

NEGOZJU

Organise receipts and prepare an expense report

Review the receipts and invoices I uploaded for [MONTH/YEAR].

- Extract the supplier, date, invoice number, description, subtotal, VAT and total.
- Group expenses into categories such as stock, utilities, transport, marketing and professional services.
- Flag duplicate invoices, missing information or unusual amounts.
- Create an editable spreadsheet.
- Produce a one-page summary showing totals by category and the main observations.

Use euro as the currency and the date format DD/MM/YYYY. Do not guess unreadable or missing information. Mark those entries as “Needs review.” Before finalising the files, show me a summary of what you found and ask me to confirm any uncertain items.



Eżempju: I run a small stationery shop in Malta. I uploaded 35 receipts and supplier invoices for June 2026.

HOMEWORK

Build a revision pack from school material

Use the uploaded notes, textbook pages and worksheets to create a revision pack.

Context: School year: [YEAR] Subject: [SUBJECT] Test date: [DATE] Study time available: [TIME] Topics included in the test: [TOPICS]

Create:

- plain-English summaries of each topic;
- a glossary of important terms;
- flashcards with questions and answers;
- a short quiz progressing from easy to difficult;
- a separate answer sheet with explanations;
- a realistic study plan divided across the available days;
- a final checklist of concepts the child should know and be able to explain.

Use only the uploaded material unless additional information is necessary. Clearly label anything obtained from another source.



Eżempju: My daughter is in Year 7 and has a science test next Friday covering cells, body systems and reproduction.

HAJJA TA' KULJUM

Plan and compare a major household purchase

Help me choose a [PRODUCT OR SERVICE] for my household.

Context: Location: Malta, Maximum budget: €[AMOUNT], Number of users: [NUMBER], Essential requirements: [LIST], Preferences: [LIST], Existing quotations or options: [FILES, LINKS OR DETAILS], Required by: [DATE]

Complete the following steps:

- Turn my needs into clear comparison criteria.
- Review the available options.
- Compare the total cost, ongoing costs, warranty, delivery, maintenance and important limitations.
- Exclude options that do not meet my essential requirements.
- Recommend the best overall choice and one alternative.
- Explain the trade-offs in simple language.
- Create a checklist of questions to ask the seller before purchasing.

Do not place an order, enter payment information or agree to any contractual terms.



Eżempju: We are a family of four replacing our washing machine. Our budget is €650. We need at least 9kg capacity, good energy efficiency and local servicing.

PROMPT UNIVERSALI

I need you to complete this outcome:

[DESCRIBE THE FINISHED RESULT YOU NEED]

Context

- My situation: [BACKGROUND],
- Intended audience: [AUDIENCE],
- Deadline: [DATE],
- Files or information available: [SOURCES],
- Important priorities: [PRIORITIES],
- Constraints: [BUDGET / LENGTH / FORMAT / RULES]

Work through these stages

1. Review the information provided.
2. Identify any missing, unclear or contradictory details.
3. Create a proposed plan.
4. Complete the work using the available sources.
5. Produce the following deliverables:[DELIVERABLE 1][DELIVERABLE 2][DELIVERABLE 3]
6. Check the result for accuracy, completeness and consistency.
7. Summarise what you completed and list anything that still requires my attention.

Rules:

- Do not invent missing facts.
- Clearly separate facts, assumptions and recommendations.
- Use [LANGUAGE / TONE / LEVEL OF DETAIL].
- Ask for approval before sending messages, submitting forms, making purchases or changing anything important.

