

Prompting dos and don'ts

Get the most out of Copilot and avoid common pitfalls

As a certified Microsoft Partner, BCN can help you get ready for your everyday AI-powered companion that will transform your productivity and communication. We'll work with you to develop your adoption strategy and prepare your environment for maximum impact.

What to do

- ✓ **Be clear and specific**
Provide specific instructions to Copilot, such as topic, purpose, tone and required length.
- ✓ **Keep it conversational**
Give feedback to Copilot based on quality of its responses to help the AI learn and match your preferences.
- ✓ **Give examples**
Use clear and specific keywords or phrases when asking Copilot to write a piece of text for you. This helps generate more relevant and creative copy.
- ✓ **Ask for feedback**
Requesting feedback from Copilot helps it to understand your needs and preferences, and provide you with more relevant responses.
- ✓ **Check for accuracy**
Occasionally, Copilot may make mistakes. Always check responses for accuracy, style and grammar, and watch out for irrelevant or inappropriate content.
- ✓ **Provide details**
Provide Copilot with contextual details to help it generate more accurate, consistent responses, e.g; the genre, characters, and plot to a story.
- ✓ **Be polite**
Kind and respectful language when chatting with Copilot helps foster collaboration and helps to improve the AI's responsiveness and performance.

What not to do

- ✗ **Be vague**
When prompting Copilot, avoid using vague language, and be as clear as possible to receive better quality responses.
- ✗ **Request inappropriate or unethical content**
Copilot is not responsible for the content or the consequences of your writing. You should respect local laws, rules, and the rights of others.
- ✗ **Use slang, jargon, or informal language**
This may cause Copilot to give low-quality, inappropriate, or unprofessional responses.
- ✗ **Give conflicting instructions**
Prompting Copilot to perform a task that includes multiple or conflicting pieces of information in the same request can confuse the AI and result in lower quality responses.
- ✗ **Interrupt or change topics abruptly**
This could disrupt Copilot's writing process. Always close or finish a task before starting a new one. When starting a new task, write "New task."



Contact us today to find how we can leverage Copilot for Microsoft 365 to achieve your business goals