

FR-30 · Future Ready · AI Move of the Day

Plain-English Decoder

Got a form that reads like a trap? Decode it in 2 minutes. Use AI to find what it is asking, what you need to do, and what to be careful about.

Start decoding

Copy the prompt

YOUR CURRENT LEVEL

0 XP

Level 1: Form Survivor

Choose safe text

Remove private details

Ask AI to decode

Find action + risk

Check with grown-up

Note the one action

Before you paste anything

Use this for confusing forms, notices, school circulars, app notifications, permission slips, or dense official text.

Do not paste ID numbers, account numbers, passwords, OTPs, addresses, phone numbers, full names, payment details, or private documents. For anything official or legal, ask a grown-up. AI is not a lawyer.

1 Pick the confusing text

Choose a small section first. Do not paste the whole universe.

Start with the part that actually confuses you: one paragraph, one notification, one clause, or one instruction. Long documents become easier when you decode them in chunks.

Confusing notice sample

Subject: Submission pending before deadline

Translation target: What is it asking me to do?

Form

Contract

Notification

School circular

Permission slip

App message

THOUGHT BULB

Dense text usually hides three things: what it wants, what deadline exists, and what can go wrong if you ignore it.

☐

I picked one confusing section to decode.

2

Remove private details first

This step matters more than speed.

Before using AI, replace private details with labels like [my name], [account number], [school name], or [date]. Keep the meaning, remove the identity.

Do not paste like this

My Aadhaar number is 1234 5678 9012 and my application ID is ABC987...

Paste like this

My ID number is hidden and my application ID is hidden ...

Do not paste like this

My bank account ending 5521 has this notice...

Paste like this

My account has this notice: [paste only the general text, not the number].

PRIVACY CAUTION

Never paste passwords, OTPs, bank details, Aadhaar/PAN/passport numbers, full address, private school IDs, medical details, or legal case details into AI.

☐

I removed private details before using AI.

3 Use the plain-English prompt

Open ChatGPT, Claude, or Gemini. Paste your cleaned text after the prompt.

This prompt asks for three useful outputs: what it is asking, what you need to do, and what to be careful about.

Optional: paste cleaned text here to build your prompt

Paste text only after removing private details...

YOUR FILLED PROMPT

Explain this in plain English, like I'm 15. What is it asking, what do I need to do, and is there anything I should be careful about? [paste the text]

COPY-PASTE PROMPT

Explain this in plain English, like I'm 15. What is it asking, what do I need to do, and is there anything I should be careful about? [paste the text].

Copy my prompt

☐

I used the plain-English prompt with cleaned text only.

4

Read the AI answer in three boxes

Do not get lost in the explanation. Look for action and risk.



What is it asking?

What does the form, notice, or message want from you?

Meaning



What do I need to do?

Is there a form to fill, a deadline, a document, a reply, or no action?

Action



What should I be careful about?

Fees, deadlines, signatures, permissions, cancellation rules, or risk words.

Risk

ACTION HUNTER MOVE

If the AI answer is still long, ask: **“Give me only the one action I need to take next, in one sentence.”**

☐

I found the meaning, action, and caution in the AI answer.

5 **For official or legal text, check with a grown-up**

AI can simplify. It cannot take responsibility for your decision.

Ask a grown-up when...

Money, signatures, legal terms, identity documents, contracts, permissions, health, travel, or deadlines are involved.

Ask the official source when...

The notice is from a college, exam board, bank, app, government office, or scholarship portal.

Do not rely only on AI for...

Legal obligations, financial penalties, contract clauses, refund rules, or anything with serious consequences.

Use AI well for...

Plain-English meaning, checklist making, questions to ask, and spotting confusing parts.

IMPORTANT

AI is not a lawyer, accountant, bank officer, doctor, college official, or government helpline. It can help you understand, but it cannot replace the right grown-up or official source.

☐ I know when to check with a grown-up or official source.

6 **Note the one action it actually needs**

This is the closer. One next step beats ten confused thoughts.

The one action I need to take

Example: I need to submit the signed permission form by Friday, after showing it to my parent.

The one thing I should be careful about

Example: I should not ignore the deadline, and I should check the fee amount with the school office.

WIN CONDITION

You win when you can say the next action in one sentence. If you cannot say it simply, the text is not decoded yet.

☐

I wrote the one action the document actually needs from me.

7 Optional: make your AI Move card

A small reminder of the decoding move.

CARD COPY

Title: AI Move of the Day

Move: Understand a confusing form, contract, or notification.

Prompt: “Explain this in plain English, like I’m 15. What is it asking, what do I need to do, and is there anything I should be careful about? [paste the text].”

Closer: Note the one action it actually needs from you.

☐ I made, sketched, or saved the AI Move card.

Final 5-minute move

Write one action and one caution. Then show the decoded version to a grown-up if the text is official, legal, financial, medical, or important.

☐ I did not paste ID, account, password, OTP, or private details.

☐ I know AI is not a lawyer or official source.

☐ I wrote the one action I need to take next.

NOTEBOOK LINE

Write this down: “**This text is asking me to:** _____. **I should be careful about:** _____.”

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Questions? Teachers and parents, write to us. Students, speak with your teacher or a grown-up first.