socialpinpoint

ChatGPT Cheat Sheet for Community Engagement

Without the right prompts it can be difficult to make the most out of ChatGPT. Here are some ideas to help you **master ChatGPT for community engagement**.

Define ChatGPT's Role

- Act as a Community Engagement Manager
- Act as a Business Owner
- Act as a Citizen
- Act as a City Planner
- Act as a Government Official
- Act as a Resident
- Act as an Urban Planner
- Act as an Expert in [Industry]

Example: Act as a Transportation Specialist and provide a list of community engagement initiatives for a corridor study.

Learn from ChatGPT

- Explain clearly
- Explain uniquely
- Explain in detail
- Explain like I'm five
- Explain with examples
- Explain in detail with examples
- Explain to high school students
- Explain to the local community
- Explain like [Expert, e.g., Bill Gates, Bluey]

Example: Explain to high school students why walkability is important in Toronto.

Articulate Voice and Tone

- Professional voice: Use industry-specific language and terminology to convey authority.
- Conversational voice and tone: Speak as if to a friend; use natural language for relatability.
- Empathetic voice: Show compassion and sensitivity to connect with your audience.
- Simple language: Avoid jargon to make information accessible to all readers.

Example: Explain the need for the redevelopment of Downtown Toronto to create green space in an empathetic tone.

Build Your Own Prompts

- Act as a [Role]. Provide a community engagement strategy for a [Project Type] in [Location], ensuring well-structured information with clear headings.
- Use a conversational tone and rewrite the following information for the local community: "[Insert Information]."
- Based on this page [Insert Link], create a summary for use across promotional assets, including [Types of Promotional Material, e.g., posters, flyers, social media posts, visuals].