

Proofread without changing the facts

Keep a clean draft and a change log you can inspect.

Try the sample

Check the output

Use your own example

Your numbered learning route

- 1 Start with the sample: You can identify one detail that the model must not invent.
- 2 Open your AI chat: The prompt contains the input, the output format and the boundaries.
- 3 Compare the first draft: The result is grounded in the sample rather than merely sounding confident.

Continue: audit, adapt and save

- 1 4. Audit with the second prompt: A second AI answer is a checklist aid, not independent proof.
- 2 5. Adapt one real example: Your actual constraints replace the fictional ones; unresolved facts remain questions.
- 3 6. Save one useful artifact: You can repeat the task without this lesson and know when to verify a source.

Read the practice input

Fictional notice:

Hi neighbours, our session are on Saturday at 10:00. Please bring you're laptop. The room holds 20 people. Snacks cost AED 15 per person. If you have question, reply before Thursday. We will not record the session.

Correct this notice and show every edit

Proofread for spelling, grammar and clarity. Return the corrected text and a change log (original→revision→reason). Preserve all numbers, times, prices, names and commitments. Flag unclear facts instead of guessing. Keep a friendly tone.

Use the practice input shown earlier. Open the companion link below to copy the complete prompt.

[Open copyable prompt](#)

Verify that proofreading preserved meaning

Compare the original and revised draft. Check every number, date, price, policy and commitment. Identify changed meaning and missing text. Separate grammar edits from factual changes.

Use the practice input shown earlier. Open the companion link below to copy the complete prompt. Paste the answer you received into the draft placeholder.

[Open copyable prompt](#)

What a useful result looks like

Hi neighbours, our session is on Saturday at 10:00. Please bring your laptop. The room holds 20 people. Snacks cost AED 15 per person. If you have questions, reply before Thursday. We will not record the session.

Change log: are→is; you're→your; question→questions. Numbers, dates and recording choice unchanged.

Check before using the result

- 1 Time, capacity, currency and recording policy match the original.
- 2 Every wording edit has a reason.
- 3 An unclear fact becomes a question, not a silent correction.

Make one real example

- 1 Replace the sample with permitted, redacted input.
- 2 Add your actual constraints and mark missing details.
- 3 Save the input, reviewed output and one correction.

More things you can try

1

School letter: clear wording with unchanged dates.

2

CV paragraph: grammar improvements without invented achievements.

3

Neighbourhood notice: short friendly text with unchanged terms.

Keep your win, then go further

1

Explain one correction to a neighbour.

2

Use the browser companion for the full sample and numbered steps.

3

Continue to module 01 for checking AI claims, then module 02 for a bounded assistant.