

How to talk to AI



AI can make work, life and study easier. But, what is AI and how can you get it to do what you want?

AI stands for Artificial Intelligence. It is a way of using computers to do things that used to need humans.

You may already be using it!

Have you ever used Google Home, Hey Siri or Alexa? Chatbots when buying things online? Google maps to get directions? They are all powered by AI.



Tip: When you ask AI to do something for you, it is called "prompting".

Examples of AI

AI can look a bit different depending on how you use it. It can be used to answer questions, summarise information and create images. Some AI apps you may know are ChatGPT, Gemini, CoPilot or Claude.



Tip: Prompting AI is like giving someone directions. The clearer you are, the better!

How to create a great prompt

Follow these steps to get AI to do what you want.

- 1 Start with what you want it to do.**
Example: "Write an email to my landlord."
- 2 Add in 'Who' you want it to pretend to be.**
Example: "Write an email to a landlord as if I am the tenant."
- 3 Add 'How' you want it done.**
Example: "Write an email to a landlord as if I am the tenant. Write it in a professional tone."
- 4 Be very clear 'What' you want it to say.**
Example: "Write an email to a landlord as if I am the tenant. Write it in a professional tone. Include that I need my broken hot water system fixed."
- 5 Check what it came up with is ok!**
AI can make mistakes. You can choose to fix it if it's not right by giving a follow up prompt.



Tip: Be careful what personal information you give AI when asking it to do something for you.

Keep learning

To learn more Good Things go to www.goodthings.org.au/ai

