

One useful draft. One human check.

Write a clear prompt and improve a neighbourhood invitation.

Build one thing

Check it works

Choose an extension

Before you start.

01

You already know

No technical experience.

02

Open these tools

An available AI chat tool
or a partner.

03

Check the requirement

Use an existing permitted
account. No API key
needed.

Your first small win.

Write a friendly invitation under 60 words. Fictional practice facts: Saturday, 10:00, community room, free entry. Do not add speakers, food or booking links. Leave missing details blank.

[Open copyable prompt](#)

What happens between input and output?

- 1 A prompt supplies the job and the facts.
- 2 The model drafts language from learned patterns.
- 3 You check claims before sharing.

Step 01. Choose a small task.

- 1 Pick an invitation, checklist or plain-language explanation.
- 2 Choose a result you can check yourself.
- 3 Write down the confirmed facts.

Step 02. Give a clear instruction.

- 1 Name the task and the audience.
- 2 Supply facts, limits and the desired format.
- 3 Use the quick-win prompt in a fresh chat.

Step 03. Check the draft.

- 1 Underline every factual claim.
- 2 Compare it with the four supplied facts.
- 3 Remove anything the model added.

Step 04. Revise one thing.

- 1 Ask for a shorter version without changing facts.
- 2 Read the new draft again.
- 3 Save the prompt, draft and correction in one note.

Make the working version.

Rewrite my invitation in simpler English, under 40 words. Keep only Saturday, 10:00, community room and free entry. Do not add promises or links. Return one title and the message.

[Open copyable prompt](#)

Ask for a review. Then check it.

Compare this invitation with the confirmed facts: Saturday, 10:00, community room, free entry. List unsupported claims and missing information. Do not invent replacements. Invitation: [paste draft].

[Open copyable prompt](#)

Prove your result works.

- 1 Contains all four supplied facts.
- 2 Has no invented event details.
- 3 A neighbour can understand it on first reading.

When it does not work yet.

01

Added details

Delete unsupported claims, then request a facts-only revision.

02

Vague request

Add the audience, length and exact facts.

Choose your next challenge.

01

Core complete

Show one checked output to a partner.

02

Extension 1

Compare two tools on the same prompt.

03

Extension 2

Create a reusable invitation checklist.

Keep the result. Keep the evidence.

Write a clear prompt and improve a neighbourhood invitation.

Save your files

Save your prompt

Name the next change

Sources you can check.

01

NIST

Generative AI Profile