

Lesson 4: Task

A role without a clearly defined job is incomplete.

Prompt Engineering Basics · Lesson 4 of 10

The Big Idea

The **Task** states exactly what the AI should produce. A role tells the AI who to be. The task tells it what to do.

Vague vs. Specific

Vague Task	Specific Task
"Help me with budgeting."	"Write a one-page guide to building a monthly budget."
"Tell me about this contract."	"List the five clauses in this contract that carry the most risk, and explain each in one sentence."
"Give me ideas."	"Give me ten names for a neighborhood tutoring program, each under three words."

A Good Task Usually Names

- **The deliverable** — a guide, a list, a table, an email, a plan
- **The size** — one page, five items, three options
- **The action** — write, compare, summarize, critique, rank

Try It

Rewrite one vague request you've made to AI this week as a specific task. Name the deliverable, the size, and the action.

Learn the principle. Then practice it.