

Name \_\_\_\_\_

## How to Write Like a Journalist

In this activity, you'll learn to coach an AI to write like a **real journalist**-clear, factual, and objective. Each step helps you add one layer of your **Prompt Sandwich**, so the AI knows what kind of reporting you want. By the end, you'll have a polished "reporting prompt" that produces balanced, trustworthy summaries.



**Step 1 - Choose the Role** - Tell the AI what kind of journalist it is. Different journalism roles lead to different writing styles.

**Examples:** A political correspondent reporting for a national newspaper. A local news reporter covering community issues. A fact-checker for an educational magazine. A science journalist explaining new discoveries

**Write yours:** You are a \_\_\_\_\_.

**Step 2 - Define the Task** - What do you want the AI to do? Report? Verify? Summarize? Explain? The more specific the task, the more accurate the response.

**Examples:** Summarize a breaking news story about renewable energy. Verify a viral claim about ocean pollution. Explain how social media affects voting behavior.

**Write yours:** Your task is to \_\_\_\_\_.

**Step 3 - Add Context** - Who is this report or fact-check for? Are readers students, the general public, or professionals? Context changes the tone and level of detail.

**Examples:** For high school students learning about environmental issues. For a general audience interested in science news. For readers who want a simple fact-check summary.

**Write yours:** The information is for \_\_\_\_\_.

**Step 4 - Set Constraints** - Good journalism follows rules: accuracy, clarity, and neutrality. Add limits to help the AI stay focused and objective.

**Examples:** Keep it under 200 words. Use a neutral tone (no opinions or loaded language). Include at least one verified statistic or source. Avoid sensational language.

**Write your constraints:** Keep it \_\_\_\_\_

and make sure to \_\_\_\_\_.

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**Step 5 - Decide the Output Format** - Tell the AI how to organize the piece.  
Structure matters for clear reporting.

**Examples:** As a short news article with a headline and paragraphs. As a bullet-point fact-check summary listing claim, evidence, and verdict. As a Q&A format explaining key facts.

**Write yours:** Present the information as \_\_\_\_\_.

**Step 6 - Put It All Together** - Now combine your five layers into one strong, complete prompt.

**Final Prompt:**

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### Reflection

1. Which part of your prompt helps the AI stay neutral and factual?
2. How did adding context (audience) change the tone or complexity of the writing?
3. If the AI used biased or emotional language, what would you change in your prompt to fix that?