

# Sample Prompt

## CHAPTER-06

### Professional work-related solutions from DeepSeek

#### 04 Making Summary of The Texts (PDF, Word, Website)

##### Tips for Creating Effective Summarization Prompts

1. **Be Specific About Length** – Specify if you want a **one-sentence, one-paragraph, or bullet-point summary**.

*Example: "Summarize in 3 bullet points."*

2. **Define the Audience** – Indicate if the summary should be **technical, layman-friendly, or for executives**.

*Example: "Explain this research paper to a high school student."*

3. **Ask for Structured Output** – Request **headings, bullet points, or tables** for clarity.

*Example: "Provide a summary with sections: Introduction, Key Findings, Conclusion."*

4. **Focus on Key Elements** – Ask for **main arguments, data, conclusions, or recommendations**.

*Example: "Extract only the statistical findings from this report."*

5. **Compare or Contrast** – Useful for **multiple documents**.

*Example: "Compare the key points of these two articles."*

6. **Specify Tone & Style** – Formal, casual, or professional.

*Example: "Write this summary in a business memo style."*

7. **Use Action Verbs** – Direct the AI with verbs like **extract, list, condense, analyse**.

*Example: "List the top 5 takeaways from this document."*

8. **Include Formatting Preferences** – **Markdown, JSON, CSV, etc.**

*Example: "Provide the summary in a table format."*

9. **Ask for Follow-Up Questions** – Helps refine the summary.

*Example: "Summarize this and suggest 3 questions for further reading."*

10. **Test & Refine** – If the output isn't ideal, tweak the prompt for better results.

## **Top 100 Sample Prompts for Summarizing Texts**

### **General Summarization Prompts**

1. Summarize the key points of this text in 3-5 bullet points.
2. Provide a concise summary of this document in under 200 words.
3. Extract the main arguments and conclusions from this text.
4. Give me a one-paragraph summary of this article.
5. What are the 5 most important takeaways from this document?
6. Summarize this text for a 10-year-old to understand easily.
7. Generate an executive summary of this report.
8. Break down this article into key sections and summarize each.
9. Summarize the introduction, body, and conclusion separately.
10. Rewrite this text in simpler terms while keeping the main ideas.

### **Academic/Research Paper Summaries**

11. Summarize the abstract, methodology, and findings of this research paper.
12. Extract the hypothesis and conclusions from this study.
13. Provide a layman's summary of this scientific paper.
14. What are the key contributions of this research?
15. Summarize the literature review section of this paper.
16. Condense this thesis into 5 key insights.
17. Extract the data and results from this study in simple terms.
18. Summarize the limitations mentioned in this research.
19. What are the recommendations provided in this paper?
20. Generate an annotated summary with key terms explained.

### **Business & Report Summaries**

21. Summarize this business proposal in bullet points.
22. Extract the SWOT analysis from this report.
23. Provide a summary of the financial highlights in this document.
24. What are the key strategies suggested in this business plan?
25. Summarize the market analysis section of this report.
26. Generate a TL;DR (Too Long; Didn't Read) version of this white paper.

27. Summarize the executive summary in one paragraph.
28. Extract key statistics and data points from this report.
29. What are the risks and opportunities mentioned in this document?
30. Summarize the recommendations for stakeholders.

### **Legal & Contract Summaries**

31. Summarize the terms and conditions of this agreement in plain English.
32. Extract the key clauses from this legal document.
33. What are the obligations of each party in this contract?
34. Summarize the termination conditions in this agreement.
35. Provide a simplified version of this privacy policy.
36. What are the penalties for breach of contract mentioned here?
37. Summarize the dispute resolution process in this document.
38. Extract the definitions of key terms in this legal text.
39. What are the rights and responsibilities outlined in this contract?
40. Summarize the indemnification clauses in this agreement.

### **News & Article Summaries**

41. Summarize this news article in 3 sentences.
42. What is the main event and its implications in this news piece?
43. Extract the who, what, when, where, and why from this article.
44. Provide a neutral summary of this opinion piece.
45. Summarize the key facts without editorial bias.
46. What are the different perspectives presented in this article?
47. Generate a headline and subheading for this news story.
48. Summarize the timeline of events in this report.
49. What are the key quotes from this interview?
50. Condense this long-form journalism piece into key takeaways.

### **Technical & Manual Summaries**

51. Summarize the installation steps from this user manual.
52. Extract the troubleshooting tips from this guide.
53. Provide a simplified summary of this software documentation.
54. What are the key features described in this product manual?

55. Summarize the safety precautions in this technical document.
56. Extract the FAQs from this help guide.
57. Summarize the system requirements from this spec sheet.
58. What are the best practices mentioned in this manual?
59. Summarize the step-by-step process in this tutorial.
60. Provide a quick-reference cheat sheet from this document.

### **Book & Chapter Summaries**

61. Summarize this book chapter in 5 key points.
62. What is the central theme of this novel?
63. Provide a chapter-by-chapter summary of this book.
64. Summarize the protagonist's journey in this story.
65. Extract the moral or lesson from this book.
66. What are the major plot twists in this narrative?
67. Summarize the key arguments in this non-fiction book.
68. Provide an analysis of the main characters and their roles.
69. What are the critical reviews saying about this book?
70. Summarize the author's background and writing style.

### **Website & Blog Summaries**

71. Summarize the main points of this blog post.
72. Extract the key insights from this webpage.
73. What is the call-to-action in this article?
74. Provide a bullet-point summary of this landing page.
75. Summarize the product descriptions on this e-commerce site.
76. Extract the pros and cons listed in this review.
77. Summarize the FAQ section of this website.
78. What are the key features highlighted on this homepage?
79. Generate a meta-description for this webpage.
80. Summarize the user testimonials on this site.

### **Comparative Summaries**

81. Compare and summarize the key differences between these two articles.
82. Summarize the similarities between these research papers.

83. Extract the contrasting viewpoints from these two opinion pieces.
84. Provide a side-by-side summary of these product reviews.
85. Compare the executive summaries of these two business reports.

### **Advanced & Structured Summaries**

86. Summarize this text in the form of an outline.
87. Generate a mind map summary of this document.
88. Provide a tabular summary comparing key aspects.
89. Summarize this text in the form of a tweet (280 characters).
90. Convert this article into a listicle (e.g., "5 Key Takeaways").

### **Summarization with Specific Formats**

91. Summarize this document in the form of bullet points.
92. Provide a summary in the form of a Q&A.
93. Generate a summary as a PowerPoint slide (title + 3 key points).
94. Summarize this text in the form of a press release.
95. Rewrite this summary in the style of a news headline.

### **Multilingual Summaries**

96. Summarize this text in Spanish.
  97. Provide a French version of this summary.
  98. Translate and summarize this document in German.
  99. Generate a bilingual summary (English + Chinese).
  100. Summarize this text in simple English for non-native speakers.
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