

Session plan: AI instant summaries

Delivery mode:

Face to face or virtual delivery.

Session overview:

This session teaches learners how to copy and paste long texts, like online articles or digital Terms and Conditions, into an AI tool to get a quick summary of the three most important points. It also covers the limits of a short summary for large documents and shows learners how to ask follow-up questions to find the exact details they need.

Learning objectives:

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

- Open an online AI tool e.g. Gemini, ChatGPT, Claude, etc.
- Copy and paste long digital text into an AI tool.
- Ask an AI tool to summarise text into three main points.
- Understand that large documents need more than a simple summary to be fully understood.
- Write targeted follow-up questions to find specific details in the text.

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:

- **General web navigation:** Open a web browser and navigate to a website.
- **Device shortcuts:** Use the mouse, keyboard or touchscreen shortcuts to highlight, copy, and paste text on their device.
- **Filling online fields:** Type simple sentences into an online text box.

Critical thinking focus:

- **Quantity assessment:** Evaluate whether the three points provided by the AI actually capture the most important information.
- **Quality assessment:** Spot gaps or missing details in a short summary when looking at a large document like a Terms and Conditions agreement.
- **How to effectively follow-up:** Decide what specific information they need to find next so they can write a useful follow-up question.

Tips:

- Keep the same chat window open when asking follow-up questions, because the AI tool remembers the document you pasted earlier in that conversation.

- If the three-point summary uses complicated words, you can type a follow-up question like "Can you explain point two using simpler language?" to make it even easier to understand.
- Always verify critical facts, like fees or cancellation policies, by searching for those specific words in the original document, rather than relying completely on the AI summary for legal matters.

AI safety top tip:

- **Guard your private data:** Never copy and paste personal, financial, or private information into a public AI tool. Public AI platforms (such as Gemini or ChatGPT) may use the text you paste to train their models or improve their systems. While it is perfectly safe to paste public website articles or standard, generic corporate "Terms and Conditions", you must never paste documents that contain:
 - Your full name
 - Home address
 - Phone number
 - Bank details
 - Credit card numbers
 - Passwords
 - Private workplace documents
 - Personal emails.

Session plan:

Topic	Timing	Activity	Assessment	Resources
Introduction & Welcome	10 mins	Welcome: Introduce yourself and welcome the group. Group Chat: Ask the learners: - Has anyone ever read a full Terms and Conditions agreement before downloading an app? Why or why not? - How long does it usually take you to find the main points in a long news article? Explain that an AI tool can act as a personal reading helper.	All learners join in the opening talk.	Whiteboard and markers.
Demonstration: The 3 Point Summary	10 mins	Show the Steps: Project your screen to the class. Explain that they can open a web browser to use an AI tool such as	Learners watch the steps and see how the prompt is set up.	Laptop or PC with a projector, internet browser, and a long online article.

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		Gemini, ChatGPT, or other similar platforms. Find a long article online, highlight the text, and copy it. Open the AI tool, type: "Please summarise this text into the 3 most important points:" and paste the text right below it. Run the prompt and review the quick summary with the class.		
Practical Activity: Trying the Prompt	15 mins	Learner Practice: Learners work on their own or in pairs. Ask them to open an AI tool such as Gemini, ChatGPT, or another chat platform. Give them a link to a standard online Terms and Conditions document. Instruct them to copy the text, type the command for a three-point summary, paste the text, and send it.	Learners successfully copy, paste, and run the prompt on their own.	Learners' devices with internet connection. Link to a sample document.

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		Walk around the room to help. Do not touch their devices or do the steps for them.		
Discussion: Going Deeper	10 mins	Bring the class back together. Acknowledge that while a three-point summary is helpful for a quick look, a big document like a Terms and Conditions agreement has too much important information to fit into just three points. Explain that they can talk back to the AI tool. They do not have to stop at the first answer. They can ask follow-up questions to find more specific information based on what they want to know.	Learners discuss why short summaries are not enough for complex texts.	Whiteboard for notes.
Activity: Follow-Up Questions	10 mins	More Practice: Show how to ask a follow-up question in the same chat window without pasting the whole text again.	Learners write and send follow-up questions to find specific facts.	Learners' devices with their active AI chat open.

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		Write examples on the board, such as: • "Does this text mention any monthly fees?" • "What does this say about how my data is shared?" • "Is there a cancellation policy?" Have learners type their own follow-up questions into their chat to find specific details.		
Reflection & Close	5 mins	Review the steps: open an AI tool, paste text for a three-point summary, and use follow-up questions to find details. Remind them they can use this for long emails, updates, or rules online. Answer any final questions.	Learners show they understand how to use follow-up questions.	Printed tip sheets if available.