COUNSELLING TUTOR

Basic Instructions to Join ChatGPT and Some Prompts to Use

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℔ A Note on How to Use This Handout:

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How to Join ChatGPT

1. **Sign Up:** First things first, head over to https://chat.openai.com/ and create an account. Choose a suitable plan for your needs - they offer both free and paid options.

2. **Understand the Basics:** Spend some time getting to know what ChatGPT is and how it works. Remember, it's a language model, which means it generates text based on the input you give it. The more precise your instructions, the better the output.

3. **Get Comfortable with the Chat Interface:** ChatGPT operates on a simple text interface. All you have to do is enter your instructions (these are called *prompts*), and ChatGPT will provide a text output. Start by using short, clear prompts and gradually try more complex instructions as you learn what works best for you.

4. **Start with our Sample Prompts:** Start with the simple prompts we have included on the next page.

   You can learn more about prompting here: https://help.openai.com/en/articles/6654000-best-practices-for-prompt-engineering-with-openai-api

Some Prompts to Use

1. Making revision notes from a handout or resource

I am a counselling student on a **[level 4]** training course and I need to keep notes on my learning that I can use when revising. Please help me create academic notes in the form of a general overview of the topic that I can refer to remind me on the main concept and learning. Please use headings and bullet points as well as short sentences. Please include any references you find.

__NOTE__: Replace the text in the [square brackets] to make the prompt relevant to you.

If you have a ChatGPT account, you can see our example by clicking this link: https://chat.openai.com/share/e07376fd-c7c1-4254-92aa-d09adea47fa3

The same prompt above can be used to create revision notes from a _lecture_ you have watched.

If you have a ChatGPT account, you can see our example by clicking this link: https://chat.openai.com/share/8cc06cea-7e7b-4b7c-b639-96ae6762acb7

2. Understanding criteria

I am a counselling student on a **[level 4]** counselling training course, and I have an assignment to write. I need help understanding what is being asked of me. I need the academic criteria explained in easy, non-academic language.

Here is the criteria we used:

Unit - Working within a user-centred approach to counselling

Outcome 1 - Work within a user-centred agreement for the counselling work

Criteria 1.1 - Enable clients to explore their attitudes to and expectations of counselling within specific agency settings.

NOTE: Replace the text in the [square brackets] to make the prompt relevant to you.

If you have a ChatGPT account, you can see our example by clicking this link: https://chat.openai.com/share/b792ec99-7032-470b-bcdf-cda236e41824

3. Creating a revision quiz

I am a counselling student on **[a master's degree course]**. I need to create a multiple choice quiz that will evidence my understanding of a lecture that I watched. In the quiz, please include the correct answer for me so I know which one is correct. The lecture I watched is this one: https://s3.eu-west-2.amazonaws.com/counselling-tutor/CT+Webinars/Preparing+to+Work+with+Transference%2C+Countertransference+and+Projection+transcript.pdf Please create only 7 multiple choice questions.

NOTE: Replace the text in the [square brackets] to make the prompt relevant to you.

If you have a ChatGPT account, you can see our example by clicking this link: https://chat.openai.com/share/da16cab0-d99d-4b35-b315-cde32feb1c3d