

Workbook – Module 2: Talk to Claude

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How to use this workbook

Do one lesson at a time and take breaks. Write by hand or on a computer. Quiz answers are at the end.

Lesson 1 – Goal, role, context and format

In short: A good instruction answers four questions: What do I want? Who should Claude be? What does Claude need to know? What should the answer look like?

Do it now (3 min): Take your note from module 1, or invent a small task. Write an instruction with goal, role, context and format and send it to Claude.

My notes

What I take with me

Lesson 2 – Let Claude ask you

In short: Not sure what Claude needs to know? Ask Claude to put the questions to you before it writes anything.

Do it now (3 min): Pick a task where you do not know where to start, such as a trip, an email or a study schedule. Ask Claude to ask first and answer the questions.

My notes

What I take with me

Lesson 3 – Improve an answer step by step

In short: Do not start over. Say exactly what you want changed, and describe what you want instead of what you do not want.

Do it now (3 min): Take an answer you got earlier. Send two concrete changes in one message, for example length and tone. Then read the result and adjust once more.

My notes

What I take with me

Lesson 4 – Your own prompt templates

In short: Turn instructions you use often into a template. Fill in what changes and keep the rest.

Do it now (4 min): Choose a task you do often. Write a template with four fields and save it in a notes app. Test it on a real task.

My notes

What I take with me

Self-test

1. 1. Which four parts can a clear instruction contain?

2. 2. Which test does Anthropic suggest for an instruction?

3. 3. What can you do when you do not know what background Claude needs?

4. 4. Which wording is better: "Do not write bullet points" or "Write in flowing text"?

5. 5. Roughly how many examples does Anthropic recommend when you want to steer format and tone?

Answers

1. Goal, role, context and format.
2. Show it to a colleague who knows nothing about the task. If the colleague would be confused, Claude will be too.
3. Ask Claude to put questions to you first and wait for your answers before it writes.
4. "Write in flowing text". Anthropic recommends saying what Claude should do instead of what it should not do.
5. About three to five, relevant and different from each other.

See the module's sources on the website. Features and prices change; always check official pages.