

Cheat Sheet: Task & Type output shape the result

Every good prompt needs two things: **Task** = what should AI do (action). **Type of output** = how should the answer look (form). Together they give maximum clarity.

Why it matters

Beginners often only give a **task** (“*Explain photosynthesis*”). But the moment you also name the **output form** (“*in 3 bullets with emojis*”), the answer becomes shorter, clearer, and easier to use.

START in focus

S – Situation → context

T – **Task** → the action AI performs (write, explain, summarise...)

A – Attention points → audience, tone & style

R – Role → perspective or expertise

T – **Type of output** → the form of the answer (list, table, text)

👉 The two T’s in START often go together: **Task + Type of output**.

Example

✗ “*Make a recipe.*”

✓ “*Make a recipe (Task) in table format (Type of output) with 3 columns: ingredients, steps, time.*”

Tips

1. Always begin with a **verb** (*write, explain, create*).
2. Combine **action + form** for clarity.
3. Experiment: the same task with 2 output types gives very different results.
4. **Do not confuse** form (Type of output) with tone (Attention points): *T = table/bullets, A = formal/informal*.

✓ Checklist

- ☑ Task = clear action
- ☑ Type of output = specified form, like bullets, table, schema, graph, short summary, Q&A style, and checklist.
- ☑ Together = precise result

Try this

One subject, different outputs

- Task only: *“Give 3 tips for healthy eating (Task).”*
- Task + Output: *“Give tips for healthy eating (Task) in max. 3 bullets with emojis (Type of output).”*

👉 Same task, completely different answers.

🎲 Also try

- *“Write a weather report (Task) in the form of a rap lyric of 8 lines (Type of output).”*
- *“Explain gravity (Task) in a comic strip scenario of 4 panels (Type of output).”*
- *“Design a daily schedule (Task) in the form of a train timetable (Type of output).”*
- *“Summarise a film (Task) in a checklist of 5 emojis (Type of output).”*

Learn & apply

“A good cheat sheet is not a copy, but your own version. The most valuable learning comes from making one yourself!”

👉 **Tip:** *Make sharp choices: set the action (Task) and bring structure with the form (Type of output).*

Discover more

🔗 More cheat sheets on prompting: symbio6.nl/en/sheets