



Simple Prompts for ChatGPT

Beginner Edition — Calm, Clear, and In Your Control



A Calm Introduction

When this guide mentions **AI**, it is referring specifically to **ChatGPT**.

You do not need to be technical to use ChatGPT.

You do not need to know the right words.

You do not need to move quickly.

This guide exists to give you simple, safe prompts you can use anytime you feel stuck, confused, or unsure what to ask.



What This Guide Is (And Is Not)

This guide is:

- A calm reference you can return to
- A collection of beginner-safe prompts
- A way to reduce anxiety about “saying the wrong thing”

This guide is not:

- A course
- A technical manual
- Something you must finish

Using even one prompt is enough.





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How to Use These Prompts

You do not need to copy them perfectly.

You can:

- Copy and paste them exactly
- Change a few words
- Use them as inspiration

ChatGPT responds to *intent*, not perfection.



1. Prompts to Slow Things Down

Use these when information feels overwhelming.

Explain this to me like I am brand new to technology.

Break this down into small, simple steps.

- ☐ I used one of these prompts
- ☐ The explanation felt easier to follow

Feeling calmer is progress.





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2. Prompts to Rewrite in Plain English

Use these when something sounds too technical or salesy.

Rewrite this using plain, everyday language.

Rewrite this so it sounds calm and clear, not promotional.

- ☐ I tried a rewrite prompt
- ☐ The result felt more understandable

You are allowed to ask for clarity.



3. Prompts for Writing Simple Messages

Use these for emails, replies, or notes.

Help me write a short, polite response to this message.

Rewrite this so it sounds friendly and respectful.

- ☐ I used ChatGPT to help me write something
- ☐ It saved me time or stress

Support tools are meant to support you.





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4. Prompts to Think More Clearly

Use these when deciding what something really means.

What questions should I ask before deciding about this?

List possible pros and cons in a neutral way.

- ☐ I used one of these prompts
- ☐ It helped me think more clearly

Thinking slowly is thinking wisely.



5. Prompts for Safety and Caution

Use these if something feels off.

Help me identify possible risks or red flags in this.

What information is missing that I should look for?

- ☐ I used a safety prompt
- ☐ It helped me slow down

Caution is a strength.





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A Small Reminder

You **cannot** break ChatGPT.

You are always allowed to:

- Ask again
- Ask differently
- Stop
- Ignore the answer

You do not have to worry about:

- Punctuation
- Spelling
- Proper grammar

ChatGPT will figure it out.

You remain in control.

You are learning at a human pace.

Bob

