



# **Master LLM**

## **With 100 Essential Prompts**

Welcome to your ultimate **Guide to Mastering LLM!**

This ebook has been carefully crafted to help you unlock the full potential of this incredible tool, whether you're a teacher, entrepreneur, marketing professional, or anyone looking to **boost efficiency and creativity** in your daily life.

An **LLM**, or **Large Language Model** (such as GPT and similar technologies), is a type of **artificial intelligence** trained to **understand and generate human-like text**. It can perform various tasks, including answering questions, creating content, translating languages, summarizing texts, and even helping solve complex problems. Vast amounts of textual data power these models, and advanced algorithms are used to learn language patterns.

LLMs are powerful tools, but like any technology, their true value lies in how you use them. That's why we've compiled 100 practical and detailed prompts, organized into 8 core roles so that you can apply them in various professional and personal situations.

## ❖ What Will You Find in This Ebook?

- **Prompts for Teachers:** discover how LLM can transform your teaching practice from lesson planning to interactive activities.
- **Tools for Administrative Assistants:** Organize tasks, draft professional emails, and streamline bureaucratic processes.
- **Strategies for Marketing Specialists:** Create engaging campaigns, generate creative content, and maximize the impact of your efforts.
- **Solutions for Customer Service Representatives:** Solve problems, improve communication, and delight customers with efficient responses.
- **Ideas for Entrepreneurs:** Develop compelling pitches, plan expansions, and innovate in your business.
- **Resources for HR Professionals:** Manage teams, conduct interviews, and foster a positive work environment.
- **Tips for Project & Product Managers:** Organize schedules, manage risks, and deliver projects excellently.
- **Techniques for Sales Representatives:** Close more deals, overcome objections, and build lasting client relationships.

## ❖ Who I am?

My name is **Mirko Perkusich**. I have a Ph.D. in Computer Science and serve as an instructor at **Omni Academy**, where I've already influenced **over 200,000 students** through my courses and mentoring. I also hold professional Scrum certifications (PSM, PSPO, CSM, and CSPO) and have **more than ten years of experience in software development**, having led projects across various fields such as education, social networks, finance, e-commerce, and more.



My courses are carefully designed to combine my **extensive industry experience with scientific foundations**, offering step-by-step instructions that truly work in the real world. I believe that learning should be an engaging and transformative journey, so I spend a lot of time researching and creating methods to make your experience more effective, practical, and fun.

**I'll be with you every step of the way, whether to answer questions, share insights, or help you achieve your goals!**

If you'd like to connect with me to exchange ideas, updates, and opportunities, add me on [LinkedIn](#)! Let's build a network of knowledge and growth together.

## ❖ Tips and Best Practices for Using LLM

LLM is a powerful tool, but it's important to know how to formulate clear and objective prompts to get the best results. Here are some tips and best practices to help you make the most of this technology:

### 1 How to Formulate a Good Prompt

- ☐ **Be Specific:** The more details you provide, the better the responses will be. Instead of "Write an email," try "Write a professional email to schedule a meeting with a client about Project X."
- ☐ **Set the Context:** Provide LLM with information about the target audience, the desired tone (formal, informal, persuasive, etc.), and other relevant information.
- ☐ **Use Examples:** If possible, include what you're looking for. For instance: "Write a product description like this: [example]."
- ☐ **Ask for a Specific Format:** If you want a list, a step-by-step guide, or a narrative text, make that clear in your prompt.

## 2 What to Do If You Don't Know What to Ask

- ☐ **Start with the Basics:** If you're stuck, start with simple prompts like "Give me ideas for..." or "How can I improve...".
- ☐ **Use the Prompts in This Ebook:** The list of 100 prompts was created to cover various situations. Use it for inspiration!
- ☐ **Ask LLM for Help:** If you're unsure how to phrase a question, ask for suggestions. For example: "I want to improve my productivity at work. What questions can I ask to get useful tips?"
- ☐ **Explore Different Approaches:** Try prompts like "Explain how..." or "List the benefits of..." to discover new perspectives.

## 3 Adjust and Refine the Results

- ☐ **Iterate:** If the response isn't exactly what you expected, refine your prompt. Add more details or ask for a reformulation.
- ☐ **Request Alternatives:** If you want other options, use prompts like "Show me another version" or "Give me 3 alternatives for...".
- ☐ **Combine Prompts:** Use previous responses as a basis for new prompts. For example, ask for a detailed concept explanation and then request a simplified version.

## 4 Use LLM to Learn and Improve

- ☐ **Ask for Explanations:** If you don't understand something, ask AI to explain it simply. For example: "Explain how [concept] works clearly and concisely."
- ☐ **Learn with Examples:** Ask for practical examples of how to apply an idea or concept.
- ☐ **Practice:** The more you use LLM, the more familiar you'll become with its capabilities. Experiment with different prompts and observe how the responses vary.

## 5 Maintain Ethics and Privacy

- ☐ **Don't Share Sensitive Information:** Avoid using confidential or personal data in your prompts.
- ☐ **Review Responses:** LLM is a powerful tool, but always review the responses to ensure they align with your needs and values.
- ☐ **Use with Purpose:** Use LLM to complement your work, not completely replace your creativity and judgment.

## 6 Explore Additional Resources

- ❑ **Integrate with Other Tools:** Use LLM with tools like Google Docs, Trello, or Canva to maximize productivity.
- ❑ **Stay Updated:** AI is constantly evolving. Keep an eye out for new features and resources.
- ❑ **Share Ideas:** Exchange experiences with colleagues and discover new ways to use LLM as a team.

## 7 Example Prompts for Common Situations

- ❑ **Creative Block:** "Give me 5 ideas for [task or project]."
- ❑ **Technical Questions:** "Explain how [tool or concept] works in simple terms."
- ❑ **Decision-Making:** "List the pros and cons of [decision]."
- ❑ **Continuous Learning:** "Suggest resources to learn more about [topic]."



**Remember: practice makes perfect,  
so don't be afraid to experiment  
and adjust your prompts until you get the desired results.**





# **100 Essential Prompts to Master LLM**

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## ❖ Prompts for Teachers

1. Create a lesson plan on [topic] for [grade level] students.
2. Suggest hands-on activities to teach [concept] in an interactive way.
3. Generate a list of questions for a classroom debate on [topic].
4. Write a simple and clear summary of [subject] for students with learning difficulties.
5. Create a multiple-choice quiz on [topic] with 10 questions.
6. Develop a gamification activity to teach [topic] to [grade level] students.
7. Suggest 3 free online resources to complement teaching [subject].
8. Write a script for a flipped classroom lesson on [topic].
9. Generate a list of 10 keywords and their definitions for a glossary on [subject].
10. Create a simple case study for students to analyze and discuss in groups.
11. Write step-by-step instructions for a lab activity on [experiment].
12. Suggest differentiated assessment techniques for students with diverse learning styles.

## ❖ Prompts for Administrative Assistants

13. Write a professional email to schedule a meeting with [name] about [subject].
14. Organize a prioritized to-do list for the week, considering [important event].
15. Draft an internal memo about [company change].
16. Create a spreadsheet template to track monthly expenses.
17. Generate a summary report of recent team meetings.
18. Create a meeting agenda template with topics [topic 1], [topic 2], [topic 3].
19. Write a reminder email to employees about the deadline for [task].
20. Generate a checklist for organizing a corporate event.
21. Draft a memo about the company's remote work policy.
22. Create a monthly activity report template for the [department name].
23. Suggest ways to optimize physical and digital document filing.
24. Write a quick guide for new employees on how to use the [tool] system.

## ❖ Prompts for Marketing Specialists

25. Write a creative Instagram post about [product/service].
26. Suggest 5 campaign ideas to promote [launch].
27. Create persuasive copy for a landing page about [offer].
28. Generate content ideas for a blog about [niche topic].
29. Write a script for a 30-second video about [product].
30. Create an email marketing campaign to promote [product/service] targeting [audience].
31. Suggest 5 relevant hashtags for a Twitter campaign about [topic].
32. Write text for a Google Ads ad focused on [keyword].
33. Generate content ideas for a webinar about [niche topic].
34. Create a briefing for a design agency to create a promotional banner.
35. Write a script for a 10-minute podcast about [topic].
36. Suggest metrics to evaluate the success of an Instagram campaign.

## ❖ Prompts for Customer Service Representatives

37. Write a polite response to a customer unhappy with [issue].
38. Suggest ways to improve customer service in [situation].
39. Create a quick guide to resolve common issues with [product/service].
40. Write a follow-up email after contacting a customer.
41. Generate responses to frequently asked questions about [product/service].
42. Create a script to handle a customer frustrated with a delivery delay.
43. Write an apology email for a mistake made by the company.
44. Suggest ways to personalize service for repeat customers.
45. Generate a list of 5 tips to improve chat communication with customers.
46. Write a quick guide to troubleshoot common technical issues with [product].
47. Create a response for a customer asking for a discount or promotion.
48. Suggest strategies to turn negative feedback into improvement opportunities.

## ❖ Prompts for Entrepreneurs

49. Create a compelling sales pitch for [product/service].
50. Suggest strategies to increase brand visibility in the [market].
51. Write a concise business plan for a [industry] startup.
52. Generate ideas for complementary products for [current product line].
53. Draft an email to potential investors pitching your idea.
54. Create an action plan to validate a new business idea in the market.
55. Write a speech to present your company at a networking event.
56. Suggest ways to reduce operational costs without affecting product/service quality.
57. Generate a list of potential strategic partners for your business.
58. Write text for a crowdfunding campaign for [project].
59. Create an expansion plan to take your business to [new market].
60. Suggest strategies to retain customers in a competitive market.

## ❖ Prompts for HR Professionals

61. Create a job description for the [position] role.
62. Suggest interview questions for a candidate applying for [position].
63. Write a feedback email for an employee after a performance review.
64. Generate a training plan for new hires.
65. Draft a memo about changes in company policy.
66. Create a mentorship program for new employees.
67. Write a welcome email for a new hire.
68. Suggest ways to promote diversity and inclusion in the workplace.
69. Generate a list of corporate benefits that increase employee satisfaction.
70. Write a guide for conducting 1:1 feedback meetings with the team.
71. Create an action plan to handle conflicts between employees.
72. Suggest activities to improve team engagement and motivation.

## ❖ Prompts for Project & Product Managers

73. Create a delivery timeline for the [project name] project.
74. Suggest tools to improve task management for the team.
75. Write a project status report to present to stakeholders.
76. Generate a list of potential risks for the [project name].
77. Draft an email to the team about the project's next phase.
78. Create a detailed schedule for the [project name] testing phase.
79. Write a lessons-learned report after project completion.
80. Suggest tools to improve collaboration among remote teams.
81. Generate a list of key performance indicators (KPIs) to measure project success.
82. Write an email to request additional resources for the project.
83. Create a risk mitigation plan for the [project name].
84. Suggest ways to prioritize tasks in a project with tight deadlines.

## ❖ Prompts for Sales Representatives

85. Write a sales script for [product/service].
86. Suggest strategies to close more deals in the [industry] sector.
87. Create a list of common customer objections and how to address them.
88. Generate a prospecting email for potential customers.
89. Write text for a sales presentation about [product/service].
90. Create a script for a sales prospecting call.
91. Write a follow-up email for a customer who showed interest but didn't buy.
92. Suggest strategies to increase online sales conversion rates.
93. Generate a list of questions to identify a potential customer's needs.
94. Write text for a sales presentation at a corporate event.
95. Create an action plan to re-engage inactive customers.
96. Suggest ways to use storytelling to sell [product/service].
97. Write a script for handling price negotiations with a customer.
98. Generate ideas for upselling or cross-selling [product/service].
99. Create a template for tracking sales leads and follow-ups.
100. Suggest strategies to build long-term relationships with key clients.