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Session Plan: AI as a writing buddy

Delivery mode:

Face to face or virtual delivery

Session overview:

This session explores how to use AI as a helpful partner for writing. Learners will practice using AI to draft various types of text, such as tricky emails, birthday cards, and formal letters. They will learn how to guide the AI to use the right tone, whether it needs to be friendly for a friend or professional for a business letter.

Learning objectives:

At the end of this session, learners will be able to:

- Use AI to draft "tricky" emails, birthday cards, or formal letters.
- Guide the AI to write in either a friendly or professional tone.
- Review and change an AI draft to make sure it sounds right.

Suggested session length:

This session should run for approximately 60 minutes. The facilitator to schedule breaks as required.

Prior knowledge:

Discuss with the learners prior to them attending to make sure they are familiar with the following:

- **Basic typing and word processing:** Being able to type into a chat box and copy or paste text into an email or document.
- **Understanding of "tone":** A basic awareness of the difference between writing to a friend and writing to a professional body like a bank or a doctor.
- **Navigating an AI tool:** Knowing how to access an AI platform and start a new conversation.

Critical thinking focus:

- **Checking the tone:** Learners must decide if the AI's draft feels right for the person who will read it.
- **Personalising the message:** Practicing how to add specific details so the writing does not feel like a robot wrote it.
- **Editing for accuracy:** Learning to check that the AI has included all the correct facts, such as dates or names.

Tips:

- **The "Drafting Partner" analogy:** Tell learners to think of the AI as a helpful friend who is good at getting words on a page. They still need to check the work before they send it.
- **Show the difference:** Compare a draft with no instructions about tone to one where you ask for a "warm and friendly" or "strictly professional" style.

- **Focus on "tricky" bits:** Show how AI can help when you are stuck on how to start a difficult email, like asking for a refund or declining an invitation.

AI safety top tip:

- **The "Privacy First" rule:** Remind learners not to include private details like account numbers or full addresses in their drafts. They can use placeholders like [NAME] or [DATE] and fill them in later.

Session plan:

Topic	Timing	Activity	Assessment	Resources
Welcome and objective	5 mins	Discuss how AI can help when we feel "stuck" with writing.	Visual check or nod.	Laptop or PC.
Setting the tone	15 mins	Explain how words like "friendly," "professional," or "persuasive" change what the AI writes.	Group discussion on which tone fits different scenarios.	Slides or handouts.
The "Tricky" draft challenge	15 mins	Practice writing a prompt for a difficult email, such as a complaint or a polite "no".	Review the draft to see if it meets the goal.	AI tool, such as ChatGPT.

Topic	Timing	Activity	Assessment	Resources
Personalising the draft	15 mins	Take an AI draft for a birthday card and add personal details to make it special.	Compare the AI draft with the finished personal version.	Notepad and pens.
Recap and close	10 mins	Summarise the session and hand out a tip sheet for learners to take home.	Learners share one thing they want to write using AI.	Tip sheet.