

Bloom Taxonomy LLM Capabilities Card Deck

Cards are modified to be applicable to different professional domains

Instruction

Print on letter size (8.5 X 11 inches) papers, portrait mode, and single-sided. Cut out the cards using the crop marks provided.

 Remember  Identify <i>AKA Find, Look Up</i> Retrieve the relevant information from a source <u>Prompt Examples</u> <i>"Find John Smith's emergency contact information from this list."</i> <i>"Identify how many times the word 'Resilience' was used in this transcript."</i> <i>"Look through these notes and find any upcoming appointments."</i>	 Understand  Interpret <i>AKA Paraphrase, Clarify, Represent, Translate</i> Take information and represent it in another form <u>Prompt Examples</u> <i>"Paraphrase this meeting transcript as a bulleted list."</i> <i>"Translate this text from Spanish to English"</i> <i>"Look at my calendar and rewrite my day as a to-do list."</i>
 Understand  Exemplify <i>AKA Example</i> Use a specific example to describe a concept or principle <u>Prompt Examples</u> <i>"Illustrate with a brief scenario of how to negotiate pay with confidence"</i> <i>"Create an example of a successful onboarding experience."</i> <i>"Provide examples of email campaign best practices"</i>	 Understand  Classify <i>AKA Categorize, Sort</i> Determine something belongs to a category or class <u>Prompt Examples</u> <i>"Label each to-do items from this list as 'urgent,' 'not urgent,' or 'no deadline.' "</i> <i>"Put non-profits from this list into groups based on their IRS status."</i> <i>"Assign a time commitment level (low, medium, high) to each task in this list."</i>

Understand



Summarize

AKA Condense, Outline, Recap

Abstract a general theme or major points

Prompt Examples

"Write a three-sentence summary of this email thread."

"Condense the meeting minutes into a bullet list of key decisions."

"Give a brief abstract of the challenges noted in last quarter's performance review."

Understand



Infer

AKA Think Step by Step, Commonsense, Logic

Draw a logical conclusion from presented information

Prompt Examples

"Based on these notes, infer the primary drivers of success in this campaign."

"Given the pattern of meeting topics, predict the agenda for the next meeting."

"Read my calendar and conclude whether I have enough capacity to prepare for a competitor benchmark by May."

Understand



Compare

AKA Contrast

Note what is similar and dissimilar of something(s)

Prompt Examples

"Compare my weekly goals with my progress reports from the past two weeks."

"Map overlapping services offered by platform X and platform Y."

"Highlight differences between these two marketing proposals."

Understand



Explain

AKA Cause and Effect, Describe

Describe how or why a phenomena exists

Prompt Examples

"Describe the restrictions in political activity that 501c3 organizations face."

"Explain this legal contract in plain words."

"Explain the B2B business model."

Apply

 Execute*AKA Carry Out, Perform, Use*

Carry out a known or new process

Prompt Examples

"Walk through the steps to apply for this grant."

"Apply the agency's safety-planning protocol to the scenario described."

"Carry out the following procedure..."

Analyze

 Differentiate*AKA Distinct, Distinguish, Different*

Distinguish relevant from irrelevant parts or important from unimportant parts

Prompt Examples

"Identify the three most critical details in this annual report and ignore the rest."

"Mark the sentences that pertain to feedback on our product, leave out the commenter's identity."

"Distinguish urgent action items from long-term goals in this plan."

Analyze

 Organize*AKA Arrange, Order*

Determine how elements fit or function within a structure

Prompt Examples

"Structure the available resources into a toolkit for new managers."

"Create a table linking our team's goals to tasks, owners, and deadlines."

"Parse this multi-page note into sections: introduction, key insights, and implications."

Analyze

 Attribute*AKA Bias, Assign*

Determine point of view, bias, values or intent underlying presented material

Prompt Examples

"Identify any unclear language in this bylaw draft."

"Assess whether this email reflects a client-centered perspective."

"Determine the customer's intentions in this focus group transcript."



Check

AKA Review, Inspect

Detect inconsistencies or fallacies,
detect the effectiveness of a procedure

Prompt Examples

"Check if there is any missing fields in this form 1090."

"Review this product launch plan to detect potential risks."

"Verify that all stakeholders signed off on this proposal."



Critique

AKA Judge, Comment, Gauge

Assess quality and areas for
improvement

Prompt Examples

"Assess if this report align with professional standards."

"Review this draft policy for alignment with the Code of Ethics."

"Judge the compliance of this plan against state guidelines."



Generate

AKA Brainstorm

Produce ideas or hypotheses

Prompt Examples

"Brainstorm five influencer collaboration ideas for this summer."

"Generate hypotheses about why customer satisfaction was down last quarter."

"Ideate new skill-sharing topics for new members on the HR team."



Plan

AKA Proposal, Program

Make a procedure to follow in advance
to produce something

Prompt Examples

"Design a 30-day action plan to transition a new manager to the IT support team."

"Propose a rollout schedule for training staff on the new case-management system."

"Program a weekly check-in routine to monitor intern tasks."



Create



Produce

AKA Make, Create, Build, Construct

Create a novel product

Prompt Examples

*"Create a one-page pre-appointment to-do
handout in plain language."*

*"Build a template for monthly progress
reports with auto-fill fields."*

*"Construct a dashboard mock-up visualizing
a new learning management system."*