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Summarising, translating and writing with a text model: requests that work

Playground & Text Models

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A text model answers better when the request says what you want, for whom and in what format. Here are requests for the three most common tasks, ready to adapt in the Playground or through the API.

What a good request has

Part	Example
The task	Summarise, translate, write, correct.
The text	Paste it after the request, separated by a blank line.
The length	In 3 sentences, in 5 points, 80 words at most.
Who it is for and the tone	For a client with no technical knowledge, in a friendly tone.
The format and the language	A list, an email, a table; in British English.

Summarising

"Summarise the text below in 5 short points, for a client with no technical knowledge. Keep the numbers and dates exactly as they are." Then the text.

In a summary, almost all the cost is input, because the text is long and the answer short. A low `max_tokens` is enough.

Translating

"Translate the text below into Portuguese. Keep the tone, the proper names and the formatting. Do not add anything." Name the variant if it matters: European Portuguese, British English.

Writing

"Write a short email telling clients that the website will be down for maintenance on Saturday, from 8am to 10am. Friendly tone, no technical terms, 80 words at most." If the first version does not work, ask for the change in the same conversation: "Shorter" or "Remove the last sentence".

Instructions you repeat

Through the API, put the fixed rules in a `system` message, before the user's:

```
"messages": [
    {"role": "system", "content": "Always answer in British English, in short sentences."},
  {"role": "user", "content": "Summarise the text below in 5 short points."}
]
```

In the `aio` command, you do the same with `--system`. If you always use the same rules, create an agent: the instructions go in every request on their own. See **how to create an agent**.

Always check the answer.
A model can make up facts, numbers and names. Before you publish or send it, compare it with the original. See **how to check an answer**.

RECOMMENDED

Try these requests in the All in One AI Playground.

See All in One AI →

SEE ALSO

- **Chatting with a text model in the Playground before you use the API**
- **AI hallucinations: how to check an answer before you use it**
- **Creating an AI agent in All in One AI, step by step**
- **Cheap or strong text model: comparing the price per million tokens**
- **All in One AI**

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