DAILY DOSE OF:

Artificial Intelligence

365 bite-sized lessons for curious beginners

Understand the basics. Try it on everyday tasks. Learn what to question.

ONE QUESTION. ONE SHORT LESSON.

WELCOME

Start here

This book is for curious adults who hear about artificial intelligence at work, at home, or in the news and want to understand what it means for them. You can start here if you've never opened an AI app, or if you've tried one and wondered what to do with its answer. You only need a few minutes and a question you want to understand.

How to use this book

Read one dose a day, read several at once, or jump straight to a question. The contents link to each part, and each part has a clickable question list. If you're trying an example, use made-up or public information so you can practice without sharing private details.

Pause before moving on. Try the example or say the main idea in your own words. Later in the week, see what you can explain before reopening the lesson.

MICROLEARNING

A few minutes at a time

Microlearning gives you a small unit of learning with a clear focus. Here, each dose answers one question. You can read “What is a prompt?” and try one before moving on to another idea.

What the research says

A 2019 review of 17 studies in health professions education reported encouraging results for knowledge and confidence. Few of the studies measured changes in behavior, so the findings say more about what learners picked up than about how they used it later. [1]

A broader review of learning techniques found strong support for spreading practice over time and recalling what you learned. That’s why this book invites you to come back, explain an idea from memory, and try it in a new example. [2]

Research notes

BOOK OBJECTIVES

What you'll learn

01 Explain AI, machine learning, and generative AI using everyday examples.

02 Tell an AI app from the model it uses and recognize models that predict, classify, recommend, recognize, or create.

03 Write a useful prompt, revise it, and test the result on a task at home, at school, or at work.

04 Check an AI answer, protect private information, and decide when a person needs to review the result.

05 Explain how AI can use documents or take actions, and recognize when those actions need approval.

06 Recognize bias, ask who sets the rules and who is responsible, and evaluate claims about the future of AI.

FIND YOUR NEXT DOSE

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What is artificial intelligence?

AI is software built to do tasks such as recognizing speech, making predictions, or creating text. A spam filter and a chatbot are both examples, although they do very different jobs.

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Where do I already use AI?

You may already use AI when your phone groups photos, your email filters spam, or a map estimates traffic. Look for a task that involves spotting patterns or choosing among many possibilities.

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What can AI do well today?

AI can be useful for sorting information, drafting text, recognizing patterns, and suggesting options. A draft invitation is a good example because you can check every detail yourself.

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What are some things AI still struggles with?

AI can struggle with unfamiliar situations, missing context, and claims that need exact verification. A fluent answer can still contain a wrong date or a made-up quotation.

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How is AI different from ordinary software?

Traditional software often follows rules someone writes directly. An AI model can learn patterns from examples, though an app can combine learned patterns with written rules.

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What is the difference between AI and automation?

Automation runs a task with less manual effort. A timer can turn lights on automatically, while a system that recognizes when a room is occupied may use AI.

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What is an AI model?

An AI model is the component that uses learned patterns to produce an output. A spam model might look at a message and estimate whether it belongs in the junk folder.

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What’s the difference between an AI model and an AI app?

The app is what you open and interact with. The model does part of the work inside it, and the app may add features such as file upload, search, or saved conversations.

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What is an AI chatbot?

An AI chatbot is a tool that lets you interact with AI through conversation. You can ask a question, add a detail, and request a revised answer.

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What is ChatGPT?

ChatGPT is a product from OpenAI that lets people interact with AI models. Think of it as the place you type or speak your request and see the result.

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What’s the difference between ChatGPT, Gemini, Claude, and Copilot?

These are AI products or product families from different providers. Compare them on a task you actually do, and check which models, tools, and privacy settings your account offers.

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Is every chatbot powered by AI?

Some chatbots use menus or written rules to respond. A bot that says “press 1 for billing” can work without a model that generates language.

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How is an AI chatbot different from a search engine?

A search engine helps you find pages, while a chatbot can compose an answer. Some products combine both, so check whether the answer links back to sources you can open.

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Can AI think like a human?

AI can perform tasks that look like parts of human thinking, such as comparing options. That performance alone gives you little basis for assuming human understanding or lived experience.

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How does an AI chatbot come up with an answer?

A language model builds text in pieces by using patterns learned during training and the conversation you give it. Some apps also bring in search results or use tools before answering.

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Why can an AI answer sound so human?

Models train on large amounts of human-written language and can imitate tone and phrasing. A warm response can reflect those learned patterns.

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What is one safe task I can try with AI today?

Ask for a three-item packing list for a fictional day trip. Read it once, add that rain is expected, and see how the answer changes.

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What is generative AI?

Generative AI creates material such as text, pictures, audio, or video from an input. A tool that drafts a party invitation is generating content you can edit.

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How can I try a chatbot with a made-up example?

Use invented names and facts. Try “Write a two-sentence invitation for a pretend picnic on Saturday,” then check that it kept the day you gave it.

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Why does AI sometimes make things up?

A model can produce text that fits the question even when it lacks dependable information. This is often called a hallucination. Check important names, numbers, and claims against a source.

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What kinds of content can generative AI create?

Depending on the tool, it can create text, images, music, speech, video, or code. An app that can draft an email may have different capabilities from one that can generate a song.

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What is a prompt?

A prompt is the request or information you give an AI tool. “Explain how a thermostat works in three sentences” is a prompt.

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What makes a good first prompt?

Say what you want, give the key context, and name one useful limit. Try “Write a friendly two-sentence reminder for neighbors about Saturday’s cleanup.”

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Can I use AI without creating an account?

Some tools offer limited access without an account. Look for a guest option and check what the service says about storing your activity.

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What do free and paid AI tools typically offer?

Free plans often let you try common tasks. Paid plans may offer higher limits or extra tools, so check what your current plan includes before paying.

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Do I need to know how to code to use AI?

You can use many AI tools by typing or speaking ordinary language. Coding is useful for building software, but a first prompt can be as simple as a question.

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Can I use AI on my phone?

Many AI tools have mobile apps or work in a phone browser. Check that you’re opening the provider’s official app or site before signing in.

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Can I talk to AI instead of typing?

Some tools accept voice input and can speak back. Check the microphone permission and avoid saying private details where other people can hear them.

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When is an ordinary web search the better choice?

Use search when you want an official form, current hours, or a source you can inspect directly. Open the original page and check its date.

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When is it better to ask a person?

Ask a person when the decision needs authority, accountability, or knowledge of your situation. A coworker can confirm a policy exception that a general chatbot can only discuss.

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What is machine learning?

Machine learning builds models by learning patterns from examples. A model can learn from emails labeled spam and apply those patterns to a new message.

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What does it mean to train an AI model?

Training is the process of adjusting a model using examples and feedback. It is separate from asking a finished model to handle a new input.

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What is training data?

Training data is the material a model learns from, such as text, photos, audio, or measurements. The kinds of examples matter for what the model can handle later.

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Where does training data come from?

It can come from public, licensed, collected, or specially created material. Different developers use different sources and disclose different amounts about them.

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Why do data quality and variety matter?

If examples are incomplete or skewed, a model may work well for some people or situations and poorly for others. A speech tool trained on few accents may miss words more often for those speakers.

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Can the same app offer several AI models?

Yes. One app may offer a fast model for routine requests and another for more involved work. The menu names and options can change.

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Why do AI tools sometimes ask me to choose a model?

Models can differ in speed, cost, or what they handle. For a short rewrite, start with a basic option and judge the result before trying another.

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Can I ask AI a question in my own words?

Yes. Ask the way you would ask a helpful colleague, then add context if the answer misses your goal.

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Can AI answer in a language different from the one I use?

Many tools can answer in several languages. State the language and audience you want, and ask a fluent speaker to check anything important.

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Why does a chatbot sometimes refuse to answer?

Tools may limit requests for safety, privacy, or product reasons. If a harmless request is misunderstood, describe the legitimate task more clearly.

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Does AI know who I am when I open a new chat?

A tool may use account settings or saved preferences, depending on how it is configured. Check the product’s memory and privacy settings if you want to know what carries over.

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Why does AI sometimes answer a different question than the one I asked?

An ambiguous word or missing detail can lead the tool to pick a different interpretation. Tell it what you meant and give an example of the answer you want.

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Does a chatbot need internet access to answer me?

Some models can run without internet access once installed. A cloud-based chatbot still needs a connection to reach its service, even when it is answering without a web search.

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Can an AI tool work entirely on my device?

Some smaller models can run on a phone or computer. Check whether the entire feature runs locally, since an app can mix local features with cloud services.

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What is a good task to try without sharing personal information?

Ask it to explain a familiar idea at a simpler reading level. Use a public topic such as how clouds form and check the result against something you trust.

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What should I do if my first AI answer is confusing?

Ask it to start over with one example and fewer unfamiliar terms. If you’re still unsure, read a trusted explanation and compare the two.

Before you move on, recall one idea from this part.

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What is a large language model, or LLM?

An LLM is a model trained on a large amount of language to process and generate text. It can help draft a reply or summarize a paragraph.

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What’s the difference between AI that predicts and AI that creates?

A predictive model might estimate a delivery time. A generative model might write a message about the delivery, though generating text also relies on predictions about what comes next.

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What is a model that learns from labeled examples?

This is called supervised learning. Showing a model photos labeled “cat” or “dog” helps it learn patterns for sorting new pictures.

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How does AI predict what might happen next?

A model compares current inputs with patterns from earlier examples. A traffic tool can use past and current road conditions to estimate how long a route may take.

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How does AI sort things into categories?

Classification means assigning something to a category. A mail filter might choose between spam and regular mail based on signals in a message.

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How can a phone tell a face from the background?

A vision model looks for arrangements of features that often appear together in faces. It can draw a box around a face without knowing whose face it is.

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Why do recommendations change after I click or watch something?

Clicks and watch time can become signals about what you may want next. A shared account or a single unusual binge can influence the recommendations you see.

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How does AI recommend what to watch next?

A recommender may compare what you watched with similar items or with patterns from other viewers. Its suggestions reflect available signals and can miss what you’re in the mood for.

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How does AI help filter spam emails?

A spam model can combine clues such as suspicious links and patterns from previously marked mail. Check the junk folder when an important message seems missing.

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How does AI help spot unusual card transactions?

A system can flag spending that differs from a usual pattern, such as an unexpected location. A flag means the transaction deserves a check.

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How do navigation apps predict traffic?

A route estimate can combine reported traffic, typical conditions, and other signals. A new closure or crash can change the estimate after you start driving.

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Why do some AI tools count parts of words called tokens?

Tokens are chunks of text a language model processes. A short word might be one chunk and an unfamiliar long word might use several.

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What is computer vision?

Computer vision is AI that interprets images or video. It might locate a road sign in a picture or help count items on a shelf.

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How does a phone find faces in photos?

A system can detect face-like patterns and sometimes group images with similar features. Grouping pictures and assigning a person’s name are separate steps.

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What is speech recognition?

Speech recognition turns spoken sounds into written words. A quiet recording with one speaker is usually easier to interpret than several people talking over each other.

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How does a voice assistant understand me?

A voice assistant may first turn your speech into text and then decide which action fits. If it gets the name wrong, try typing or spelling it.

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How does AI turn speech into captions?

A captioning tool turns speech into text and lines it up with the recording. Review names, technical terms, and anything spoken through background noise.

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How does AI translate between languages?

Translation models learn relationships between languages from examples. Tone, jokes, and local expressions can still need a fluent person’s review.

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How does an AI image generator work?

An image model uses learned visual patterns to create a picture from a description or reference. The result can look convincing while getting small details wrong.

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What kind of AI can generate music?

Music-generation models can produce audio or musical material from a description. Start with a mood and tempo, and check usage terms if you plan to publish.

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How can AI create video from a prompt?

A video model can create a sequence of images from a description or reference. Start with a single short scene and check whether objects stay consistent.

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How can I turn written text into spoken audio?

A text-to-speech model converts written words to audio. Spell out unfamiliar names or add pronunciation notes when the tool supports them.

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What is AI voice cloning?

Voice cloning creates speech that resembles a particular person’s voice. For practice, use a voice you have permission to use and label synthetic audio clearly.

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What is multimodal AI?

Multimodal AI handles more than one kind of input or output, such as text and images. For example, you can upload a photo and ask a written question about it.

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How can an AI model work with text and images together?

An app might let you show a picture of a plant and ask which visible features stand out. You can check whether the answer matches the actual photo.

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Does an AI model learn permanently from every chat?

A chat can shape the current answer, and some tools can save preferences. Those are separate from whether the provider later uses conversations to train a model.

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Why might I get a different answer when I ask the same question twice?

Wording, settings, context, and how a model chooses among possible responses can all affect the result. Compare outputs on the details you actually need.

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Can a model get worse at a task over time?

Yes. Performance can drop when the world changes, the data it sees shifts, or an app updates how it uses the model. Try a familiar example again after a change.

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What is a small language model?

A small language model has fewer parameters than a larger model it is compared with. It can still do useful work, such as rewriting a short sentence.

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Why might an app use a smaller model?

A smaller model may use fewer computing resources or respond more quickly. That can suit a routine task or a tool running on a device.

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How does AI estimate a number, such as a delivery time?

A model can learn how numbers like distance, time, and traffic relate to past deliveries. It uses those patterns to estimate a number for a new delivery.

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How does AI predict whether a machine might need maintenance?

A model can look for signs such as unusual vibration or rising temperature. A maintenance worker can inspect the equipment before deciding what to do.

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Can AI find groups in data without being told what to look for?

Yes. Clustering groups items by shared traits without preassigned labels. A store might use it to explore groups of shoppers with similar buying patterns.

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Can AI spot a pattern that is unusual for me?

An anomaly detector flags something that differs from a usual pattern. A travel purchase may look unusual even though it is legitimate.

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What is a model that makes choices by learning from rewards?

Reinforcement learning uses feedback about how well actions turned out. A game-playing system might receive a higher reward for reaching a goal.

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What kind of AI can read words in a photo?

Optical character recognition, or OCR, extracts written characters from an image. Check any amount, address, or serial number it reads.

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How can AI identify a plant from a picture?

A vision model compares visible features with patterns from labeled examples. Use its suggestion as a lead and verify an identification before acting on it.

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What kind of AI can write or explain computer code?

Code-capable language models can generate or explain programming instructions. Ask for an explanation and test what the code actually does before using it.

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Can AI create a picture from another picture?

Some image tools can use an existing picture to guide edits or new versions. Try a photo you own and specify one part to change.

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How is an image generator different from an image recognition tool?

An image generator produces a picture. An image recognition model describes or labels something already in a picture.

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How is a voice generator different from speech recognition?

Speech recognition turns audio into text. A voice generator takes text or other instructions and produces speech.

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What kind of AI can translate a conversation as people speak?

A tool may combine speech recognition, translation, and voice generation. Background noise and local expressions can affect every step.

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What is a reasoning model?

A reasoning model is designed to spend more effort on multi-step tasks. Check the result against evidence even when the explanation seems careful.

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When might I choose a model that takes longer to answer?

Try one when the task has several constraints, such as comparing schedules with a fixed budget. Use a quick option for straightforward edits.

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Can one AI tool use different models for different jobs?

Yes. An app might use one model to read speech, another to draft a response, and a third to speak it aloud.

Before you move on, recall one idea from this part.

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How do I choose an AI tool for the result I want?

Start with the result you need, such as an image, a summary, or a translation. Test a small sample and see how easily you can check or edit it.

Next dose

PART 03

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What does a useful prompt look like from start to finish?

Try “Write a friendly reminder for parents about Friday’s practice. Keep it under 60 words and leave the time blank.” Then check the tone, length, and missing time.

Next dose

PART 03

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How do I tell AI what I want it to produce?

Name the output directly. “Give me a checklist I can print” is clearer than “Help me get ready.”

Next dose

PART 03

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How much background should I put in a prompt?

Give enough context to affect the answer. A note for a new customer may need a different tone than one for a teammate, but private names may add little value.

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How do I specify who the answer is for?

Describe the reader and what they already know. Try “Explain this to a new volunteer who has never used our sign-in system.”

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How do I ask for a particular tone?

Use one or two tone words and a boundary. “Friendly and direct, with no slang” gives the tool a clearer target.

Next dose

PART 03

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How do I request a specific length?

Give a measurable limit such as two sentences, five bullets, or 100 words. Check the length when it matters.

Next dose

PART 03

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How do I ask AI to use bullets or a table?

Name the format and the fields you want. Try “Use a table with columns for task, person, and due date. Leave unknown dates blank.”

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How do I show AI an example of what I want?

Provide a short example and explain what to imitate, such as its structure or warmth. Use invented or shareable material.

Next dose

PART 03

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When does it help to give AI a role?

A role can suggest a useful viewpoint or style. “Act as a patient tutor” is a cue about how to explain, so still check the tutor’s facts.

Next dose

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How do I ask AI to ask me questions first?

Try “Ask me up to three questions about my goal before you suggest anything.” Answer only what you are comfortable sharing.

Next dose

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How do I ask AI to state its assumptions?

Ask for a separate line beginning “I’m assuming.” If the tool assumes you have a car, for example, correct that before it builds an itinerary.

Next dose

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How do I split a big task into smaller prompts?

Ask first for an outline, then work on one piece at a time. For a presentation, settle the main message before drafting the slides.

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How do I use a follow-up prompt?

Keep the part that works and ask for one change. “Keep the first example, and add a simpler second one” makes the revision easy to check.

Next dose

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How do I correct AI when it misunderstands me?

Say what it got wrong and what you meant. “By ‘budget,’ I meant a spending limit, not a monthly income plan.”

Next dose

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When should I start a new chat?

Start fresh when old instructions no longer apply or several topics have become tangled. Bring over a short summary of whatever still matters.

Next dose

PART 03

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How do I tell AI what to keep and what to change in a revision?

Give two clear instructions. “Keep the names and dates exactly as written. Make the rest shorter and friendlier.”

Next dose

PART 03

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How do I ask for a plain-language explanation?

Name the audience and ask for familiar words. Try “Explain it for someone who has never heard this term, with one everyday example.”

Next dose

PART 03

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How do I ask for an analogy that fits my level?

Ask it to compare the idea with something you know, such as cooking or driving. Then ask where the analogy stops fitting.

Next dose

PART 03

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How do I prompt AI to compare two options fairly?

Give it the same criteria for each option. Ask it to say when you haven’t supplied enough information to compare a criterion.

Next dose

PART 03

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How do I ask for several options without getting a long answer?

Set a number and a length. “Give me three ideas, one sentence each” is usually enough to start.

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How do I ask AI to challenge my first idea?

Ask it for the strongest reason your idea might fail. Read the objections as possibilities and look for evidence before changing course.

Next dose

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How do I turn a prompt that worked into a reusable template?

Replace details that change with blanks, such as [audience] or [deadline]. Save one completed example so you remember how to fill the blanks.

Next dose

PART 03

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How can I compare two prompts on the same task?

Run each prompt on the same task with the same facts. Pick the one that makes fewer mistakes and needs less editing.

Next dose

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How do I ask AI to flag what it cannot verify?

Try “Mark each claim you couldn’t confirm, and say what would help verify it.” Do your own check for any important claim.

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How can I tell whether a chatbot actually searched the web?

Look for a search indicator or links to pages you can open. A confident statement such as “I checked” gives you little evidence by itself.

Next dose

PART 03

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How do I ask AI to work only from text I provide?

Say “Use only the text below. If the answer isn’t there, say so.” Ask it to point to the passage that supports the answer.

Next dose

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How do I describe the image I want AI to make?

Start with subject, setting, style, and framing. “A red bicycle outside a bakery, simple illustration, tall layout” gives a clear starting point.

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How can I ask AI to edit just one part of an image?

If the tool supports selective edits, mark the area you want changed. Ask it to leave the rest alone, then compare the two images.

Next dose

PART 03

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Why do image generators sometimes get words wrong?

A picture model may reproduce the shape of lettering while getting individual letters wrong. Add important labels or headlines in a design editor.

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How do I keep a series of generated images visually consistent?

Reuse a style description, color palette, and reference image if the tool supports one. Check a few images side by side before making the rest.

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PART 03

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How can AI help clean up audio?

Some tools reduce steady noise or make speech clearer. Listen before and after to make sure quiet words were preserved.

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How do I ask AI to draft something from a rough outline?

Provide the outline and name the parts that need expansion. Ask it to leave blanks where it would otherwise have to invent facts.

Next dose

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How can I use AI to revise my writing without losing my voice?

Give it a short sample of your style and say which phrases matter to you. Ask for a light edit, then read the result aloud.

Next dose

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How do I ask AI for feedback on a draft?

Ask for comments about one thing, such as whether the opening is clear. Decide which comments fit what you’re trying to say.

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How do I ask AI to highlight what it changed?

Ask it to show the original and revised wording side by side for major edits. Compare the actual drafts before approving a sensitive change.

Next dose

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How can I create a useful checklist from a set of instructions?

Ask for short actions in order, with one action per line. Compare the result with the source so a required step doesn’t disappear.

Next dose

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How do I ask AI to explain a math problem so I can learn it?

Show your work and ask for a hint at the first point you got stuck. Solve that step yourself before asking for the next hint.

Next dose

PART 03

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How can I get AI to show calculations I can check?

Ask for the inputs, units, and intermediate results. Recheck the arithmetic with a calculator or spreadsheet if the result matters.

Next dose

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How do I ask AI to generate practice questions at the right level?

Tell it the topic, the level, and an example question. Ask it to keep the answer key separate so you can try recalling the answer first.

Next dose

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How can AI help me debug a simple spreadsheet formula?

Provide a small made-up example, the formula, and the expected result. Test the suggested fix on a copy before changing your real sheet.

Next dose

PART 03

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What does it mean to use AI to write code in plain English?

You describe what you want a program to do, and AI drafts code. Start small and check the result on sample inputs.

Next dose

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How do I ask for a quick answer followed by more detail?

Ask for the answer in one sentence first, followed by three short supporting points. You can stop after the first sentence if it is enough.

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How do I ask AI to avoid jargon or explain it when it appears?

Say “Use everyday words. If you need a technical term, explain it the first time.” Ask for a rewrite of anything you still can’t explain.

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PART 03

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How do I make it clear which part of a message is my source text?

Put your source between clear labels such as START SOURCE and END SOURCE. Put your request outside those labels.

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How can I ask AI to point out what it still needs to know?

Say “List the missing facts that would change your advice.” Fill in the important gaps before asking it to suggest a plan.

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How do I ask AI to turn a long answer into the three main points?

Ask for three points and say what to prioritize, such as decisions or deadlines. Check whether a vital qualification was lost.

Next dose

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How can I tell AI what I already tried?

List what you tried and what happened each time. Ask it to skip those steps and offer one new thing to test.

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How do I ask AI to turn advice into a realistic first step?

Give the time and resources you have. “I have 15 minutes and a phone. What can I do first?” sets a usable boundary.

Next dose

PART 03

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How can I ask AI to suggest improvements before rewriting anything?

Ask for the three most important improvements with a reason for each. Choose which suggestions to apply before requesting edits.

Before you move on, recall one idea from this part.

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Checking answers and protecting your information

Check claims, protect what you share, and pause when an answer could have serious consequences.

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178 What should I do if I accidentally share sensitive information with a chatbot?

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Why can AI sound so sure when it’s wrong?

Language models learn how confident answers are written. Treat tone and evidence separately, especially for dates, numbers, and quotations.

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PART 04

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Can AI invent citations that look real?

Yes. An invented citation can look convincing. Open the source and check that the author, title, and claim are all real.

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How do I fact-check an AI answer quickly?

Pick the claim that would most affect your decision. Check it against an original or authoritative source before checking less important details.

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How do I verify that a real source supports what AI claims?

Open the cited page and find the passage the answer relies on. Read the surrounding lines to see whether the AI skipped an exception.

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How can I spot when an answer is outdated?

Check the date of the source and whether it has been replaced. Start with an official current page for rules, prices, hours, or schedules.

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How can I test whether an AI summary is faithful to the original?

Compare the summary’s main claims with the original. Pay attention to who did what, the numbers involved, and any caveats.

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How can I check whether AI left out an important detail?

Make a short list of the details you need before reading the summary. Look each one up in the original and mark anything missing.

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Why might two AI tools make the same mistake?

Two tools may rely on similar sources or make similar assumptions. Use independent evidence when agreement would affect a decision.

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What is a primary source, and how can I find one?

A primary source comes directly from the event, author, or organization involved. For a rule, look for the published rule or the agency that issued it.

Next dose

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When should I avoid relying on AI for a medical decision?

Use a clinician for decisions about symptoms, treatment, or medication. AI can help you organize questions to ask the clinician.

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When should I take an AI answer about money to a qualified person?

A major financial decision depends on your circumstances and current rules. Use AI to organize questions and verify the decision with an appropriate qualified person.

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PART 04

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Why should I verify AI explanations of laws and deadlines?

Rules can vary by place, date, and circumstance. Check the official source and ask a qualified professional when a right or deadline is at stake.

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What should I check before sending an AI-drafted message?

Check the recipient, names, dates, promises, and tone. Read the final message once as if you were the person receiving it.

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How should I correct an AI mistake I've already shared?

Correct it where the original appeared when possible. State what changed and link to the source people can check.

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PART 04

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What information should I keep out of a chatbot?

Keep passwords, account numbers, sensitive records, and other people’s private details out of general chat tools. Use made-up details when an example will do.

Next dose

PART 04

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What is personal information in an AI conversation?

It includes obvious details like a name or address and combinations that can identify someone, such as a rare job title plus a small location.

Next dose

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How can I remove identifying details before sharing a document?

Work from a copy. Replace names, precise dates, and other identifying clues with general terms, and check hidden comments or metadata before sharing.

Next dose

PART 04

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Can AI providers store or use my chats?

Some services keep chats for history, safety, or other purposes. Check the product’s policy and the settings for your specific account.

Next dose

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How do I check whether an AI tool uses my chats for training?

Look for data controls and the provider’s current explanation of training use. A workplace account and a personal account can have different rules.

Next dose

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What is the difference between deleting a chat and turning off training use?

Deletion deals with a conversation already in the service. A training setting concerns whether eligible activity may be used to improve models. Check what each control covers.

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PART 04

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What should I check before using AI with work documents?

Check your organization’s policy, the sensitivity of the file, and whether the tool is approved. Ask the document owner when access or purpose is unclear.

Next dose

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Who can see what I share with a chatbot through work?

Visibility can depend on the provider, account plan, and employer settings. Ask the organization’s administrator or check its internal guidance.

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How can I review an AI app's permissions?

Check what the app can access, such as your files, contacts, or microphone. Give it only the access needed for the task and review that access later.

Next dose

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What should I consider before recording a meeting with an AI tool?

Check your organization’s rules and applicable requirements. Tell people what will be recorded and how the transcript will be used before you begin.

Next dose

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What is a deepfake?

A deepfake is synthetic or altered media that can make a person appear to say or do something. It can be a picture, video, or voice recording.

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How can I verify a suspicious photo or video?

Look for the original post or recording and compare trusted coverage. A convincing image and a large number of shares offer little proof of authenticity.

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What should I do if a familiar voice calls asking for money?

Pause and call the person back on a number you already know. If you can’t reach them, verify through someone you trust before sending money.

Next dose

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How can I check whether a message came from the person it claims to?

Contact the person through a familiar number or address you already have. Use a separate channel to confirm any unexpected request.

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Can AI detectors reliably identify AI-written text?

Detectors can produce false positives and miss generated text. Use other evidence, such as notes and draft history, when the conclusion matters.

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Can a photo carry information about how it was made or edited?

Some photos carry metadata or content credentials describing creation or edits. Missing credentials can happen for ordinary reasons, including how an image was shared.

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How can I help a child use an AI chatbot safely?

Check age requirements and school rules, and try the tool together. Agree on what information stays private and which questions need a trusted adult.

Next dose

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What should I know about AI companion apps?

A companion app is built to feel conversational or personal. Review what it stores, and keep trusted people involved when a conversation affects well-being.

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Can a polished answer still be wrong?

Yes. Good grammar and a convincing layout tell you about presentation. Check the claims separately.

Next dose

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What clues tell me a chatbot is guessing?

Look for vague sources, sudden shifts in detail, or an answer that fills gaps you left open. These clues are a reason to check, even if the tool sounds certain.

Next dose

PART 04

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Can a fake AI app look like the real one?

A lookalike can copy branding or a familiar name. Reach the app from the provider’s own website or a trusted store listing.

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How can I check who made an AI app before installing it?

Compare the publisher name on the listing with the provider’s official site. Review the permissions before you install it.

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What should I do if I accidentally share sensitive information with a chatbot?

Stop sharing the information and check the service’s deletion and support options. If you shared a password, change it. Follow your organization’s reporting process for work data.

Before you move on, recall one idea from this part.

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Using AI at home and to learn

Use everyday examples to practice planning, organizing, and learning.

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181 How can AI suggest recipes from ingredients I already have?

182 How can AI help compare travel itineraries?

183 How can AI help organize a household project?

184 How can AI help me think through a purchase?

185 How can AI help me understand a bill or statement?

186 How can AI help me create a budget template with sample numbers?

187 How can AI help me prepare questions for a doctor's visit?

188 How can AI help me understand a complicated form?

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194 How can I use AI on a school assignment within the rules?

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196 How can AI help explain a concept to a child?

197 How can AI help an older adult learn a new app?

198 How can AI help make a document more accessible?

199 How can AI help write useful alt text for an image?

200 What can AI do with a photo or screenshot I share?

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202 How can AI turn a meal plan into a grocery list?

203 How can AI help adjust a recipe for a different number of servings?

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Using AI at home and to learn

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205 How can AI help plan a day out with an accessibility need in mind?

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211 How can AI help me draft a message disputing an incorrect charge?

212 How can AI help me list questions to ask before hiring a contractor?

213 How can AI help me make a list of what to bring to an appointment?

214 How can AI help me read a letter written in unfamiliar language?

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216 How can AI help me practice a new hobby?

217 How can AI turn what I want to learn into a short lesson each day?

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222 How can AI explain why a math answer is wrong?

223 How can AI help me practice a real conversation in another language?

224 How can AI help me compare two explanations of the same idea?

225 How can AI suggest where to start researching a school topic?

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227 How can AI help me practice giving a short talk?

228 How can AI suggest low-cost ways to learn a new skill?

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What is a simple way to use AI for a household task?

Start with a task you can check at a glance, such as sorting a made-up chore list by room. Keep the suggestions that suit your home.

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How can AI help make a meal plan?

Give a number of meals, a budget range, and ingredients you want to use. Check the proposed costs, ingredients, and any dietary requirements yourself.

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How can AI suggest recipes from ingredients I already have?

List the ingredients you have and ask for two recipes with those items first. Check cooking and food safety instructions against a trusted recipe.

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How can AI help compare travel itineraries?

Give each route the same dates, budget, and priorities. Verify times, prices, and availability with the people or businesses providing the service.

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How can AI help organize a household project?

Describe the result, your timeline, and the supplies you already have. Ask for a checklist split into planning, shopping, and doing.

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How can AI help me think through a purchase?

List your priorities and ask for trade-offs, such as durability versus price. Verify product specifications and decide which compromises you are willing to make.

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How can AI help me understand a bill or statement?

Share only a made-up or redacted example. Ask what each line means, then confirm actual charges with the issuer.

Next dose

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How can AI help me create a budget template with sample numbers?

Ask for categories, a blank column for your actual amounts, and sample figures clearly labeled as examples. Check any formulas before relying on the template.

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How can AI help me prepare questions for a doctor's visit?

List general topics you want to discuss and ask for questions in priority order. Keep identifying details private and take the list to your clinician.

Next dose

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How can AI help me understand a complicated form?

Use a public copy or remove identifying information. Ask what each section requests and check the issuer’s instructions before submitting.

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How can AI help translate a message for a specific audience?

Tell AI who will read it and how formal it should sound. For a consequential message, ask a fluent speaker to review the wording.

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How can AI help me make a realistic study plan?

Give your available time and the topics you need to cover. Ask it to leave time for review and make a smaller plan you can use on a busy day.

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How can AI tutor me without giving away the answer?

Ask for one hint at a time and request the full solution only after you try. Explain your next step aloud before asking for another hint.

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How can I practice speaking another language with AI?

Ask the tool to speak or write at a pace you can follow. Try responding first, then ask for feedback on one phrase.

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How can AI help me study from my own notes?

Share a short passage you can use and ask for questions tied to specific lines. Answer from memory before checking your notes.

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How can I use AI on a school assignment within the rules?

Read the assignment rules and ask the instructor if the boundaries are unclear. If permitted, use AI for a specified task such as brainstorming and describe its role as required.

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How can AI help a teacher adapt a lesson for different reading levels?

Ask for two versions with the same learning goal and different vocabulary. Check that both versions keep the key facts and leave student data out.

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How can AI help explain a concept to a child?

Give the child’s age range and ask for one familiar example. Read it together and invite the child to explain it back.

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How can AI help an older adult learn a new app?

Ask for directions one step at a time, using the actual device and app version. Check each label on the screen and pause where the instructions differ.

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How can AI help make a document more accessible?

Ask for clearer headings, shorter sentences, or a proposed reading order. Review the document with the intended audience and use accessibility checks appropriate to the format.

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How can AI help write useful alt text for an image?

Ask for a short description of what a reader needs to know in context. A chart may need its main finding, while a decorative image may need no description.

Next dose

PART 05

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What can AI do with a photo or screenshot I share?

It may read text, describe an object, or explain what a button appears to do. Crop out personal details and verify any instructions before acting.

Next dose

PART 05

DOSE 201 OF 365

How can AI help plan meals around a grocery budget?

Give a budget, serving count, and foods you already have. Ask for ingredients that work across several meals, then check local prices.

Next dose

PART 05

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How can AI turn a meal plan into a grocery list?

Provide the recipes and ask AI to group ingredients by store section and combine quantities. Check units and cross off what you already own.

Next dose

PART 05

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How can AI help adjust a recipe for a different number of servings?

Give the original yield and desired yield, and ask for the scaling factor. Check rounded amounts and use the recipe’s guidance for timing and temperature.

Next dose

PART 05

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How can AI help me make a packing list?

Mention the length of the trip, weather, and planned activities. Ask for a short essentials list followed by optional items.

Next dose

PART 05

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How can AI help plan a day out with an accessibility need in mind?

Say which feature matters, such as step-free entry or quieter hours. Confirm those details with the venue before you go.

Next dose

PART 05

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How can AI help me plan a family gathering?

Give a guest count, budget, and any practical limits. Ask for a timetable with room to make changes on the day.

Next dose

PART 05

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How can AI turn scattered chores into a weekly schedule?

List tasks, approximate times, and days you can do them. Ask for one workable schedule and check that it leaves enough slack.

Next dose

PART 05

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How can AI help me read an appliance manual?

Share the relevant public manual page and ask which paragraph explains the control. Use the manufacturer’s instructions for safety or repairs.

Next dose

PART 05

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How can AI help me compare features on products I’m considering?

Pick the features you care about and provide current specs for both products. Ask for one side-by-side table with unknowns clearly marked.

Next dose

PART 05

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How can AI help me understand the fine print in a subscription offer?

Ask it to flag renewal dates, cancellation language, and any conditions tied to the price. Check the actual offer and save a copy.

Next dose

PART 05

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How can AI help me draft a message disputing an incorrect charge?

Give a generic example of the charge and the resolution you want. Add the actual account details only through the provider’s secure channel.

Next dose

PART 05

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How can AI help me list questions to ask before hiring a contractor?

Ask for questions about scope, timing, references, and what is included in the quote. Use the same list with each contractor.

Next dose

PART 05

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How can AI help me make a list of what to bring to an appointment?

Describe the type of appointment without sharing private details. Ask for a draft checklist and confirm requirements with the office.

Next dose

PART 05

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How can AI help me read a letter written in unfamiliar language?

Use a redacted copy and ask for a plain-language paraphrase. Keep the original nearby so you can check dates, instructions, or unfamiliar terms.

Next dose

PART 05

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How can AI help me explain instructions to a family member?

Ask for a short set of steps and one example. Have the family member try the first step and tell you where the instructions need work.

Next dose

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DOSE 216 OF 365

How can AI help me practice a new hobby?

Ask for one small exercise and a way to judge your progress. For drawing, you might practice sketching the same object from two angles.

Next dose

PART 05

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How can AI turn what I want to learn into a short lesson each day?

Give it a goal and your available time. Ask for one idea each day and a short review question from an earlier lesson.

Next dose

PART 05

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How can AI help me make flashcards from a passage?

Ask for one fact or idea per card, with a short answer on the back. Remove any card you can answer using clues in the question itself.

Next dose

PART 05

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How can AI quiz me on what I got wrong last time?

Provide a list of missed topics and ask for similar questions with fresh examples. Try answering before viewing the explanations.

Next dose

PART 05

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How can AI help me check my understanding in my own words?

Write your explanation first and ask AI to identify gaps or unclear points. Confirm its feedback against the lesson or another reliable source.

Next dose

PART 05

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How can AI help me practice mental math?

Ask for five problems at the same level and keep the solutions hidden. Check the arithmetic independently when a result looks off.

Next dose

PART 05

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How can AI explain why a math answer is wrong?

Share your steps and ask where your method first went off track. Try the corrected step on a second problem to see whether it makes sense.

Next dose

PART 05

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How can AI help me practice a real conversation in another language?

Pick a scene such as ordering lunch and ask for a short role-play. Request corrections after your turn so the conversation keeps moving.

Next dose

PART 05

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How can AI help me compare two explanations of the same idea?

Ask what both explanations agree on and where their examples differ. Choose the one you can explain back without looking.

Next dose

PART 05

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How can AI suggest where to start researching a school topic?

Ask for keywords and types of sources, such as museum collections or official statistics. Find and open real sources yourself.

Next dose

PART 05

DOSE 226 OF 365

How can AI help me organize sources for an assignment?

Provide titles, links, and your notes. Ask for a table organized by claim and source, and verify that no missing details were invented.

Next dose

PART 05

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How can AI help me practice giving a short talk?

Give AI your outline and ask for likely audience questions. Practice answering each aloud in one or two sentences.

Next dose

PART 05

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How can AI suggest low-cost ways to learn a new skill?

Ask for free materials, a small practice task, and a way to tell whether you’re improving. Check links and availability before making a plan around them.

Before you move on, recall one idea from this part.

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Using AI at work and for creative projects

Try ideas for routine work, communication, and creative projects, with a person checking the result.

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PART 06

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What kinds of work tasks can AI help with?

AI can help with first drafts, summaries, and sorting information. Start with a task where you can check the result and the data is approved for use.

Next dose

PART 06

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What is a good first task to hand to AI at work?

Try rewriting a generic reminder using made-up details. Compare the drafts and decide whether the revision improved clarity.

Next dose

PART 06

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How can I talk with my manager about responsible AI use?

Bring a small example and ask which tool and data are approved. Agree on what to check and who signs off before trying it on real work.

Next dose

PART 06

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How can AI help draft a clearer email?

Give the purpose, reader, and action you want. Check that the most important request appears near the top.

Next dose

PART 06

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How can AI help me respond to a difficult message?

Describe the situation in general terms and ask for a neutral reply. Remove assumptions about the other person’s motives before sending.

Next dose

PART 06

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How can AI help me prepare for a difficult conversation?

Ask for a short opening and two questions you can ask calmly. Rehearse them and decide which words sound natural coming from you.

Next dose

PART 06

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How can AI turn rough notes into meeting minutes?

Use approved notes and ask for separate headings for decisions, actions, and open questions. Compare names and dates with the original.

Next dose

PART 06

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How can AI extract action items without inventing owners or due dates?

Say to leave an owner or due date blank unless the notes give it. Confirm the action list with the people involved.

Next dose

PART 06

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How can AI draft a meeting agenda?

Provide the meeting goal and available time. Ask for an agenda that puts decisions ahead of routine updates.

Next dose

PART 06

DOSE 238 OF 365

How can AI turn project updates into a status report?

Provide verified updates and ask for a brief summary of progress, risks, and decisions needed. Review the status labels and dates before sharing.

Next dose

PART 06

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How can AI help spot possible project risks?

Describe the plan and ask what assumptions might fail. Check each suggested risk with someone who knows the work.

Next dose

PART 06

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How can AI explain an unfamiliar workplace term?

Give the term and the sentence where it appeared. Ask for an everyday explanation, then confirm any company-specific meaning internally.

Next dose

PART 06

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How can AI help compare two versions of a document?

Use approved copies and ask for changes grouped by topic. Check the original versions where a changed word could affect meaning or obligations.

Next dose

PART 06

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How can AI turn a process into a first draft of a job aid?

Give the approved process and ask for numbered steps with one action per line. Have someone familiar with the work test it.

Next dose

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How can AI help create a presentation outline?

Provide the audience and the decision or idea they should take away. Ask for a short outline with one purpose per slide.

Next dose

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How can AI help make a slide easier to understand?

Ask AI to identify the main point and suggest a shorter title. Check that any revised labels still match the underlying figures.

Next dose

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How can AI help summarize survey comments?

Use approved, anonymized comments and ask for recurring themes with examples. Check the original responses before treating a theme as common.

Next dose

PART 06

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How can I make sure an AI summary includes less common opinions?

Ask for the most common themes and a separate list of less common concerns. Read a sample of the source comments to see what disappeared.

Next dose

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How can AI help explain a spreadsheet or chart?

Share a small sample you can safely use and explain what the rows or axes represent. Verify totals and units in the original file.

Next dose

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How can AI suggest ways to display data?

Tell AI what comparison you want readers to see. A line chart can show change over time, while a bar chart can compare categories.

Next dose

PART 06

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How can I check whether using AI saved me time?

Time the same type of task with and without AI. Include prompting, fact-checking, revision, and fixing any errors.

Next dose

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How can AI help brainstorm business names?

Give a short description of the business and the impression you want. Treat results as ideas and check availability before choosing a name.

Next dose

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How can AI help me write a social media caption?

Provide the point of the post, audience, and desired length. Check claims and links before you publish.

Next dose

PART 06

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How can AI help plan content for a month?

Name your topics and realistic posting frequency. Ask for a plan you can keep up with, leaving room for changes or news.

Next dose

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How can AI help draft a product description?

Provide actual features and benefits you can support. Ask the tool to flag any claim it would need more information to make.

Next dose

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How can AI help a small business prepare answers to common customer questions?

Start with questions customers already ask and use approved answers. Have someone check hours, policies, and prices before posting.

Next dose

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How can AI tailor a résumé to a job posting using real experience?

Provide the posting and a version of your résumé with sensitive details removed. Ask it to match real examples to requirements and flag any claims it cannot support.

Next dose

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How can AI help me practice interview questions?

Give a role and ask for one question at a time. Answer aloud and ask for feedback on whether your example shows what you did.

Next dose

PART 06

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How can AI help me explore a new career path?

List the work you enjoy and skills you use. Ask for roles to investigate, then verify duties and requirements using current job listings.

Next dose

PART 06

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How can AI help identify skills I could strengthen?

Provide a role description and a summary of your experience. Ask for three possible gaps and a practical way to build one skill.

Next dose

PART 06

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How can AI help me write a professional bio?

Give the audience and a few accurate facts you want included. Check titles and credentials and choose wording that sounds like you.

Next dose

PART 06

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How can AI help draft a customer service reply that still sounds human?

Share the general issue and your approved policy. Ask for a brief, empathetic response and verify that it promises only what you can deliver.

Next dose

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How can AI help a volunteer group plan an event?

State the goal, number of volunteers, and time available. Ask for a schedule, a materials list, and tasks volunteers can choose.

Next dose

PART 06

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How can a team decide which tasks to try with AI first?

Pick a routine, low-impact task with a clear quality check. Ask the people doing the work what would make the trial worth repeating.

Next dose

PART 06

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How can I tell whether AI improved the finished work?

Compare the finished work against the same criteria you would use without AI. Look at accuracy, usefulness, and how much rework was needed.

Next dose

PART 06

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How can a team set clear rules for reviewing AI-generated work?

Agree on who checks factual claims, what must be verified, and who approves the final result. Write those steps where people can find them.

Next dose

PART 06

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What should I ask before a workplace adopts a new AI tool?

Ask what problem the tool solves, which information it needs, and who will check its work. Try a small example before expanding its use.

Next dose

PART 06

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How can a team measure whether an AI tool makes the work better?

Choose one measure, such as fewer corrections or less total time. Compare a small group of similar tasks before and after adoption.

Next dose

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How can people flag an AI problem at work?

Write down what happened, what the expected result was, and who may be affected. Report it through the approved channel without spreading sensitive data.

Next dose

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What makes AI training useful for people who feel overwhelmed?

Start with a familiar task and a sample people can try in a few minutes. Leave time to compare results and ask what confused them.

Next dose

PART 06

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What is a useful way to try AI when I start a new job?

Ask for a glossary of terms from approved orientation material. Have a colleague confirm any local meanings or unwritten practices.

Next dose

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How can AI help draft a polite follow-up?

Give the context and one action you want. Ask for a short reminder that makes it easy for the recipient to reply.

Next dose

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How can AI help shorten a long email thread?

Use only an approved tool and share the relevant messages. Ask for decisions and open questions, then confirm them in the thread.

Next dose

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How can AI prepare talking points for a meeting?

Tell AI what decision the group needs to make and give the verified facts. Ask for three talking points and one question to raise.

Next dose

PART 06

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How can AI help me practice answering questions after a presentation?

Provide your main argument and ask for questions a skeptical listener might ask. Practice responding with facts you can verify.

Next dose

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How can AI turn my notes into a handoff for a coworker?

Ask for headings for current status, next action, owner, and due date. Check that the handoff makes clear what still needs a decision.

Next dose

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How can AI help create instructions for a new team member?

Start with the official process and ask for a brief walkthrough. Have a new team member try it and point out gaps.

Next dose

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How can AI help me explain a delay clearly?

State what changed, what it affects, and when you expect an update. Keep any promises tied to facts you can stand behind.

Next dose

PART 06

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How can AI help me think of questions to ask a customer?

Describe the problem you are trying to understand. Ask for open questions about what the customer did and what got in the way.

Next dose

PART 06

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How can AI help write a short event announcement?

Provide the confirmed date, place, and audience. Ask for a short announcement and compare it with the event listing before sharing.

Next dose

PART 06

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How can AI brainstorm headlines for the same idea?

Give one idea and ask for several truthful angles. Choose a headline that matches what the reader will actually get.

Next dose

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How can AI help plan the images for a short video?

List the points the video needs to show. Ask for a simple shot list with one visual per point.

Next dose

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How can AI draft captions for a video?

Use a transcript to generate captions if your tool supports it. Check the timing, spelling, and any speaker names before posting.

Next dose

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How can AI help write a script I can read aloud?

Ask for conversational sentences and a length you can deliver comfortably. Read it aloud and cut phrases you stumble over.

Next dose

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How can AI help me choose between ideas for a design?

Provide the audience, purpose, and constraints. Ask which design best serves each criterion, then test your favorite with a real reader.

Next dose

PART 06

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How can AI help me prepare an image prompt for a flyer?

Describe the subject, mood, and empty space you need for words. Add dates and contact information yourself in a design editor.

Next dose

PART 06

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How can AI help turn a long article into a short social post?

Give the article and ask for one accurate takeaway suited to the platform. Keep the link and any qualification the reader needs.

Next dose

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How can AI help brainstorm questions for an interview I’m conducting?

Name the role or purpose and the qualities you need to assess. Ask the same core questions across comparable interviews.

Next dose

PART 06

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How can AI explain a piece of code to someone who doesn’t code?

Share a small example that you have permission to share. Ask what it takes in, what it changes, and what it produces.

Next dose

PART 06

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How can AI help me make a simple webpage from a description?

Describe the content, layout, and actions the page needs. Preview the result on a phone and a computer and check links before sharing.

Before you move on, recall one idea from this part.

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Asking AI about documents and using agents

See how AI can use sources and tools, and decide what it should be allowed to do.

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290 How can AI look up a policy before it answers me?

291 What does it mean when an AI answer is based on a source?

292 Why can AI get an answer wrong even when it has the right document?

293 Why can’t AI always use everything from a very long chat?

294 What is the difference between chat context and saved memory?

295 What can I do if AI seems to forget an earlier instruction?

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297 What can an AI agent do that a chatbot can’t?

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310 What is the difference between giving AI one document and letting it search a folder?

311 Can an AI agent help plan a trip without booking anything?

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Can AI answer questions about a document I give it?

Yes, some tools can use a file you provide to answer questions. Try a public handbook, ask where its policy is stated, and read the cited passage.

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PART 07

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How can AI look up a policy before it answers me?

Some systems search approved documents for relevant passages and give those passages to the model before it writes. This approach is called retrieval-augmented generation, or RAG.

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PART 07

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What does it mean when an AI answer is based on a source?

A source-based answer should connect its claims to specific evidence. Ask which passage supports the answer, then read it in context.

Next dose

PART 07

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Why can AI get an answer wrong even when it has the right document?

The tool might pull the wrong passage, skip an exception, or misunderstand the wording. Check the exact section and date of the policy.

Next dose

PART 07

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Why can’t AI always use everything from a very long chat?

A model can work with only a limited amount of material at once. A long conversation may be shortened, so restate an important detail when it matters.

Next dose

PART 07

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What is the difference between chat context and saved memory?

Chat context is the information available for the current answer. Saved memory can carry selected information into other conversations, depending on the app and its settings.

Next dose

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What can I do if AI seems to forget an earlier instruction?

Repeat the instruction with the relevant facts in one place. If the chat has become confusing, start a new one with a brief summary.

Next dose

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What is an AI agent?

An agent can take steps toward a goal and may use tools along the way. A planning agent could look up options and compare them before proposing a schedule.

Next dose

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What can an AI agent do that a chatbot can’t?

A basic chatbot responds to a message. An agent may keep working through several steps, such as checking a calendar and drafting a plan based on what it finds.

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What’s the difference between an AI agent and a list of steps that always runs in order?

A fixed sequence follows steps you set in advance. An agent can sometimes choose the next step based on what happens, which makes review and limits important.

Next dose

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How can an AI assistant use a calendar or calculator?

If the app gives it access, an assistant can send a request to a tool and use the returned result. A calculator can compute a total while the assistant explains it.

Next dose

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What is the difference between letting an agent read and letting it make changes?

Reading lets the agent look at information. Write access can let it change an event, send a message, or edit a file.

Next dose

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How do I decide which agent actions need approval?

Require review where a mistake could cost money, disclose private information, or affect someone else. Let the agent draft or gather options first.

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Why should I be able to stop an agent midway through a task?

A task can take an unexpected turn if a tool returns bad information or the agent misunderstands the goal. A stop control gives you time to review before it goes further.

Next dose

PART 07

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How can I see what an AI agent actually did?

Look for a record of actions, tool calls, approvals, and changes. Compare it with the real calendar, files, or messages if something seems off.

Next dose

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How can a person check an agent's work before acting on it?

Check the original sources, decisions made, and changes proposed or completed. Review the part with the greatest consequence first.

Next dose

PART 07

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What is an AI workflow, and what would a simple one look like?

An AI workflow is a repeatable set of steps that includes AI. You might collect notes, have AI draft a summary, and ask a person to check it before sharing.

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How do I decide which steps in a workflow to give AI?

Choose steps with clear inputs and outputs you can verify. Keep final judgments and sensitive actions with an authorized person.

Next dose

PART 07

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Why should I check that an AI task still works after an app update?

A change in the model or app can affect how a familiar prompt behaves. Re-run a small example with a known result before relying on it.

Next dose

PART 07

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How can I tell which parts of an AI answer came from my files?

Ask for the file name and a short supporting quotation for each important claim. Open the file and verify that the quotation supports what the answer says.

Next dose

PART 07

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How do I know when a simple checklist beats an agent?

A checklist works well when the steps are clear and stable. Consider an agent when steps vary with the situation and you have a way to check what it does.

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What is the difference between giving AI one document and letting it search a folder?

A single file keeps the task narrow. A folder search can find more context, but it may pick an older or irrelevant version, so check the source.

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Can an AI agent help plan a trip without booking anything?

Yes, if you set it up to gather options only. Leave booking access off and have it return options for you to review and book yourself.

Before you move on, recall one idea from this part.

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Responsible AI, fairness, and who sets the rules

Explore who benefits, who could be harmed, and who can act when something goes wrong.

312 What is AI ethics?

313 What is AI bias?

314 How can bias enter training data?

315 What could AI bias look like in a hiring decision?

316 How do I check an AI-generated example for stereotypes?

317 What does fairness mean when AI helps make decisions?

318 Who is accountable when an AI-assisted decision causes harm?

319 What does it mean to keep a person in charge of an AI task?

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What is AI ethics?

AI ethics asks what choices are fair and responsible when people build or use AI. If you can clone a voice, for example, it asks whose permission you should have and what listeners should be told.

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What is AI bias?

AI bias is a systematic tendency that can produce uneven or unfair results. A screening tool might rank similar applicants differently because it learned from unequal past decisions.

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How can bias enter training data?

Training examples can leave out groups or reflect past unequal treatment. A model may learn those patterns and carry them into new situations.

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What could AI bias look like in a hiring decision?

Imagine a screening model that ranks applicants lower because they took a career break. Check whether that factor is relevant to the job and whether it unfairly screens out particular groups.

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How do I check an AI-generated example for stereotypes?

Look at who is shown doing which jobs and how each person is described. Ask for varied examples, then check the new result yourself.

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What does fairness mean when AI helps make decisions?

Fairness depends on the decision and who it affects. Ask whether people are compared using relevant information and have a way to challenge an error.

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Who is accountable when an AI-assisted decision causes harm?

Developers and organizations using AI may have different responsibilities. Ask which person or organization can investigate, explain, and correct the particular decision.

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What does it mean to keep a person in charge of an AI task?

Give a person clear authority to review results, stop the task, or correct an error. A review matters most when the person has time and useful information.

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When could an AI mistake have serious consequences?

Errors can carry greater consequences in decisions about health, jobs, money, safety, or access to services. Ask who checks the result before it is acted on.

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What should I ask when AI is used to assess my application?

Ask what information the tool used, how people review the result, and whom to contact if something looks wrong. A clear contact gives you somewhere to start.

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What is an AI use policy?

An AI use policy sets rules for tools, data, and review in an organization. It might say which app staff can use and which files must stay out.

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Who makes the rules for how an organization uses AI?

Organization leaders can set policy, and teams may carry out the checks. AI governance is how an organization assigns those decisions and checks over time.

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What’s the difference between an AI policy and a law about AI?

An AI policy sets rules within an organization. A law creates legal duties within the place where it applies. A company can set stricter rules for its staff than the law requires.

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How can a company explain when and why it uses AI?

It can tell people where AI is used, what role it plays, and how to reach a person. A useful notice explains what someone can do if the result looks wrong.

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What should I check before publishing an AI-generated image commercially?

Check the tool’s usage terms and look for recognizable people, logos, or protected material. Seek qualified advice if the planned use carries significant risk.

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What questions does AI raise for writers and artists?

Common questions include permission to use training material, credit, payment, and copying a creator’s work. The answers can depend on the facts and local law.

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What is the difference between plagiarism and copyright?

Plagiarism concerns presenting someone else’s work or ideas as your own. Copyright concerns legal rights in certain works. Giving credit and having permission are separate questions.

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How can AI influence what I believe or pay attention to?

Recommendation and chat systems can shape which examples, stories, or viewpoints you see. Look at other sources when a feed makes one position feel universal.

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What environmental resources does AI use?

AI systems use computing hardware and electricity. Cooling and hardware production can also use water and materials. The amount depends on the system and how it runs.

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How might AI affect people who lack access to the same tools?

People may have unequal access to devices, reliable internet, training, or accessible tools. A service can reduce barriers by keeping a workable alternative available.

Before you move on, recall one idea from this part.

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Building good AI habits

Put your skills together and build a simple routine for checking and improving your work.

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345 How can I use AI to practice a new skill and measure my progress?

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352 What’s one AI habit worth keeping after I finish this book?

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What is AI literacy?

AI literacy is the ability to understand, use, and evaluate AI in everyday life. Knowing when to check an answer is part of knowing how to use the tool.

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What are the basic AI skills I need for everyday life?

Practice explaining the task, giving useful context, protecting private information, and checking the result. Start with a small task you already understand.

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How do I choose one problem worth solving with AI?

Pick a task you repeat, such as turning notes into a checklist. Make sure you can recognize a good result before spending time on it.

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How can I describe what a good result looks like before I begin?

Write two or three checks up front. A meeting summary might need the correct decisions, a named owner for each confirmed action, and no invented dates.

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How do I decide what part of a task to do myself?

Keep the parts that require your knowledge, authority, or personal voice. Let AI suggest options or organize information you can safely share.

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How can I test an AI tool with examples that matter to me?

Use a small test with an answer or result you already know. Include one easy example and one case where you expect the tool to struggle.

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How do I decide whether a paid AI tool is worth it for me?

Compare a few real tasks using your current tools and the paid features you need. Count the time you spend checking and editing as part of the cost.

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What is a personal AI checklist?

It is a short list you can run before and after using AI. Include what you can share, how you'll check the answer, and who should approve the result.

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How do I keep track of prompts that work for me?

Save the prompt with a note on when it worked and which details to change. Keep a safe example of the expected result beside it.

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How can I share an AI-assisted workflow so someone else can repeat it?

Write down the starting material, prompt, review steps, and who gives final approval. Have someone try the workflow with a sample before passing it along.

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How do I tell when editing an AI draft takes longer than writing my own?

Track the whole task from start to finish, including checking and rewriting. If the direct route is faster and meets the same standard, use it.

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How can I plan a project with AI and keep the decisions mine?

Ask for options, risks, and a draft plan. Decide the priorities, budget, and final next steps yourself.

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How can I use AI to research a topic and keep a source log?

Keep a record of each claim, its link, and the passage that supports it. Label ideas you still need to check.

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How can I use AI to practice a new skill and measure my progress?

Ask for a short exercise and an example of successful performance. Repeat a similar exercise later and compare what you can do on your own.

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How can I use AI to prepare a presentation I can confidently defend?

Ask for help outlining and rehearsing. For each slide, make sure you can explain the main claim and show where the evidence came from.

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How can I build a repeatable review step into an everyday AI task?

Choose a specific check and make it part of the routine. For a weekly summary, compare every date and decision with the original notes.

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How can I explain AI to someone in one minute?

Try: AI uses patterns to do tasks such as predicting a delivery time or drafting a message. People decide when it fits and check the results.

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How do I recognize when I am relying too heavily on AI?

Notice when you accept an answer you can’t explain or use AI automatically for a task you want to learn. Try the next example on your own first.

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How can I make an AI learning plan for the next month?

Choose one skill, one small practice task each week, and a way to check your progress. Put a short review of earlier lessons on your calendar.

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What can I now do with AI that I couldn't do when I started?

Pick a task you found intimidating at the beginning, such as checking a chatbot’s source. Try it on your own and describe what you now know to look for.

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What’s one AI habit worth keeping after I finish this book?

Verify one important claim before you act or share. Start with the claim that would cause the biggest problem if it were wrong.

Before you move on, recall one idea from this part.

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Consider what might change in everyday life, school, and work, and how to judge predictions.

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The future of AI

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How might AI change everyday life?

More tools may offer help with reading, planning, and finding information. How much daily life changes will depend on usefulness, cost, and whether people trust the way those tools are used.

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Will AI replace my job?

AI may change some tasks, create others, or reduce demand for certain roles. The impact depends on the work, how employers adopt tools, and choices about training and staffing.

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What is the difference between automating a task and replacing a job?

A job combines many tasks and responsibilities. A tool that drafts a schedule may change part of a job while people still resolve conflicts and approve the plan.

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How can I map which parts of my job might change with AI?

List what you do in a typical week. Mark tasks a tool might assist, tasks you could verify easily, and decisions that require your judgment.

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Which human skills matter when AI does more routine work?

Skills such as explaining trade-offs, building trust, and checking evidence remain useful. Practice making the reasoning behind a decision clear to someone else.

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How might AI change what students need to learn?

Students may spend more time learning to frame questions, verify evidence, and explain their own reasoning. The foundations still matter because you need enough knowledge to judge what a tool gives you.

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What could get better as AI tools improve?

Better captioning or translation could make information easier to use, and faster tools could reduce routine work. Look for evidence that the improvement helps people in ordinary situations.

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What does artificial general intelligence, or AGI, mean?

AGI refers to a proposed kind of AI that can handle a broad range of intellectual tasks. People use different definitions, so ask what a particular claim means by “general.”

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Why do people disagree about when more general AI might arrive?

People use different definitions and disagree on what advances are still needed. Treat a forecast as an estimate tied to assumptions, and ask what evidence would make it more convincing.

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How can I read a headline about AI without falling for hype?

Find the original announcement or study and look for what was tested. Ask how often the result happened and whether others have reproduced it.

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How can I find credible updates as AI changes?

Use original announcements for what changed and independent reporting or research for what that change means. Check publication dates before sharing an update.

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What AI habits should I revisit when I switch apps?

Review what the new tool stores, what it can access, and how it presents sources. Re-run a familiar task and see which checks still work.

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What should I do when an AI tool changes or disappears?

Keep copies of prompts and work you are allowed to save. Test an alternative on a small example and review its settings before moving sensitive work.

Before you move on, recall one idea from this part.

Research notes

FURTHER READING

Research notes

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