

## KNOWLEDGE BASE AND PROMPT

- » The video that accompanies this lesson offers more insight and commentary that will help you prepare an effective narrative as part of your comprehensive mitigation strategy.
- » <https://youtu.be/E5FOLg0snIA>

### Learning Objectives:

By the end of this lesson, students will be able to:

- » Apply a six-part structure (Introduction, Background, Influences, Lessons Learned, Steps to Reconciliation, Conclusion) with clear word-count targets and purposes.
- » Record and transcribe a granular “knowledge base” that AI can use to draft each narrative section accurately.
- » Use a section-by-section AI workflow (prompt → draft → edit) to maintain authenticity, clarity, and legal awareness.
- » Align narrative content with PSR realities and mitigation goals (e.g., documenting factors relevant to RDAP eligibility).
- » Avoid common pitfalls (minimization, legal argument, vague claims) while writing for an “audience of one”—the judge.

### Lesson Summary:

This lesson shifts from why a sentencing narrative matters to how to build one that actually moves a judge. The instructor outlines a reliable six-part framework that works whether a person pleaded guilty or was convicted at trial.

- » First comes the Introduction (400—600 words): a sincere, conversational, first-person explanation of who you are and why you’re writing.
- » Second is the Background (1,200—1,700 words): human detail that helps the judge see the person beyond the docket—family, upbringing, education, work, health, recovery, community ties, and at least one vivid scene.

- » Third are the Influences Leading to the Crime (≈400—600 words): the decisions, blind spots, pressures, and missed safeguards that explain how someone with your background arrived here—without re-litigating the case.
- » Fourth is Lessons Learned (≈400—600 words): concrete changes in thinking and behavior, shaped by study, mentors, therapy, faith, or recovery work.
- » Fifth are Steps to Reconciliation (≈400—600 words): specific actions such as restitution efforts, cooperation, apologies, compliance, treatment, or service—with dates and proof when possible.
- » Finally, the Conclusion (≈200—400 words) requests mercy grounded in accountability and a credible plan never to return to court. Altogether, aim for 3,000—4,000 words—substantial but tight.

The lesson then demonstrates how to build an **AI-ready knowledge base** by recording detailed answers to a ~60-question script (identity, case snapshot, acceptance of responsibility or appellate-safe stance, personal background, health/mental health/substance history, offense narrative, victims and repair, rehabilitation plan). Students are coached to speak in full sentences, **spell names**, provide **dates as YYYY-MM-DD**, and **state amounts with currency**; say “unknown” rather than guessing. Practical capture methods include phone voice memos, launching a solo Google Meet to enable recording and transcription, or uploading a video to YouTube to copy the auto-generated transcript.

Critically, the instructor ties the knowledge base and narrative to the **Presentence Investigation Report (PSR)**. Because the PSR often becomes the Bureau of Prisons’ “source of truth,” a well-crafted narrative can document factors that affect programming and placement, such as **RDAP** eligibility, which depends on documented, clinically significant substance-use history near the time of arrest. The warning is clear: never fabricate; credibility is everything.

Finally, students are shown a **section-by-section AI workflow**. Rather than asking AI to draft the entire letter at once, paste the transcript and request only the **Introduction** (with the specific word range and tone). Edit it for accuracy and voice. Once it’s right, prompt for **Background**, then



proceed through each section in order. This staged approach preserves authenticity, reduces errors, and keeps the focus on the single audience that matters—the judge—while counterbalancing the government’s polished presentation.

At the bottom of this lesson, I provide a prompt that you may use. After you insert the prompt into an AI system, such as Chat GPT, you should ask the AI tool if it understands the prompt. It will say yes. Then, you will insert the transcript and ask the AI to begin drafting the first section—the introduction.

## Key Takeaways

- » Use a six-part structure with clear word ranges; aim for 3,000—4,000 total words.
- » High-quality transcripts power high-quality AI drafts; record thoroughly and precisely.
- » Say “unknown” rather than inventing facts; credibility is your currency.
- » Draft one section at a time with AI to maintain voice and accuracy.
- » Align the narrative with PSR documentation and mitigation opportunities (e.g., RDAP).

## Self-Directed Exercise

1. Record (10—20 minutes): Using your questionnaire, record answers through “Personal Background,” including one vivid scene.
2. Transcribe: Generate a text transcript (phone, Google Meet, or YouTube auto-captions).
3. Draft the Introduction: Paste the transcript into your prompt and generate only the Introduction (400—600 words).
4. Revise: Edit for accuracy, tone, and specificity. Save as “Narrative\_01\_Introduction\_v1\_YYYY-MM-DD.docx.”



5. Outline Background: From your transcript, list 6–8 subsections you'll cover (family, education, work, health/recovery, community, vivid scene, supports, goals).

## Assessment Questions

1. List the six sections of the narrative in order and provide the recommended word range for any two of them.
2. Multiple choice: The primary purpose of the Background section is to:
  - ◇ a) Re-argue the case
  - ◇ b) Provide human context that helps the judge understand you
  - ◇ c) Criticize the prosecutor
  - ◇ d) Quote statutes and guidelines
3. Why should you generate the narrative with AI one section at a time instead of all at once?
4. True/False: If you don't know a date or amount, you should estimate so AI has something to work with.
5. Brief answer: Name one way accurate PSR documentation can affect your time in custody and explain how your narrative/knowledge base supports that outcome.

## AI Prompt and Knowledge Base

Master Setup Prompt (Copy the instructions below into your AI system)

### ROLE & GOAL

You are drafting a first-person sentencing narrative, in sections, for submission to a United States District Judge. Use ONLY the transcript provided below as your knowledge base. Do NOT invent facts; if something isn't in the transcript, omit it. Maintain a respectful, sincere, accountable tone in plain language.



### PRISON CHARITABLE CORPORATION

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## OBJECTIVE

Produce a judge-ready draft of each section within the target word count. We will proceed one section at a time.

## GLOBAL RULES

-First-person voice (“I”) throughout.

-Accountability: no excuses, no blame-shifting. If counsel/advice is mentioned, pair it with my responsibility.

-Plain English; define any necessary terms briefly.

-1-2 brief, concrete “scene” moments total in the full narrative (we’ll place one in Background and one in Influences).

-Include NO legal arguments, citations, footnotes, or speculation about sentence length.

-Default to omission over speculation; do not add placeholders like [detail].

-If judge/district are present in the transcript, address the judge by name; if not, use “Honorable Judge”.

## SECTION OUTPUT FORMAT (for every section)

1) Section Guide – remove before filing (2-4 bullets: purpose, tone, pitfalls).

2) Draft Section – judge-ready prose within the target word count.

3) Section word count: XXX

TARGET SECTION ORDER & WORD COUNTS (aim for ~3,800-4,100 words total)

1. Intro – 400-500 words

2. Background – 1,200-1,400 words (include 1 short scene)



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3. Influences that Led to the Crime – 650–800 words (include 1 short scene + a 3–4 bullet list of missed safeguards I should have implemented)

4. Lessons Learned – 450–550 words

5. Steps to Reconciliation – 650–800 words (concrete actions since offense + forward plan)

6. Conclusion – 200–300 words

#### PROCESS

-Generate ONLY the requested section when I ask for it.

-After delivering a section, stop. Do not proceed until I say “Next section.”

- If the transcript lacks a key detail for a section, write around it without inventing facts.

#### FIRST TASK

Generate **\*\*Section 1: Intro\*\*** now, following the format above.

=== TRANSCRIPT (KNOWLEDGE BASE) START ===

[PASTE YOUR FULL TRANSCRIPT HERE]

=== TRANSCRIPT END ===

Please tell me if you understand these instructions. A simple yes or no is sufficient. If you understand, I will provide the transcript for your knowledge base. **(This is where you would insert the transcript from your knowledge base)**

#### Section Prompts (send one line at a time after you review each section)

- » **Background:** “Next section: Background (1,200–1,400 words). Include one brief scene that humanizes me. Follow the same format.”
- » **Influences that Led to the Crime:** “Next section: Influences that led to the crime (650–800 words). Include one brief scene AND



- a bulleted list (3—4 items) of missed safeguards I should have implemented. Same format.”
- » **Lessons Learned:**“Next section: Lessons Learned (450—550 words). Focus on ethics, compliance, accountability, and how my decision-making has changed. Same format.”
  - » **Steps to Reconciliation:**“Next section: Steps to Reconciliation (650—800 words). Detail concrete actions since the offense (study, counseling, sobriety, service, compliance, documentation) and forward-looking plans (housing, employment, education, restitution, mentoring). Same format.”
  - » **Conclusion:**“Next section: Conclusion (200—300 words). Express gratitude, remorse, commitment to lawful living, willingness to accept the Court’s judgment. Same format.”



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