

The Jonesi Consultancy | Houston, TX

AI LITERACY · EVERYDAY USE HANDOUT

PROMPT IMPROVEMENT FLOWCHART



Diagnose The Issue. Adjust The Prompt. Get Better Results.

Most weak output is one adjustment away from useful.

If the response is not meeting your needs, do not start over. Identify the main issue, apply the matching revision strategy, and re-test. Most weak output is one adjustment away from useful.

1 Missing Context

WHAT TO LOOK FOR

Vague or generic answers, missing key details, the model asks for more information.

WHY IT HAPPENS

Not enough background. Important details were left out.

PROMPT REVISION STRATEGY

Provide more background, specific details, and the relevant situation. Name what the model does not already know.

2 Wrong Tone

WHAT TO LOOK FOR

Too formal or too casual, not matching the audience, feels off brand.

WHY IT HAPPENS

Tone was never specified. The audience was not identified.

PROMPT REVISION STRATEGY

Specify the tone, the personality, and exactly who is reading it. Paste a sample that sounds right.

3 Poor Formatting

WHAT TO LOOK FOR

Hard to read, not in the requested structure, missing headings or tables.

WHY IT HAPPENS

Format was not specified, or the output structure was left unclear.

PROMPT REVISION STRATEGY

Request a clear format: list, table, steps, Markdown, JSON. Name the sections you expect.

4 Shallow Reasoning

WHAT TO LOOK FOR

Surface level answers, no depth, no examples or explanation.

WHY IT HAPPENS

The model was not asked to explain, and no depth was requested.

PROMPT REVISION STRATEGY

Ask for the why and the how. Request examples, tradeoffs, or step by step thinking.

5 Factual Errors

WHAT TO LOOK FOR

Incorrect facts, outdated information, confident but wrong.

WHY IT HAPPENS

The model may not know recent information, and no validation was asked for.

PROMPT REVISION STRATEGY

Ask the model to verify its claims and cite reliable sources. Then check the sources yourself.

6 Incomplete Answer

WHAT TO LOOK FOR

Missing parts, cuts off early, does not address everything you asked.

WHY IT HAPPENS

The request was complex and never broken down. Word limits or vague asks.

PROMPT REVISION STRATEGY

Ask the model to address every part in order and confirm nothing is missing.

7 Irrelevant Response

WHAT TO LOOK FOR

Off topic, wrong focus, padded with material you did not want.

WHY IT HAPPENS

The prompt was vague, too open ended, or had no stated boundaries.

PROMPT REVISION STRATEGY

Refocus the prompt. Be explicit about the topic, the scope, and what to exclude.

8 Inconsistent Output

WHAT TO LOOK FOR

Results vary each time, different styles, unpredictable quality.

WHY IT HAPPENS

The prompt is unclear or incomplete, with no standards or examples.

PROMPT REVISION STRATEGY

Define the style, structure, and criteria. Provide an example of an acceptable answer.

9 The Loop

Work It Until The Output Holds

STEP 1

DIAGNOSE

Name the main issue.

STEP 2

REVISE

Apply one strategy.

STEP 3

RE-TEST

Run the prompt again.

STEP 4

SAVE

Keep what worked.

10 Quick Tips

SMALL CHANGES, BIG IMPROVEMENTS

- › Be specific and detailed.
- › Provide context and examples.
- › State your expectations up front.
- › Define the format you want.
- › Change one thing at a time so you learn what moved the result.

11 CRAFT: The Standing Structure

C **CONTEXT:** the background and details.

R **ROLE:** the perspective the AI should take.

A **ACTION:** the task, stated clearly.

F **FORMAT:** the output structure you need.

T **TONE:** the voice and style expected.

Great prompts drive great results, and almost none of them are right on the first attempt. When it works, save it. That library is worth more than any single answer.

CRAFT is a widely used community mnemonic. The Jonesi Consultancy teaches and applies it as part of its AI integration practice.

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Diagnose. Revise. Re-test. Save.

Change one thing at a time so you learn what moved the result.

