

Gemini Quick-Start Cheat Sheet

The "Golden Rule" of Prompting Don't ask, **Command**. Use verbs like *Draft*, *Summarize*, *Outline*, *Critique*, or *Simplify*.

Is AI Always Right? No. Verify all facts.

The P.A.T.F. Framework

- **Persona:** "Act as a [Job Title/Expertise]..."
- **Aim:** "Your task is to [Specific Action]..."
- **Theme/Context:** "The audience is [Students/Admin] and the goal is [Goal]..."
- **Format:** "Deliver this as a [Table/Bullet points/Email draft]..."

Prompts to Try

1. The "Explain Like I'm 19" Tool: "Rewrite this complex paragraph from [Journal Name] so a first-year undergraduate can understand the core concept without losing the academic rigor."
2. Quiz Generator: "Based on the text below, create 3 multiple-choice questions that test application of the concept, not just memorization."
3. Meeting Transformation: "Here are my messy notes from the Faculty Senate. Turn these into a bulleted list of Action Items and Deadlines."
4. Professional Tone Shift: "Rewrite this email to be more empathetic toward a student who missed a deadline, while clearly stating that the late-work policy still applies."

Privacy & Security Check

Always be mindful of what information you are providing in your prompts. The following are types of information that is okay to add to a prompt, be cautious of, and to avoid completely.

Safe to Use

- Drafting general lesson plans
- Rewriting departmental policies
- Brainstorming event ideas
- Creating quiz questions

Use Caution

- Summarizing long research papers
- Drafting feedback for a specific student
- Analyzing "de-identified" data
- Unpublished, proprietary research

Avoid

- Specific Student IDs or SSNs
- Private medical records (HIPAA)
- Passwords or system credentials
- High-stakes financial records