

As FIU embraces an AI-First mindset, we're here to help you turn curiosity into capability. No jargon. No overwhelm. Just practical guidance, ready-to-use prompts, and tools you can start using today.

Last month we shared the importance of protecting FIU data and understanding data levels when using AI. This month, it's all about how to get better results - starting with the single skill that changes everything: writing a better prompt.

Write Prompts Like A Pro: The Anatomy of a Great Prompt

The difference between a disappointing AI response and a genuinely useful one usually isn't the tool, it's the prompt. Strong prompts share four ingredients:

- **Role** - Tell the AI who to be ("Act as my executive assistant...")
- **Task** - Say exactly what you want done ("...summarize these notes...")
- **Context** - Add the background and any limits ("...for a department update, keeping it under 150 words...")
- **Format** - Describe the shape of the answer ("...as five bullet points.")

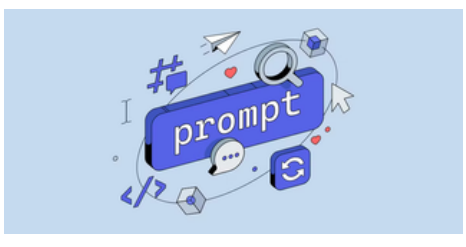
Put together: "Act as my executive assistant. Summarize the notes below into five bullet points for a department update, keeping it professional and under 150 words." Same request as "summarize this," dramatically better result. One reminder: stronger prompts often mean plugging in more background, so keep that information Level 1, or work in signed-in FIU Copilot if it's Level 2. Don't forget to stay up to date with the FIU level guide.



AI Tool Spotlight | Microsoft Copilot

Think of AI as an assistant with access to an enormous amount of knowledge but no idea what you need until you tell it. That's where a strong prompt comes in.

Not sure where to start? Explore Copilot's Prompt Lab for ready-to-use prompts organized by topic and task. Use them as inspiration to see how effective prompts are structured, then customize the details to fit what you need.



Featured Prompt | Show Your Impact

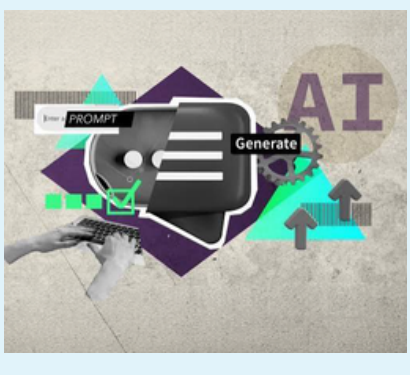
Here is a prompt worth trying. Copy it, paste it into the AI tool you use most, and put it to work.

Completing your PEP self-evaluation? You know what you accomplished but putting its impact into words isn't always easy. Use AI to turn your experiences and contributions into clear, meaningful supporting comments:

> ***"Draft a self-evaluation comment for the [paste competency] competency in my FIU PEP. I am a [insert job title and department]. Here are rough notes and examples from this performance year specifically aligned with this competency: [paste details]. First, ask me any follow-up questions you need and wait for my answers before writing anything. Once you have enough, write two to three polished sentences I can use as a starting point for my supporting comments that communicate the impact and value of my work, not just what I did. Use confident, specific, and factual language, maintain my voice, and do not invent or assume any details I have not provided. Keep it under 150 words."***

Sometimes the hardest part of a self-evaluation isn't recognizing what you accomplished; it's finding the right words to show why it mattered. Now that you have your results, you can put it in your own words!

LinkedIn Learning



LinkedIn Learning Recommendations

As you complete your PEP self-evaluation, take time to look ahead. Smarter Learning with AI: 10 Powerful Prompts to Build Skills, Show Your Value, and Grow Your Career helps you use AI to reflect on your strengths, identify growth opportunities, and set meaningful goals for the year ahead. **Professional Development credit is available upon completion.**