09 Choose the right AI for the task

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Choose an AI assistant by the task, the information you are permitted to use and the effort required to check the result. This guide offers trial ideas, not a ranking or a guarantee of quality. Many assistants can perform the same text tasks.

Check the fit before you compare

Start with a familiar tool you are permitted to use. Confirm the account, workspace, source permissions and available features. Do not enter real work into additional services simply to compare them. The fictional brief from Guide 01 provides a consistent test.

Microsoft Copilot

Consider a trial when your work already uses Microsoft tools. The available context and features depend on the licence and configuration. Microsoft distinguishes Copilot Chat from the broader capabilities available with an add-on licence. Confirm what your account can access; familiar sign-in details do not establish permission to use particular data.

Claude

Try a fictional explanation or draft that benefits from several rounds of critique. Ask for alternative structures, choose one and check the revision against the source. This is a trial suggestion, not evidence that Claude always writes better. Do not assume particular upload limits, integrations or other account features.

ChatGPT

Try explaining a familiar topic, organising ideas or turning fictional notes into a checklist. Supply the context and inspect the result. This series assumes no particular subscription or feature set. Compare factual fidelity and review effort rather than how polished the answer first appears.

Run a fair comparison

If you already have permitted access to more than one tool, use the same original fictional brief and prompt in each. Do not include the later facilitator update in only one trial. Keep the test conditions consistent and record any differences.

Try this prompt

Using only these fictional notes, create an invitation of no more than 120 words and a preparation checklist. Preserve supplied facts. Mark unknown owners and details as "to confirm". Separate suggestions from confirmed arrangements. Label this DRAFT and fictional practice. Do not send or publish anything.

Score the checked result

For each tool, score four criteria from 0 to 2: factual fidelity, handling of unknowns, audience fit and ease of review. Zero means major repair, one means minor repair and two means it meets your standard. Record examples of errors or corrections, not just a total score.

Compare the review effort as well as the score. One successful trial tells you about this task under these conditions; it does not establish which assistant is best for every future task. If none passes, improve the brief or complete the work yourself.

Check current official guidance

OpenAI prompting guidance
https://help.openai.com/en/articles/10032626-prompt-engineering-best-practices-for-chatgpt

Microsoft Copilot licence differences
https://support.microsoft.com/en-us/microsoft-365-copilot/how-copilot-chat-works-with-and-without-a-microsoft-365-copilot-license

Claude getting started
https://support.claude.com/en/articles/8114491-get-started-with-claude

Official pages checked for this review edition on 16 October 2026 UTC. Account entitlements, interfaces and features may change. No security guarantee or measured product benchmark is made here.

Your checkpoint

You can explain your tool choice using permission, task fit, evidence and manageable review effort.

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