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Claude AI Cheat Sheet

Strengths, prompting patterns and workflow tips for clearer, more reliable results.

THE QUICK-START PATTERN

Context → Task → Rules → Output

Example: Here is a draft email to a client (**context**). Rewrite it to be clearer and friendlier (**task**). Keep it under 150 words and do not change the dates (**rules**). Return only the email text (**output**).

01 Strengths & Ideal Use Cases

Where Claude tends to work well

LONG-FORM WRITING
Reports, articles, guides and documentation drafts.

CAREFUL REASONING
Weighing options, checking logic, multi-step problems.

DOCUMENT ANALYSIS
Summaries, key points and questions about pasted text.

EDITING & REWRITING
Tightening drafts, changing tone, fixing structure.

RESEARCH SUPPORT
Organizing notes and comparing sources. Verify facts yourself.

PLANNING
Outlines, project plans, checklists and study schedules.

02 Effective Prompting Patterns

Replace [brackets] with your details

BE EXPLICIT
Write a 300-word product description for a reusable water bottle. Audience: hikers. Tone: practical and friendly. End with one short call to action.

EXPLAIN THE PURPOSE
I am preparing a briefing for a busy manager. Summarize the report below in five points, leading with what needs a decision.

SET A ROLE
Act as an experienced editor. Review the text below and point out unclear sentences before suggesting rewrites.

SHOW AN EXAMPLE
Write titles in this style: Slim Travel Mug – Leak-Resistant, Easy to Clean. Now write three titles for a bamboo desk organizer.

THINK FIRST
Before answering, list the key facts and assumptions, then give your recommendation.

USE TAGS
<document>[paste text]</document>
<instructions>Summarize the document in three sentences.</instructions>

03 Tips for Using Long Context

When you paste in big documents

1. **Documents first, question last**
   Placing the text above your instruction often improves focus.
2. **Label each document**
   Use titles or tags so you can say “in Report B”.
3. **Ask for quotes first**
   Have it pull the relevant passages, then answer from them.
4. **Split very large jobs**
   Work section by section, then ask for a combined summary.

EXAMPLE
<document name="Report A">[paste text]</document> <document name="Report B">[paste text]</document>
Compare the two reports. List the key passages from each, then summarize the differences in a table.

04 Methods for Improving Output Quality

Add to any prompt

METHOD	EXAMPLE PHRASE	WHY IT HELPS
Draft, then critique	**Write a first draft, then list its three weakest points and revise.**	Catches gaps early
Ask for evidence	**Quote the line from the text that supports each point.**	Ties answers to your source
Set the standard	**Write for an informed reader who dislikes filler.**	Raises the bar for clarity
Self-check	**Before you answer, check your work for errors or missing steps.**	Reduces avoidable mistakes
Specific feedback	**Shorten the intro and make the second section more concrete.**	Guides each revision
Request options	**Give me three versions with different tones.**	Lets you compare and choose
Allow uncertainty	**If the text does not say, tell me instead of guessing.**	Limits invented details

05 Common Workflow Examples

Steps you can repeat

WRITE A REPORT

Outline → Draft → Critique → Polish

> **Create an outline for a report on [topic] for [audience]. Wait for my feedback before writing the full draft.**

ANALYZE A LONG DOCUMENT

Paste → Summarize → Extract → Question

> **Summarize the document below in five points, then list any open questions it leaves unanswered.**

EDIT A DRAFT

Diagnose → Rewrite → Compare

> **Review my draft for clarity and structure. List the three biggest issues, then rewrite the first paragraph to fix them.**

PLAN A PROJECT

Goal → Tasks → Risks → Schedule

> **Turn this goal into a task list with owners, a rough timeline and the three biggest risks.**

COMPARE OPTIONS

Criteria → Table → Recommendation

> **Compare [A] and [B] in a table covering cost, effort and risk, then recommend one with reasons.**

LEARN A TOPIC

Explain → Example → Quiz

> **Teach me [topic] in four steps with an example for each, then quiz me with three questions.**

Who it is for: writers, researchers, professionals, teams and anyone switching between AI tools. **How to use it:** keep it handy, apply a pattern to your next complex task, and pair it with clear instructions and context.

Results vary by tool version and settings. Always review the output before using it.