06 Check the answer not the confidence

AI Getting Started | Guide 06 of 09 | About 15 minutes

Continue with the fictional workshop notes from Guide 01 and the update in Guide 03. If starting a new chat, paste those notes first. Use fictional text only. These prompts request drafts, not actions; check tool permissions yourself.

A fluent answer can still be wrong. Verification returns to the source, checks the claim and decides whether it is fit to use. Asking another assistant to agree is not an independent check if neither has reliable evidence.

Use three checks

- **Facts:** compare dates, numbers, names and instructions with the original notes and update.
- **Gaps:** identify decisions that still need an answer from the responsible person.
- **Usefulness:** decide whether the intended reader can act on the draft without confusion.

Try this prompt

Audit this draft against the original fictional notes and update. Return three lists: supported facts, unsupported or changed claims, and unresolved questions. For each disputed claim, quote the relevant source words or state that no supporting words were supplied. Do not use your earlier answers as evidence. Do not rewrite yet.

Then ask: "What is the strongest reason this draft might confuse a colleague? Identify one practical weakness and a proportionate fix." Judge the criticism yourself; speculative objections may not matter for this task.

Spot the planted errors

> **Deliberately flawed fictional draft:** Join our online handoff training on Friday 13 November, 10:00 to 11:00 am. Jordan will show how to eliminate handoff errors. Bring a real work case. Reply to training@example.com today. Six seats remain.

Mark the errors yourself before asking the assistant to audit the draft. Compare your findings with its findings. The email address above is deliberately invented for this exercise and must not be copied into your corrected invitation.

Answer key

The workshop is Thursday 12 November 2026, 10:00 to 10:30 am Brisbane time, in Room Cedar. The source does not describe an online meeting or guarantee that errors will be eliminated. Participants bring a notebook, with no preparation or real work documents required. The facilitator uses a made-up example.

Replies are due to the organiser by Monday 9 November 2026, not “today”. No email address is supplied. Twelve minus eight is four, not six; actual availability still needs checking. Jordan’s role as facilitator is supported by the update.

Verify your own draft

Recompute calculations yourself. For current external claims, open an authoritative source and read the passage supporting the claim. Check its date and scope. If a material fact cannot be verified, remove it, qualify it accurately or hold the work for a responsible reviewer.

Your checkpoint

You have checked the evidence yourself and can identify every remaining uncertainty.

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