Context sorting cards · Chapter 8

TASK CARD. Priya needs the text for a small printed welcome card. Baristas hand it to customers who join Pine Points at the counter during launch week (November 2–8). Sort each card: would the welcome card need it?

Essential: the card would be wrong or unusable without it. **Helpful:** the card would be better with it. **Noise:** true, but it wouldn't change the card. **Keep out:** must not go into the chat at all.

1

Members earn 1 Pine Point for every $1 they spend.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

2

Dockside opened in 2019, Elm Street in 2021 and University in 2023.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

3

The people reading the card joined Pine Points at the counter a minute ago. They know the shop, not the program.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

4

Member emails go out every Thursday.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

5

A spreadsheet of new members' names, email addresses and birthdays.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

6

100 points = one free drink of any size.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

7

Jonah at Elm Street liked the trial batch of maple-cardamom syrup.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

8

Oat milk costs nothing extra in any drink.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

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9

Double Pine Points on the Maple Cardamom Latte, November 2–8.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

10

Last spring, Dockside ran out of oat milk on a Saturday.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

11

Brand voice: warm, neighborly, a little playful. Short sentences.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

12

University has a mobile-order pickup shelf from November 2.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

13

Syrup batches are made at Elm Street and driven to the other two shops.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

14

At most one exclamation mark. No discount codes, ever.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

15

Supplier B's oat milk works out to $4.50 a carton.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

16

Same menu and prices at Dockside, Elm Street and University.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

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17

Never say "best coffee in town."

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

18

The "Autumn Menu 2025" email had a 48% open rate. Match its tone.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

19

Daniel is putting up new price signs by Sunday, November 1.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

20

Sign the card "— Priya and the Harbor & Pine crew".

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

21

The Maple Cardamom Latte is available until January 31, 2027.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

22

The shop's supplier account number.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

23

The Elm Street espresso machine gets loud when it warms up.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

24

Points are earned on each whole dollar of the subtotal, before tax.

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

Sorting mat and blank cards (Exercise E08-05)

Essential

Helpful

Noise

Keep out

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

☐ Essential ☐ Helpful ☐ Noise ☐ Keep out

Every prompt and template in Chapter 8

Copy everything inside a box, and nothing else. Replace [BRACKETS] in templates.

P08-01 Three versions of one request

```
VERSION A (no role):
Here is my draft notice for the lobby of my apartment building. Suggest three
improvements.
"Hi all! Potluck in the community room on the 14th, 4–7. Bring something. Let me
know if you're coming. — Sam (4B)"

VERSION B (a job title):
You are a world-class communications expert with 20 years of experience. Here is
my draft notice for the lobby of my apartment building. Suggest three improvements.
"Hi all! Potluck in the community room on the 14th, 4–7. Bring something. Let me
know if you're coming. — Sam (4B)"

VERSION C (a perspective):
Read my draft notice below as a busy neighbor who glances at the lobby board on the
way out. Tell me the three things you'd miss or misunderstand, most important
first. Don't rewrite it.
"Hi all! Potluck in the community room on the 14th, 4–7. Bring something. Let me
know if you're coming. — Sam (4B)"
```

P08-02 Run it: sort before you ask

```
I'm about to ask you for five weeknight dinner plans. Below is everything I could
tell you. Sort it into three groups: essential (the plan would be wrong without it),
helpful (the plan would be better with it) and noise (it wouldn't change the plan).
One line per item, with a short reason. Don't write the plan yet.
- We're two adults, and one of us is vegetarian
- No mushrooms
- About 30 minutes to cook on weeknights
- One pan and an oven
- We'd like enough leftovers for one lunch
- We bought a new frying pan in March
- I enjoy cooking shows
- The grocery store is a ten-minute walk away
```

P08-03 Run it: one set of facts, two readers

```
Explain our coffee shop's loyalty program, Pine Points, in two versions.
Version 1 is for a customer who joined a minute ago and needs to know how to get a
free drink: under 60 words, friendly, no jargon.
Version 2 is for a new barista who must answer customers' questions at the counter:
a short bulleted list of the exact rules.
Facts: 1 point for each whole dollar of the subtotal, before tax. 100 points = one
free drink of any size. Double points on the Maple Cardamom Latte, November 2–8.
Use only these facts. If a customer might ask something these facts don't answer,
write it as a question marked [CHECK] at the end of Version 2.
```

P08-04 Success, before and after

```
BEFORE:
Write a short bio for my volunteer profile at the animal shelter. Make it engaging.

AFTER (checkable success criteria):
Write a short bio for my volunteer profile at the animal shelter so that the
coordinator can see which shifts to give me. Success means:
1. It says I'm free on Saturday mornings and can lift heavy bags of food.
2. It mentions that I grew up with two rescue dogs.
3. It is 50–70 words, in the first person, with no exclamation marks.
After the draft, check it against each point. Write Met or Not met, and fix
anything Not met before you show me the final version.
```

P08-05 The welcome card, layered

```
SITUATION: I'm the marketing lead at Harbor & Pine Coffee Co. The attached brief
describes our three shops, our Pine Points loyalty program and this week's Maple
Cardamom Latte launch. Baristas will hand a small printed welcome card to customers
who join Pine Points at the counter during launch week. These readers know our
shops but have never heard how the program works.

CHALLENGE: Write the text for the welcome card so that a new member can explain,
after one read, how to earn a free drink, and so that they come back during launch
week. Success means:
1. It says members earn 1 point for every $1 and that 100 points = one free drink
   of any size.
2. It mentions double Pine Points on the Maple Cardamom Latte, November 2–8, and on
   nothing else.
3. It is 90 words or fewer, with at most one exclamation mark.
4. It ends with "— Priya and the Harbor & Pine crew".

OUTPUT: A headline of six words or fewer, then the card text. Plain text.

PARAMETERS:
- Warm, neighborly, a little playful. Short sentences.
- No discount codes. Never say "best coffee in town."
- Use only facts from the brief and this message. If you need a detail that isn't
  there, write [CHECK] instead of inventing it.

EXAMPLES: Match the tone of the "Autumn Menu 2025" email in section 7 of the brief,
in far fewer words.

After the card, check it against the four success criteria. Write Met or Not met
for each, and fix the card if anything is Not met.
```

P08-06 Read it as a new member

```
Now read the card as a customer who joined Pine Points a minute ago and has never
heard of it. List up to three questions you'd still have after reading it, one line
each. Don't rewrite the card, and don't answer the questions.
```

P08-07 The prompt to re-aim

```
Explain how a heat pump heats a home in winter, in about 150 words.
```

T08-01 A role that earns its place

```
Read the [DRAFT / PLAN / ANSWER] below as [A SPECIFIC PERSON, e.g. a busy
neighbor glancing at the lobby board], who [WHAT THEY KNOW AND CARE ABOUT].
[WHAT TO DO: list what they'd miss / ask me one question at a time / push back on
my weakest point]. Don't rewrite it yet.

[PASTE IT]
```

T08-02 Sort my context

```
I'm about to ask you to [TASK]. Below is everything I could tell you about it.
Sort it into three groups: essential (the result would be wrong without it),
helpful (it would be better with it) and noise (it wouldn't change the result).
Flag anything that looks like a private detail I should remove. Don't do the task
yet.

[YOUR LIST]
```

T08-03 Aim it at an audience

```
This is for [AUDIENCE], who already know [WHAT THEY KNOW] and need to [WHAT
THEY'LL DO WITH IT]. Write at a [READING LEVEL] level: [SHORT SENTENCES / DEFINE
EVERY TERM / SKIP THE BASICS]. Afterward, list any word or step they might not
understand.
```

T08-04 Challenge with checkable success

```
[TASK] so that [GOAL], because [PURPOSE]. Success means:
1. [MUST INCLUDE]
2. [MUST STAY WITHIN, e.g. a word limit]
3. [A TEST A READER COULD PASS]
After the draft, check it against each point. Write Met or Not met, and fix
anything Not met before you show me the final version.
```

Practice file for The Complete ChatGPT AI Course. Harbor & Pine Coffee Co. is a fictional company.