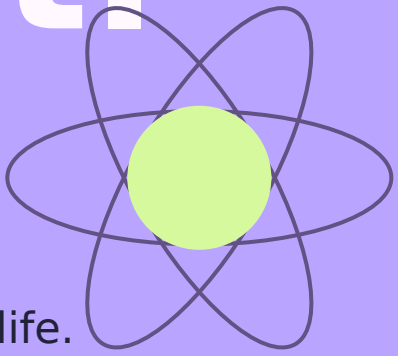
Oh. Now I get it.



Understand AI.
Know what to ask.
Make it useful in your life.

Five sample pages. A first taste of the method.

THE FIRST CLICK

Fluent does not mean factual.

AI can produce a convincing answer without knowing whether it is true.

WHAT IT DOES WELL

Draft. Explain. Reorganize. Create.

LET AI PROPOSE

A first version.
Options to consider.
Questions to ask.

YOU VERIFY

Names and dates.
Sources and prices.
Anything consequential.

The habit: ask, “What parts of this should I check?” Then check them against an original source yourself.

SAME TASK. BETTER DIRECTION.

Better answers start with context.

A useful prompt tells AI what a good answer needs to do for you.

VAGUE

“Write an email.”

USEFUL

“Draft an email to move a meeting from Tuesday to Thursday. Keep it warm and under 80 words. Offer 10 a.m. or 2 p.m. Don’t invent a reason.”

Task + context + boundaries + format.
You are not learning a magic phrase. You are learning to give a clear brief.

THE SECOND ANSWER CAN BE THE BETTER ONE.

Keep this. Change that.

You don’t have to start over. Tell AI exactly what to preserve and what to improve.

FIRST DRAFT

“I am writing to request a rescheduling of our forthcoming meeting...”

YOUR DIRECTION

“Keep the times. Make it sound like a person. Cut the formal opening.”

REFINED DRAFT

“Could we move Tuesday’s meeting to Thursday at 10 a.m. or 2 p.m.? Let me know which works for you.”

Illustrative drafts. Check the details before sending.

TRY IT. THEN MAKE IT YOURS.

One real task. One useful result.

Choose something small you already need to do. Use this brief in a text AI tool you have access to.

Help me [do this task].
Here’s my situation: [relevant context].
Keep it [tone, length or limits].
Give me [the format I need].
If something essential is missing, ask me first.

01 Remove private details before you paste.

02 Ask for one specific improvement.

03 Check facts and decide what to use.

Your win: you can explain what you asked for, why the result improved, and what still needed checking.