socialpinpoint

ChatGPT Cheat Sheet for Community Engagement

Without the right prompts it can be difficult to make the most out of **ChatGPT**. Here are a few quick ideas to help you master ChatGPT for community engagement.

Define ChatGPT Role

- Act as a Community Engagement Manager
- Act as a Business Owner
- Act as a Citizen
- Act as a City Planner
- Act as a Government Official
- Act as a Resident
- Act as an Urban Planner
- Act as an Expert in **[Industry]**

Example: Act as a Transportation Specialist and provide a list of community engagement initiatives for a corridor study.

Learn from ChatGPT

- Explain clearly
- Explain uniquely
- Explain in detail
- Explain like I'm five
- Explain with examples
- Explain in detail with examples
- Explain to high school students
- Explain to the local community
- Explain like **[Expert, e.g. Bill Gates, Bluey]**

Example: Explain to high school students how important walkability is for Brisbane.

Articulate Voice and Tone

- Use professional voice and tone. Use industry-specific language and terminology.
- Use conversational voice and tone. Imagine you are talking to a friend and use natural language and phrasing.
- Use empathetic voice and tone. Use compassion and sensitivity to connect with your audience.
- Use simple language. Avoid using jargon and complex vocabulary. Make information easily accessible to all readers.

Example: Explain the need for redevelopment of Downtown Toronto to make way for green space. Use empathetic voice and tone.

Build Your Own Prompts

- Act as a **[Role]**. Provide an example community engagement strategy for a **[Project Type]** based in **[Location]**. Ensure this information has appropriate structure and headings.
- Use conversational voice and tone and rewrite the following information as if you were explaining this to the local community: "**[Insert Information]**".
- Based on this page **[Insert Link]**, please summarise the information to be used across several promotional assets. This includes **[Types of Promotional Material, e.g. poster, one-page flyer, social media posts, visual imagery]**.