

AI Training — Cheat Sheet

Generative AI & Prompt Engineering · foundic.org

1 The RCTF Framework — Your Prompt GPS

R

ROLE

What expert perspective should the AI take on?

"You are an experienced communications manager ..."

C

CONTEXT

What is the background? What does the AI need to know?

"I am Tanja at Nordlicht AG, writing to ..."

T

TASK

What exactly should be done or created?

"Create a draft for the customer newsletter ..."

F

FORMAT

Language, length, structure of the result.

"Format: 3 paragraphs, max. 200 words, in English."

2 QA Check: P-Q-R Method

P Plausibility

- Does this make content-related sense?
- Does the statement sound too perfect?
- Are the figures and timeframes correct?

Q Sources / Evidence

- Where does this information come from?
- Source verifiable (Perplexity/Google)?
- Source cited or invented?

R Risk Level

- LOW: 10-second check is enough
- MEDIUM: Check P + Q
- HIGH: Full check + external source

3 5 Common Mistakes — And the Fix

✗ Prompt too vague

→ Always RCTF: Role · Context · Task · Format

✗ First prompt = last prompt

→ Re-prompting: at least 1 improvement round

✗ Wrong tool chosen

→ Facts: Perplexity · Analysis: Claude/ChatGPT

✗ Sensitive data entered

→ Anonymise: [NAME] [COMPANY] [FIGURE]

✗ AI output not checked

→ Apply P-Q-R — based on risk level

4 Tool Matrix — Which Tool for What?

ChatGPT

chat.openai.com

Text, brainstorming, quick variants

Claude

claude.ai

Long documents, deep analysis, nuance

Gemini

gemini.google.com

Google Workspace, Docs, Sheets, Slides

Perplexity

perplexity.ai

Fact research with source citations

5 Data Privacy Traffic Light

■ NEVER

Customer names, passwords, contracts, personal data

■ WITH CAUTION

Internal strategy → anonymise: [NAME] [COMPANY] [FIGURE]

■ SAFE TO USE

Public info, own draft texts, brainstorming