Create Effective AI Companion Prompts

Use this quick checklist to make sure your prompt provides you with useful responses.

The "ACE" method   **A** Action or output   **C** Context or requirements   **E** Expected format

A   Action or output
What do you want AI Companion to do?

✦ Template: "Provide a **[Action/Output]**"

Examples:

- "Provide a **table with 3 columns for Name, Address & Directions.**"
- "Provide a **summary of the key points and action items from our Marketing Meeting.**"

C   Context or requirements
What background information does AI Companion need to know?
What can you provide to AI Companion in order to help focus the output?

✦ Template: "The important info you need to help guide you to create an optimal output includes: **[Context/Background]**"

Examples:

- "The important info you need to help guide you to create an optimal output includes **the attached Project Plan.**"
- "**Focus the output on providing answers to the most commonly asked questions about the product while not overwhelming the prospect.**"

E Expected format
How should AI Companion deliver the results?

> ✦ Template: "The output should be in the **[Expected Format]**"

Examples:

- The output should be in **a table format with three columns including: Name, Address, Directions.**
- The output should be **in three sections separated in header text, with each section containing a bulleted list form with important points highlighted as bold text.**

You can also:

→ Upload reference documents in the AI Companion side panel in Zoom Workplace.

→ Include relevant text, meeting summaries, or documents in a Zoom Doc for AI Companion to understand.

→ Refine results when you ask AI Companion to change the length, tone, or redo the prompt with additional context and instructions.

→ Let AI Companion help write your prompts.
Just enter **"Help me write an effective prompt for [your goal]"** and it can generate a well-structured prompt you can use or modify.

Resources
- Get prompt examples you can copy and paste from the AI Companion prompt library.
- Read more about prompt strategies, including more tips and tricks.
- Learn more in the Zoom AI Companion Onboarding Center.

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