

TechMitra AI Prompt Cheatsheet (2026)

Copy a prompt, replace the [brackets] with your own details, and send. Works in ChatGPT, Gemini, Claude and Meta AI.

The 4-part formula: Task + Context + Format + Tone

Part	Ask yourself	Example
Task	What should the AI do?	Write a message
Context	Who is it for, and what is the situation?	to my landlord about a leaking tap
Format	How should the answer look?	3 sentences
Tone	How should it sound?	polite but clear

Weak "Write an email for leave."

Better "Write a polite 4-sentence email to my manager asking for leave on [dates] for [reason]. Mention that a colleague will cover my work. Tone: professional."

10 starter prompts

1	Rewrite this message so it sounds polite, clear and natural: [text]	6	I have 30 minutes. Create a step-by-step plan to finish [task].
2	Explain [topic] in plain language with one simple real-life example.	7	Give me 10 practical ideas for [goal], one line each.
3	Organize these notes into a checklist, most important tasks first: [notes]	8	Improve this paragraph so it sounds more professional. Keep my meaning: [text]
4	Shorten this text to under 100 words without losing the main points: [text]	9	Summarize this article in 3 bullet points for a beginner: [text]
5	Compare [A] and [B] in a table with pros, cons and who each suits best.	10	I am about to [task]. What should I check or prepare first?

Prompts by situation

Need	Prompt
Work email	Write a professional email to [person] about [topic]. Tone: [formal/friendly]. Under 120 words, end with a clear call to action.
Meeting notes	Turn these notes into a summary with decisions, action items with owners, and open questions: [notes]
Polite follow-up	Write a polite follow-up to a client who has not replied in a week. Do not sound pushy.
Payment reminder	Write a respectful WhatsApp reminder for a pending payment of ₹[amount], invoice [number], under 50 words.
Study	Explain [concept] to a 10-year-old using a short story and one everyday example.
Exam practice	Ask me 10 multiple-choice questions on [topic], one at a time. Wait for my answer and explain my mistakes.
Study plan	Create a 7-day timetable for [exam]. I can study [hours] on weekdays and [hours] on weekends. Include breaks and a revision slot.
Blog ideas	Generate 10 blog titles for "[keyword]", each under 60 characters, useful rather than clickbait.
Article outline	Create an outline on [topic] for [audience] with H2 and H3 headings and 4 FAQs.
Understand code	Explain this code line by line as if I am a complete beginner: [code]
Fix code	This code should [expected result] but [what happens]. The error is: [paste exact error]. Explain the cause simply and show the corrected code.

Need	Prompt
Dinner idea	I have [ingredients]. Suggest 3 simple Indian vegetarian dinners I can make in under 30 minutes.
Trip plan	Plan a [number]-day budget trip to [city] for [who]. Budget: ₹[amount]. Day-wise plan with rough costs.

Hindi and Hinglish starters

Type the way you speak. Add “reply in Hindi” or “reply in English” if you want a specific language.

- Mujhe dinner ke liye ek simple recipe batao jo 20 minute mein ban jaye. Ghar mein [saamaan] hai.
- Mujhe apne boss ko [number] din ki chutti ke liye ek polite email likhna hai. Chhota aur professional rakho.
- Mujhe [topic] simple Hindi mein samjhao, ek roz ki zindagi ka example dekar.
- Is English paragraph ko simple Hindi mein translate karo: [text]

3 habits that improve every answer

1	Be specific. Add numbers, audience and limits, such as “600 words, for first-time buyers, with a table.”
2	Show an example. Paste a short sample and ask the AI to match its tone and length.
3	Follow up. Treat the first answer as a draft: “Make it shorter,” “Use simpler words,” “Add a table.”

Safety checklist

- **Never paste** passwords, PINs, OTPs, card or bank account numbers, Aadhaar or PAN. Use placeholders like [Name] and fill them in yourself.
- **Double-check** prices, dates, statistics, product specs and legal details. AI can sound confident and still be wrong.
- **Health:** AI is not a doctor. Do not use it to diagnose, choose medicines or change a treatment. See a qualified doctor for pain, conditions or emergencies.

Try this first

I want to learn about [any topic you are curious about]. Explain it in simple language with one real-life example, then ask me one question to check that I understood.