

OCTOBER 2026 EDITION

LARGE PRINT

The Everyday AI Prompt Playbook

150 copy-and-paste prompts for ChatGPT,
Claude, Gemini and Copilot, for letters, plans,
problems and everyday life



150

ready-made
prompts

15

areas of everyday
life

12

follow-up moves

60

printable prompt
cards



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The Everyday AI Prompt Playbook

150 copy-and-paste prompts for letters, plans, problems and everyday life, plus the method to write your own.

October 2026 edition · Large print



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FREE SAMPLE

Inside this free sample

Three chapters from The Everyday AI Prompt Playbook.

This sample includes the Welcome, Chapter 2 (the SPARK formula) and the full Letters & Emails chapter with its 10 prompts. The complete playbook has 150 prompts in 15 areas of life, the 12 follow-up moves, privacy and fact-checking chapters, and a printable toolkit.

GET THE FULL PLAYBOOK

skillnugget.com/course/everyday-ai-prompt-playbook

WELCOME

How to get the most from this book

Read this first. It takes five minutes.

You don't need to be good with technology to get brilliant results from AI. You need to know what to ask, and how to ask the next question. This book gives you both.

Inside are **150 ready-made prompts** for real life: letters and complaints, recipes and travel plans, confusing paperwork, family occasions, tech problems, hard decisions and scam checks. Each one is written so you can copy it, fill in the blanks and get a useful answer the first time.

But the prompts are only half of it. Part One teaches you the **SPARK method** and the **12 follow-up moves**. Once you know them, you'll be able to write your own prompts for anything, and you'll understand *why* the ones in this book work so well.

How to use this book

- 1 Read Part One first. It takes about 30 minutes.** It's short, and everything else builds on it.
- 2 Then dip in anywhere.** Part Two is organized by life area. Use the contents page or the Quick Finder at the back to jump to what you need today.
- 3 Fill in the brackets.** Anything in a **[lime bracket]** is a blank for your own details. The more specific you are, the better the answer.

- 4 **Always try the follow-up.** Every prompt ends with a "Then try" line. That second message is often where the real magic happens.
- 5 **Make it yours.** Part Three has a recipe card for building your own prompts, a 7-day practice plan and a troubleshooting guide.

YOUR TOOLKIT

This book comes with a printable toolkit: **60 prompt cards** to cut out and keep by your computer, a **one-page cheat sheet** for the fridge, a **Prompt Notebook** for saving your own favorites, and a **plain-text file of all 150 prompts**. Paste them straight into any AI app on your phone or computer, with no retyping from the PDF.

Which AI assistant should I use?

Any of the big, well-known assistants works with every prompt in this book. All of these had a free version when we wrote this (October 2026):

ASSISTANT	MADE BY	WHERE TO FIND IT
ChatGPT	OpenAI	chatgpt.com, or the ChatGPT app
Claude	Anthropic	claude.ai, or the Claude app
Gemini	Google	gemini.google.com, or the Gemini app
Microsoft Copilot	Microsoft	copilot.microsoft.com, or the Copilot app

Pick one and stick with it for a week while you learn. The free versions are plenty to start. Paid plans add more use and newer features. Check the company's own pricing page before you pay, because plans and prices change often.

ONLY USE THE REAL THING

Download apps only from your phone's official app store, and check that the developer is the company named above. Fake "AI" apps that charge sneaky subscriptions are common. If an app asks for payment before you've even tried it, close it.

CHAPTER 02

The SPARK formula

Five letters for a great prompt, and the one sentence that improves almost any request.

SPARK is a five-part checklist for writing a great prompt. You'll rarely need all five parts. But when an answer disappoints you, one of these is almost always what's missing.

S

Situation

What's going on? The background, in a sentence or two.

P

Purpose

What do you want done? Write, explain, plan, compare, check.

A

Audience

Who is it for?
Who are you?
Who will read it?

R

Rules

Length, tone, must-include, must-avoid.

K

Kind of answer

A list, a table, a letter, steps, 3 options?

S: Situation

Give the background a stranger would need. Not your life story, just the facts that matter. *"My 1990s wedding photos are in an album and I'd like to get them onto my computer."* Without the situation, AI guesses, and its guesses are generic.

P: Purpose

Use a clear action word: **write, explain, summarize, plan, compare, list, check, rewrite, translate, suggest**. "Help me with my letter" is vague. "Rewrite my letter so it's half as long and sounds less angry" is a clear purpose.

A: Audience

Who will read the result, and who are you? A message to your grandson reads differently from a letter to the tax office. Telling AI about *you* helps too: *"Explain it to me as someone who's never used a spreadsheet."*

R: Rules

This is where you get control. Length (*"under 150 words"*, *"5 bullet points"*), tone (*"warm but firm"*, *"no jargon"*), and things to include or avoid (*"mention the reference number"*, *"don't apologize"*). Rules are the difference between "nice" and "exactly right".

K: Kind of answer

Ask for the shape you want: a table to compare, numbered steps to follow, a letter ready to send, three versions to choose from, a checklist to print. AI is very good at formats. You just have to ask.

SPARK in action

Here's one prompt, built letter by letter:

LETTER	WHAT YOU ADD
S Situation	"My sister and I are planning a surprise 70th birthday lunch for our brother, Tom. About 20 guests, on 14 June."
P Purpose	"Write the invitation."
A Audience	"It's going to family and his old work friends, mostly in their 60s and 70s."
R Rules	"Make it clear it's a surprise. Ask people to reply by 1 June. Mention that the restaurant has step-free access."

K Kind of answer "Give me one version for a printed card and a shorter one for WhatsApp."

YOU TYPE

My sister and I are planning a surprise 70th birthday lunch for our brother, Tom: about 20 guests, on 14 June. Write the invitation. It's going to family and his old work friends, mostly in their 60s and 70s. Make it clear it's a surprise, ask people to reply by 1 June, and mention that the restaurant has step-free access. Give me one version for a printed card and a shorter one for WhatsApp.

Notice it doesn't read like a formula. It reads like a clear request to a helpful person. That's the goal.

THE TWO-LETTER RULE

In a hurry? Use just **S** and **P**: one sentence of situation, one clear purpose. That alone makes a big difference. Add the other letters when the answer isn't quite right.

Bonus moves inside SPARK

Give an example

If you have a message or letter you liked, paste it in and say "in this style". AI is excellent at matching an example, often better than at following a description.

Give it a role

"Act as a patient computer tutor." "Act as an experienced tour guide in Rome."
"Act as a friendly editor who keeps my voice." A role sets the tone and the level of the answer in one line.

Let it ask you first

Add this to any prompt where you're not sure what details matter: **"Before you answer, ask me any questions you need."** The AI will interview you, then give a much better answer. This is the single most useful sentence in this book.

TRY IT NOW (5 MINUTES)

Think of one real thing you need to write this week. Build a SPARK prompt for it on the recipe card in Part Three, then try it. Then try the same thing with "Before you answer, ask me any questions you need" at the end. Notice which one you'd rather send.

Letters & Emails

Most of us know what we want to say. The hard part is the first line, the right tone and keeping it short. These prompts handle all three, so you send the message today instead of next week.

Worked example

YOU TYPE

Help me write a firm but polite complaint email to **[BrightHome Appliances]**. What happened: **[my new washing machine, delivered on 3 September, leaks from the door seal. An engineer came on 17 September and the leak returned two days later]**. What I've already tried: **[two phone calls, reference BH-55821]**. What I want: **[a replacement machine]** by **[15 October]**. Keep it under 200 words, stick to the facts, and end with a clear request and the date I expect a reply.

EXAMPLE AI REPLY

Subject: Leaking washing machine, ref. BH-55821: request for replacement

Dear BrightHome Customer Care,

My washing machine, delivered on 3 September, leaks from the door seal. Your engineer visited on 17 September, but the leak returned two days later. I have called twice since (reference BH-55821) without a resolution.

As the machine is faulty within its first month, I am requesting a replacement by 15 October. Please confirm in writing by 8 October how you will arrange this.

Kind regards,
[Your name]

THEN YOU REPLY: Good. Add one sentence saying I've kept photos of the leak, and make the subject line shorter.

WHY IT WORKS

Notice what made this work: real dates, a reference number, one clear request and a deadline. The AI did not invent anything, because you gave it the facts. If a reply ever includes a fact you did not give it (a law, a policy, a "right"), check it before you send.

The 10 prompts

L1 The polite complaint that gets results

Use it when: A product, service or company let you down and you want it put right.

PROMPT

Help me write a firm but polite complaint email to **[company]**. What happened: **[what went wrong, with dates]**. What I've already tried: **[calls, emails, reference numbers]**. What I want: **[refund / repair / replacement / apology]** by **[date]**. Keep it under 200 words, stick to the facts, and end with a clear request and the date I expect a reply.

THEN TRY: Now give me a short version I could read out on the phone.

L2 A thank-you note that sounds like you

Use it when: Someone helped you and a generic "thanks so much!" feels too small.

PROMPT

Write a warm thank-you note to **[name]** for **[what they did]**. Mention this specific detail: **[detail]**. We are **[friends / neighbors / family / colleagues]**. Keep it to 4 or 5 sentences and make it sound like me: plain, kind and a little **[funny / formal / sentimental]**.

THEN TRY: Give me two more versions: one short enough for a card, one for a text message.

L3 Condolences when words are hard

Use it when: You want to say something kind to someone who is grieving and you're afraid of saying the wrong thing.

PROMPT

I need to write a condolence message to **[name]**, whose **[relationship, e.g., husband]** **[name of the person]** died. I knew them as **[how you knew them]**. One memory I have: **[memory]**. Help me write a short, sincere message for a card. Avoid clichés like "everything happens for a reason". Give me 3 options of different lengths.

THEN TRY: Which of these would suit best if I hardly knew the person who died?

L4 Ask for something (and get a yes)

Use it when: You need a favor, a refund, an extension or an exception.

PROMPT

Help me write an email asking **[person or organization]** for **[what you're asking for]**. Why it matters: **[reason]**. What I can offer or promise in return: **[if anything]**. Tone: respectful and confident, not apologetic. Under 150 words.

THEN TRY: What is the most likely reason they would say no, and how can the email answer it in advance?

L5 Reply to a difficult message without making it worse

Use it when: A message upset you and you want to answer calmly.

PROMPT

Here is a message I received: **[paste the message, with names removed]**. I feel **[how you feel]**, but I want to reply calmly and keep the relationship. My main point is: **[your point]**. Write a reply that is honest, calm and short. Then tell me if anything in my point could be read the wrong way.

THEN TRY: Make it a little firmer, but still kind.

L6 Turn rough notes into a clear email

Use it when: You have the facts jotted down but not the email.

PROMPT

Turn these rough notes into a clear, friendly email to **[recipient]**: **[paste your notes or bullet points]**. Put the most important thing in the first sentence. Use short paragraphs. Add a subject line.

THEN TRY: Give me 3 subject lines and tell me which one is most likely to be opened, and why.

L7 The follow-up when nobody replied

Use it when: You're waiting on an answer and don't want to sound rude.

PROMPT

I emailed **[who]** on **[date]** about **[topic]** and got no reply. Write a short, polite follow-up that restates my request in one sentence and makes it easy to answer, for example with a yes-or-no question. Under 80 words.

THEN TRY: Now write the second follow-up I'd send a week later, a little firmer.

L8 Say no gracefully

Use it when: You need to turn down a request and keep the friendship.

PROMPT

Help me say no to **[request]** from **[person]**. My reason, only if I want to share it: **[reason, or "no reason needed"]**. I would like to **[offer an alternative / leave the door open / close it kindly]**. Keep it warm and short.

THEN TRY: Write it as a two-line text message too.

L9 A formal letter to an office or agency

Use it when: You're writing to a council, a government office, an insurer or a bank.

PROMPT

Write a formal letter to **[office, agency or company]** about **[subject]**.
Reference number to include: **[number, or write XXXX and fill it in later]**.
Facts: **[key facts with dates]**. What I am asking for: **[request]**. Use a clear structure with a subject line, and list the documents I am enclosing: **[list]**.

THEN TRY: Check the letter for anything vague that they could use as a reason to delay.

L10 Proofread without changing my voice

Use it when: You wrote it yourself and only want the mistakes caught.

PROMPT

Proofread this text. Fix spelling, grammar and punctuation only. Do not change my words or style unless something is unclear; if so, suggest the change in **[square brackets]** instead of making it. Text: **[paste your text]**.

THEN TRY: List the changes you made, so I can learn from them.

END OF SAMPLE

Want the other 140 prompts?

Cooking, travel, paperwork, tech help, family, decisions, safety and more.

- ✓ 140 more prompts in 14 areas of everyday life, each with a worked example
- ✓ The 12 follow-up moves, the 3-question fact check and the privacy chapter
- ✓ 62 printable prompt cards, a one-page cheat sheet and the Prompt Notebook
- ✓ All 150 prompts as a plain-text file for copying straight into any AI app

GET IT AT

skillnugget.com/course/everyday-ai-prompt-playbook

