

## English Translation:

There are many prompting concepts, and many of them are used by end users. However, when we create agents and automations, we are usually not the end users. That's why we need to focus on the concepts we can control – namely, the system prompt.

I won't break down all prompting concepts in this course – I have already covered them in detail in other courses.

## Important points for system prompts in AI agents:

- **Start with a role ("Role Prompting") and provide background information:**
  - *"You are XY, and your task is..."*
  - Define tone and focus.
- **Context:**
  - Add more specific details.
- **Instructions (optionally with few-shot prompting and examples):**
  - *"Write a description for XY. Here's an example I like: 'Yalla, yalla'"*
- **Tools:**
  - Define which tools are available and when they should be used.
  - # Send\_Mail → Use this tool to send emails (sign every email with "Arnie").
  - # Calendar\_Set → Use this tool to book meetings in the calendar.
- **Insert variables if necessary.**
- **Take a screenshot and explain to ChatGPT what you want to do.**
- **Use "Prompting GPT" for a rough template.**
- **Keep prompts short to avoid unnecessary tokens.**
- **For complex tasks, add "Chain of Thought" at the end:**
  - *"Think step by step."*
  - Not needed for models with TTC (R1, o1, o3 mini, etc.).
- **Use Markdown for formatting:**
  - # Top Level
  - ## Second Level

- `###` Third Level
- **Highlight important information with asterisks → like this**
- **Use bullet points.**
- **Separate sections with dashes:**
  - -----
- **Let ChatGPT generate your prompt in Markdown.**
- **Emphasize particularly important things sparingly.**
- **Not every concept needs to be included – keep it as short as possible.**