you tried both AIs



Remember: Each level BUILDS on the last. Never start over — just add the new ingredient to your existing prompt.