

Franciscan University Faculty/Staff

AI Prompt Engineering

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with a little help from my friends at:
ChatGPT, M365CoPilot, MagisteriumAI, GeminiAI

- ➡ In my brief role as C-3PO using AI — that is, I’m a translator between the technology and the humanoids — I’m finding several critical factors that need to be presented in AI training:
- I am aware that there are some here who are uneasy, unsure, or opposed to AI. I was too, until I realized that AI is not going away, and that I should explore what are the benefits and risks of using AI.
 - Here are some things I’ve learned since mid-April.
1. **Caveats:** Check your ego at the keyboard: need for patience and humility
 2. Ask clear, concise, coherent questions — be precise and specific in what you ask. “AI can’t read your mind. It only answers what you actually type.”
 3. Using AI can be frustrating if you are in a hurry and do not think thoroughly what you are asking AI. **VERIFY**, what you are asking. Remember *the old saw* (pun intended): “Measure twice; cut once!”
 4. My opinion is AVOID using the Record function to prompt an answer. We can forget words, use the wrong word, or think another thought. Type out your prompt in a word processor, re-read it for accuracy; THEN copy/paste it into the AI question box.
 5. Set an alarm for a time limit — it is easy to get obsessed and lost down the AI rabbit hole!
 6. BTW: AI trains **US** how to communicate more clearly!
- 👉 **Purpose of this demo:** *Demystifying AI*
- “Prompt engineering is simply the art of asking questions well.”
 - AI doesn’t replace thinking — it extends it.
- ➡ **The question I asked** GeminiAI, ChatGPT, M365CoPilot and MagisteriumAI is “**How to Properly Ask Questions in AI?**” Following is composite of the replies.
- When asking questions, or in AI language, PROMPTS, the goal is to be clear, concise, and comprehensive enough for AI to understand your intent and provide a relevant, accurate answer.
- ➡ **“The 4 C’s of Prompting”** (easy to remember):

1. **Clarity**
 - – Be clear about what you want.
2. **Context**
 - – Give background, role, or intended audience.

- 3. **Constraints** • – Set limits: word count, tone, format.
- 4. **Creativity** • – Ask AI to generate examples, metaphors, or perspectives.

- *Learning to query AI helps us hone appreciative inquiry skills in human conversations*

➡ **If your question** involves multiple parts, consider breaking it into smaller, more manageable questions. This can help the AI provide a structured and detailed response.

➡ **Specify Desired Output Format:** Do you want a list, a step-by-step guide, a comparison, a summary, computer code, creative writing, etc.?

- **Be explicit.** “Give me a bulleted list of the main arguments for and against universal basic income.” If you want the answer in a specific format (e.g., a list, a table, a short summary), state it explicitly.

➡ **Proofread Your Questions:** Typos, grammatical errors, & my favorite, dyslexic typing can sometimes confuse AI, although many are robust enough to handle minor mistakes.

➡ **Asking for Information/Knowledge:**

- Just like a good interviewer: start with “Who,” “What,” “When,” “Where,” “Why,” “How” and “If”.
- These are classic question-starters that guide the AI towards providing factual information.
- **“What** is the capital of France?”
- **“Who** invented the telephone?”
- **“How** does photosynthesis work?”

Ask for Comparisons or Contrasts:

- “Compare and contrast the political systems of the United States and the United Kingdom.”
- Ask for critiques or opposing viewpoints

➡ **Creative Content/Generation:**

Provide Constraints and Guidelines: The more details you give, the better the AI can align with your vision.

- Generate a horizontal graphic to use as a PowerPoint slide; a round logo, etc. Use words to describe the image you envision from the background up, as if in layers. Visualize the layers from back to front.

Specify Tone and Style:

- “Write a humorous marketing slogan for a new brand of eco-friendly cleaning products.”

- “Draft a formal email to a client requesting a meeting.”

Refine Questioning:

Interacting with AI is often an repetitious process. If the first answer isn’t quite right, rephrase it, provide more context, or ask a follow-up question.

- **Initial:** “Tell me about climate change.”
- **Follow-up:** “Can you elaborate on the impact of melting glaciers specifically on sea levels?”
- **Further follow-up:** “What are some practical solutions individuals can implement to mitigate their contribution to climate change, focusing on transportation?”

➡ Ethical Considerations and Responsible Use of AI:

- **There is a potential for bias** in AI outputs and how phrasing of prompts might inadvertently elicit biased responses.
- **Evaluate** the information provided by AI and not to accept it as absolute truth. If in doubt, check with a humanoid!
- **AI can hallucinate:** answered a prompt in French ...
- **There are ethical implications** of using AI and the importance of asking questions in a responsible and respectful manner.
- **AI can summarize Copyrighted Material:** published books, articles, and songs, but cannot provide full copyrighted text, lyrics, or excerpts beyond a few lines. There are restrictions on generating images related to brands (Disney, Marvel, Nintendo, etc.), political figures, and offensive or harmful content.
- **AI is a *tool***, not a replacement for sound judgment.

👉 **Magisterium AI** is a Catholic-specific example that shows how this applies to our mission.” — <https://www.magisterium.com/>

“Our Catholic AI is fundamentally different. It learns exclusively from a meticulously curated database of authoritative Catholic sources – over 23,000 official Magisterial documents (like the *Catechism*, Papal Encyclicals, Council Decrees, Canon Law) and over 2,300 foundational Scholarly works (from Church Fathers, Doctors like Aquinas and Augustine, the Bible, and key commentaries).

“You will receive answers grounded only in authentic Catholic teaching and tradition. Minimize the risk of doctrinal error and gain confidence that the information aligns with the mind of the Church.”

1: To Ask Questions Effectively, especially when seeking information on Catholic teachings, doctrine, or practices, consider the following guidelines, same as we discussed already:

- **Be Clear and Specific:**

Less Effective Question: “What happened at Vatican II?” (Too broad for a concise answer).

- **More Effective Question:** “What were the primary aims of the 2nd Vatican Council, and what significant changes or emphases emerged from its documents regarding the Church’s relationship with the modern world?” (Focuses on aims and outcomes related to a specific theme).

- **Even More Effective Question** (with a specific document in mind): “I’m trying to understand the concept of *Lumen Gentium* from Vatican II. What does this document teach about the nature of the Church, particularly regarding the *People of God*?” (References a specific document and asks about a key concept within it).

2. **Before submitting**, read your question carefully to ensure it conveys exactly what you want to know and is easy to understand. Double-check for typos.

👉 **Remember:**

- Make sure your written words express what you’re thinking
- Always double check the output, i.e, spellings, artifacts, details, esp. “faces.”
- You will have moments of epiphanies and frustrations
- Beware of “Navigating the AI Copyright Frontier” (24 pages)

📖 **Artificial Intelligence:** Resources and Information

- https://www.appleseeds.org/AI_resources.htm

*AI teaches us patience, humility,
and the art of asking questions well.*

*In other words, it reminds us of the virtues we need
in teaching, ministry, and life —
Isn’t that the heart of education?*