02 Give AI a useful brief

AI Getting Started | Guide 02 of 09 | About 10 minutes

> Continue with the fictional workshop notes from Guide 01. If starting a new chat, paste those notes first. Use fictional text only. These prompts request drafts, not actions; check tool permissions yourself.

A prompt is the instruction you give an AI assistant. A useful brief describes what good work looks like: the goal, relevant context, required output and boundaries. You can refine it as you learn what is missing.

Build a brief in four parts

- **Goal:** help colleagues understand and prepare for the workshop.
- **Context:** use the fictional notes from Guide 01.
- **Output:** a short invitation and a preparation checklist.
- **Boundaries:** preserve supplied facts, show gaps and produce drafts only.

Try this prompt

Using only the fictional workshop notes, draft an invitation for office administration colleagues, maximum 120 words. Then create a preparation checklist with task, owner and timing columns. Do not invent owners, a reply method, a deadline or a facilitator. Use "to confirm" for missing details. Keep the tone friendly and clear. Label the invitation DRAFT. Do not send or publish anything.

These instructions make the result easier to inspect. They do not guarantee accuracy or prevent action by a tool with separate permissions. Keep the exercise in a plain chat and review the response yourself.

Compare a vague request

In a separate practice chat, paste the same fictional notes and ask: "Help with this workshop." Compare the result with your four-part brief. Which version fits the audience, preserves the facts and makes the unknowns visible? Notice which instruction made the greatest difference.

Check the first draft

The invitation needs the workshop title, date, time and time zone, room, purpose and notebook instruction. It should say no preparation or real work documents are needed. Reply arrangements and the facilitator remain unconfirmed at this stage.

A checklist may suggest confirming the facilitator or deciding how replies will be collected. Those are proposed tasks, not completed arrangements. Unknown owners and timings should stay visible rather than being invented.

Repair one issue at a time

If the answer is too long, ask for a shorter opening while retaining the logistics. If it invents a fact, name the unsupported claim and ask for its removal. If the tone is too formal, request a more welcoming version without changing the substance. Keep the original and revised prompts so you can see what helped.

Your checkpoint

You can identify the goal, context, output and boundaries in your prompt, and show where the response still needs a decision.

Learning note: What did you decide or correct, and what will you repeat next time?