

The Jonesi Consultancy | Houston, TX

AI LITERACY · EVERYDAY USE HANDOUT

THE OUTPUT FORMAT COOKBOOK



Ask For The Right Format. Get The Right Result.

Twelve formats that cover nearly every workplace request.

Twelve formats that cover nearly every workplace request. Find the one you need, copy the sample prompt language, and adapt it. The clearer the format request, the less editing on the other side.

1 Table

Organizes data into rows and columns.

USE IT TO: compare options, summarize data, and make decisions faster.

SAMPLE PROMPT LANGUAGE

"Create a table comparing the top five project management tools with columns for Features, Pricing, Best For, and Pros and Cons."

2 JSON

Machine readable structured data.

USE IT TO: feed applications, automate workflows, and power integrations.

SAMPLE PROMPT LANGUAGE

"Return the following data in JSON format: customer name, email, plan, start date, renewal date, and status."

3 Markdown

Clean headings, bullets, and task lists.

USE IT TO: build documents, wikis, and knowledge bases quickly.

SAMPLE PROMPT LANGUAGE

"Write a project kickoff plan in Markdown with headings, bullet points, and a task checklist."

4 Executive Summary

The short version leadership will actually read.

USE IT TO: communicate insight to leaders and stakeholders.

SAMPLE PROMPT LANGUAGE

"Provide an executive summary of the Q1 performance report in five bullet points with key takeaways."

5 Bullet List

Scannable points with no filler.

USE IT TO: generate quick ideas, tips, and actionable recommendations.

SAMPLE PROMPT LANGUAGE

"List the top ten best practices for remote team collaboration."

6 FAQ

Question and answer pairs.

USE IT TO: anticipate questions and improve clarity before rollout.

SAMPLE PROMPT LANGUAGE

"Create an FAQ for our new HR policy. Include six common questions and answers."

7 Spreadsheet

CSV data ready for analysis.

USE IT TO: import into Excel or Sheets for analysis and reporting.

SAMPLE PROMPT LANGUAGE

"Create a CSV table of marketing campaign performance with columns: Campaign, Spend, Impressions, Clicks, Conversions."

8 Report

Structured, multi section written output.

USE IT TO: produce comprehensive material for decision making.

SAMPLE PROMPT LANGUAGE

"Write a full report on market trends in the software industry with sections for Overview, Trends, Opportunities, Risks, and Recommendations."

9 Checklist

Steps you can actually tick off.

USE IT TO: stay organized and make sure nothing important is missed.

SAMPLE PROMPT LANGUAGE

"Create a checklist for planning a successful event from start to finish."

10 Meeting Notes

Discussion turned into decisions and owners.

USE IT TO: capture meetings properly and turn discussion into action.

SAMPLE PROMPT LANGUAGE

"Summarize this meeting transcript into structured notes with key discussion points, decisions, and action items with owners and dates."

11 Presentation Outline

Slide by slide structure and talking points.

USE IT TO: plan presentations quickly and deliver with confidence.

SAMPLE PROMPT LANGUAGE

"Create an outline for a ten slide presentation on cybersecurity best practices for small businesses."

12 Structured Template

A reusable shell you fill in every time.

USE IT TO: standardize work and save time with repeatable formats.

SAMPLE PROMPT LANGUAGE

"Create a project brief template with sections for Overview, Goals, Scope, Timeline, Deliverables, Stakeholders, and Success Metrics."

13 Tips for Specifying Any Format

5 Habits That Raise
The Hit Rate

TIP 1

BE CLEAR

State the exact format you want and how it should be structured.

TIP 2

DEFINE THE AUDIENCE

Say who will read the output and what they will do with it.

TIP 3

SET CONSTRAINTS

Give length, key points, and what to include or leave out.

TIP 4

PROVIDE EXAMPLES

Show a sample of the style or structure whenever you have one.

TIP 5

ITERATE

Review the output, say what to change, and improve the prompt.

THE BETTER YOU DESCRIBE THE FORMAT, THE BETTER AI CAN DELIVER

Right format, right results. Better prompts, better outcomes. Save the prompts that work and reuse them as templates.

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