

The Complete AI Playbook

From "What Is AI?" to Expert Prompts for
ChatGPT, Claude, Gemini & Grok

BEGINNER-TO-EXPERT EDITION • 2026

20 Chapters + 6 Appendices
150+ Ready-to-Use Prompts

DEPTH Method
RTFD Framework
Chain of Thought
Prompt Types

Real Workflows for Every Role
Ethics & Privacy
The Future of AI

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About This Book

This book is written for anyone who wants to understand AI tools, use them effectively, and get dramatically better results from every conversation with ChatGPT, Claude, Gemini, or Grok.

Whether you have never typed a prompt before or you use AI daily but feel like you are leaving value on the table, this book will take you from the basics to expert-level prompt engineering — and give you 150+ ready-to-use prompts you can copy and paste today.

Info: This book is platform-neutral. The techniques work across all major AI tools. We cover the four biggest platforms, but the frameworks and prompts apply everywhere.

How to Use This Guide

If you are brand new to AI:

Start with Chapters 1–3 to understand what AI is and how to get started.

If you want better prompts immediately:

Jump to Chapters 4–8 for the prompt frameworks (RTFD, DEPTH, Chain of Thought).

If you need prompts for a specific task:

Go directly to Chapters 10–16. Each one is a prompt library organized by use case.

If you want a quick reference:

The appendices contain cheat sheets, a master prompt library, and a glossary.

Introduction

AI is not coming. It is here.

In the last two years, AI tools like ChatGPT, Claude, Gemini, and Grok have gone from novelty to necessity. Millions of people use them every day to write emails, analyze data, brainstorm ideas, debug code, plan projects, and create content.

But here is the problem: most people are terrible at using them.

They type something vague, get a generic response, and conclude that AI is overhyped. The issue is not the tool — it is the prompt. The difference between a mediocre AI response and a brilliant one almost always comes down to how you asked the question.

The Key Insight: Think of AI prompting like giving directions. If you tell someone 'go somewhere nice for dinner,' you might end up at a fast food restaurant. If you say 'find an Italian restaurant within 10 minutes, under \$30 per person, with outdoor seating and at least 4 stars,' you get exactly what you want.

This book will teach you:

- **What AI tools are** — and which ones to use for what
- **How to write prompts** that get dramatically better results
- **Three proven frameworks** (RTFD, DEPTH, Chain of Thought) for structuring prompts
- **150+ ready-to-use prompts** for business, productivity, leadership, tech, creative work, and learning
- **What AI gets wrong** — and how to catch mistakes before they cause problems
- **Where AI is going** — agents, voice, multimodal, and what it means for you

You do not need a technical background. You do not need to know how to code. If you can type a sentence, you can learn to prompt AI like an expert.

The Big Four

ChatGPT, Claude, Gemini & Grok

There are dozens of AI chatbots available today, but four platforms dominate the landscape. Each has different strengths, different pricing, and different personalities. Here is what you need to know.

ChatGPT — by OpenAI

ChatGPT is the tool that started the mainstream AI revolution. Launched in late 2022, it became the fastest-growing consumer application in history. It is the most widely used AI chatbot in the world.

- **Best for:** General-purpose tasks, creative writing, coding, image generation (DALL-E), browsing the web, data analysis
- **Free tier:** GPT-4o mini with limited usage
- **Paid tier:** ChatGPT Plus (\$20/month) gives access to GPT-4o, more usage, image generation, file uploads, and custom GPTs

ChatGPT

<https://chat.openai.com>

Claude — by Anthropic

Claude is known for long, thoughtful responses, strong reasoning, and careful handling of nuanced topics. It excels at analysis, writing, coding, and working with large documents.

- **Best for:** Long-form writing, document analysis, nuanced reasoning, coding, research, working with uploaded files
- **Free tier:** Claude Sonnet with limited daily messages
- **Paid tier:** Claude Pro (\$20/month) gives access to Claude Opus, more messages, priority access, and projects

Gemini — by Google

Gemini is Google's AI, deeply integrated with Google Workspace (Gmail, Docs, Sheets, Drive). Its biggest advantage is access to real-time information through Google Search.

- **Best for:** Research with live web data, Google Workspace integration, image understanding, multimodal tasks
- **Free tier:** Gemini with Google account
- **Paid tier:** Gemini Advanced (\$19.99/month) with Google One AI Premium, includes Gemini Ultra and 2TB storage

Grok — by xAI

Grok is built by Elon Musk's xAI and is integrated with the X (formerly Twitter) platform. It has a more casual, irreverent tone and real-time access to X posts.

- **Best for:** Real-time social media trends, casual conversation, image generation, access to X/Twitter data
- **Free tier:** Limited access through X
- **Paid tier:** X Premium+ or SuperGrok subscription

Comparison at a glance

Feature	ChatGPT	Claude	Gemini	Grok
Maker	OpenAI	Anthropic	Google	xAI
Best strength	All-rounder	Reasoning & writing	Google integration	Real-time X data

Feature	ChatGPT	Claude	Gemini	Grok
Free tier	Yes (limited)	Yes (limited)	Yes	Yes (via X)
Paid price	\$20/mo	\$20/mo	\$19.99/mo	Varies
Image generation	Yes (DALL-E)	No	Yes (Imagen)	Yes
File uploads	Yes	Yes	Yes	Limited
Web browsing	Yes	Yes	Yes (native Google)	Yes (X data)
Code execution	Yes	Yes	Yes	Limited

Just Pick One: Which one should you start with? Whichever one you will actually use. All four are excellent. Pick one, learn the fundamentals in this book, and the skills transfer to all of them.

Your First Conversation with AI

If you have never used an AI chatbot before, this chapter walks you through it. If you already use one daily, skip ahead — but you might be surprised by what you are missing.

How to sign up (it takes 2 minutes)

Every major AI platform has a free tier. You do not need a credit card to start.

ChatGPT

1. Go to **chat.openai.com**
2. Click **Sign up**
3. Create an account with your email, Google account, or Apple ID
4. You are in. Start typing in the message box at the bottom.

Claude

1. Go to **claude.ai**
2. Click **Sign up**
3. Create an account with your email or Google account
4. You are in. The interface looks similar — a text box at the bottom where you type.

Gemini

1. Go to **gemini.google.com**
2. Sign in with your Google account (Gmail)
3. You are in. If you have a Google account, you already have access.

Grok

1. Go to **grok.x.ai** or open the X app

2. Sign in with your X (Twitter) account
3. Look for the Grok icon in the sidebar

Anatomy of a conversation

Every AI chat works the same way:

- **You type a prompt** — this is your message, question, or instruction
- **The AI responds** — it generates text based on your prompt
- **You follow up** — you can ask it to revise, expand, change tone, or go deeper
- **Each conversation remembers context** — the AI remembers what you said earlier in the same chat
- **New chat = blank slate** — starting a new conversation resets the context

Common beginner mistakes

Mistake	Why It Fails	What to Do Instead
One-word prompts	AI has no context to work with	Give role, task, format, and details
Treating AI like Google	AI generates answers, it does not search a database of facts	Ask for analysis, drafts, or structured thinking — not just facts
Accepting the first response	The first output is a starting point, not the final product	Ask AI to improve, revise, or try a different approach
Not giving examples	AI guesses your style and format	Show it what good looks like
Pasting huge text with no instructions	AI does not know what you want it to do with the text	Always include a clear instruction before or after the text

You do not need to understand the engineering behind AI to use it well. But knowing the basics helps you understand why AI behaves the way it does — and why certain prompts work better than others.

The simple explanation

AI chatbots are built on **large language models** (LLMs). At the most basic level, an LLM is a system that predicts the next word in a sequence — over and over — until it produces a full response.

Think of it like autocomplete on your phone, except instead of predicting the next word in a text message, it has been trained on billions of pages of books, articles, websites, and code, so its predictions are dramatically more sophisticated.

Key concepts in plain English

Concept	What It Means	Why It Matters to You
Training data	The massive amount of text the AI learned from	The AI only knows what was in its training data. If something happened after the cutoff date, it may not know about it unless it can search the web.
Tokens	The small chunks the AI breaks text into (roughly 3/4 of a word)	Every AI has a token limit. Longer conversations use more tokens. When you hit the limit, the AI starts forgetting earlier parts of the conversation.
Context window	How much text the AI can consider at once	Bigger context windows mean the AI can handle longer documents and remember more of your conversation.

Concept	What It Means	Why It Matters to You
Temperature	How creative vs. predictable the AI's responses are	Higher temperature = more creative and varied. Lower temperature = more focused and consistent.
Hallucination	When the AI confidently states something that is false	AI does not know what it does not know. It will never say 'I have no idea.' It will make something up instead.

What AI cannot do

- Access real-time information (unless web search is enabled)
- Do math reliably without a calculator tool
- Access your files unless you upload them
- Remember previous conversations unless memory features are turned on
- Feel emotions, have opinions, or have personal experiences
- Guarantee accuracy — every response should be verified for important decisions

Remember This: The most important thing to understand: AI is a tool, not an oracle. It is incredibly powerful when used correctly, but it requires human judgment to verify, refine, and apply its output.

Get the Full Book

This sample includes the Introduction, Chapter 1 (The Big Four), Chapter 2 (Your First Conversation), and Chapter 3 (How AI Works). The complete book includes:

- ✓ 20 chapters from beginner basics to expert prompt engineering
- ✓ Three proven frameworks: RTFD, DEPTH, and Chain of Thought
- ✓ The DEPTH Method — a complete expert-level prompt system with worked examples
 - ✓ 150+ ready-to-use prompts organized by use case
- ✓ Prompt libraries for business, leadership, tech, creative work, and learning
 - ✓ Common Types of Prompts reference table
- ✓ Power features guide: file uploads, image generation, web search, code execution
 - ✓ Complete cheat sheets and a master prompt reference
 - ✓ Glossary of every AI term you need to know

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