AI QUICK WINS:

Simple Tools for Everyday Impact

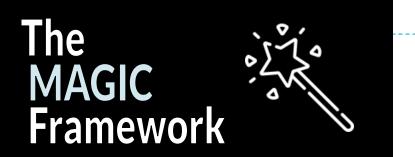
(Webinar Handouts)

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WHICH TOOL SHOULD I USE?



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TASK	ChatGPT	CLAUDE	PERPLEXITY	MS COPILOT
Write or Edit Emails, Reports	Excellent at drafting, editing, refining emails & reports. Supports continuous feedback & tone adjustments.	Very good at thoughtful, structured writing. Slightly more verbose than ChatGPT.	Not designed for writing or editing. Lacks conversational memory and tone control.	Excellent for business writing. Integrates directly with Word, Outlook, and other Office apps for seamless editing.
Brainstorm Ideas or Lesson Plans	Strong at creative ideation. May need guidance to stay on-topic or align with educational goals.	Best for thoughtful, structured brainstorming. Maintains context & asks clarifying questions.	Can suggest ideas based on real sources, but not creative or iterative. (fact-based only)	Good at structured brainstorming. Stronger when working within Microsoft ecosystem.
Summarize Long Documents	Can summarize uploaded documents in both free & paid versions. Free users can upload up to 3 files per day, paid users have higher limits.	Excellent at summarizing long texts. Best for: Complex documents requiring nuanced understanding.	summarizer with citations. Great for quick overviews of articles and reports. Best for: Multiple sources on the same topic.	Excellent at summarizing MS Office docs. Can work directly with files in OneDrive. Best for: Users who need to work with company files.
Research with Sources	➤ Does not access real-time web data. WARNING: May invent fake sources that sound real.	Can provide general information but not real-time citations. Good for background knowledge.	Best for research. Pulls from live web & includes citations. Note: Sometimes prioritizes recent over authoritative sources.	Can search the web & provide concise summaries with sources. May include Agents like Researcher (depends on organization's permissions)
Ask Follow-Up Questions	Good at multi-turn dialogue. May lose context in long chats or subtly shift topics.	Best for sustained, thoughtful conversations. Maintains tone & logic across turns.	Not designed for follow-up. Each prompt is treated independently.	Good at sustained conversations. Remembers what you're working on as you switch between different MS apps.



Letter	What It Stands For	How to Use It
М	Make it Clear	Define the task clearly. What do you want AI to do?
Α	Add Context	Who is it for? What's the purpose? Why does it matter? Assign the AI a role.
G	Give Examples	What kind of output do you want? Include tone, voice, etc.
I	Include Format	Ask for bullet points, tables, summaries, etc.
С	Check & Change	Review the result & refine prompt if needed.

QUICK TIPS:

- Start Small: Begin with a simple version of your request. You can always build on it.
- **Iterate Often:** Don't expect perfection on the first try. Adjust and refine.
- **Be Conversational:** Think of AI as a collaborator. Ask follow-up questions or give feedback.
- Save Good Prompts: If something works well, save it. You can reuse or adapt it later.

SAMPLE PROMPTS

Here are some sample prompts to help you with a variety of tasks.

Adapt them to your own context and needs.

1. Create a Task Checklist

Act as an HR coordinator for an adult education program. Create a detailed onboarding checklist for a new instructor, including HR paperwork, classroom setup, and tech orientation. Format as bullet points.

2. Professional Email

Write a professional and welcoming email inviting adult learners to an upcoming orientation session. Include the date, time, location, what they can expect, and a contact person for questions. Keep the tone friendly and supportive.

3. Summarize Survey Results

As a program evaluator, summarize the results of this adult learner satisfaction survey. Highlight 3 strengths and 3 areas for improvement. Present the summary as bullet points for a staff meeting handout.

4. Brainstorm Outreach Ideas

You are a community engagement specialist. Brainstorm 5 creative outreach strategies to re-engage adult learners who have paused their education. Include a mix of digital and in-person approaches. Explain the goal of each idea.

5. Simplify a Policy Document

Act as a plain language specialist. Rewrite this attendance policy in plain, respectful language suitable for adult learners with low literacy. Use short sentences, avoid jargon, and maintain a supportive tone.

6. 77 Plan a Workshop Agenda

Create a 90-minute agenda for a digital literacy workshop for adult learners. Include time blocks, topics [list them here], and at least two interactive activities. Format it as a table or bulleted list.

7. Segundaria Segundar

Write 3 clear and measurable learning objectives for a resume writing lesson for adult learners. Use action verbs and ensure each objective is achievable within a 60-minute session.

8. Summarize a Meeting

Summarize the key points from this meeting transcript. Include major decisions, assigned action items, and who is responsible for each task. Format the summary for easy sharing with stakeholders.

9. **Ø** Create a Resource List

Generate a list of 5 free online tools that adult ed instructors can use to support learners with disabilities. Include a short description and one practical use case for each tool.

10. Rephrase for Tone

Rewrite this message to sound more encouraging and supportive for adult learners who may feel anxious about returning to school. Keep the tone warm, empowering, and respectful.

FORMAT ALTERNATIVES



Different formats serve different goals. Here are some you can request from Al.

Sample Prompt: You are a grants coordinator. Summarize this RFP in plain language. Highlight the key deadlines, funding priorities, and submission requirements. *Format the summary as bullet points for easy review*.

Format	When to Use It	Example
Table	to compare or organize structured data	Format the summary as a table with columns for deadline, requirement, and notes.
Checklist	for step-by-step tasks or processes	Present the steps as a checklist with boxes to tick off.
Email Draft	when the output will be sent to others	Format the summary as a professional email to stakeholders.
Executive Summary (Paragraph)	for formal reports or briefings	Write a 1-paragraph executive summary of the RFP.
Slide Outline	for presentations or trainings	Format the key points as slide titles with bullet points under each.
Narrative Style	for storytelling or case studies	Summarize the RFP in a narrative style, as if explaining to a colleague.
Q&A Format	for FAQs or learner-friendly guides	Format the summary as a Q&A to help new staff understand the RFP.
Flowchart Description	for processes or decision-making	Describe the submission process as a flowchart with steps and decision points.
Mind Map (text-based)	for brainstorming or visual learners	Present the priorities and requirements as a text-based mind map.
Tweet or Social Post	for outreach or awareness	Summarize the RFP in a tweet-length message for social media.

COMMON PITFALLS



Here are some common issues you might encounter when using Al.

Confident but Wrong (Hallucinations)

Al will sound absolutely certain while making things up. It might cite studies that don't exist or give you "facts" that are completely false.

- What this looks like: "According to a 2023 Harvard study..." (when no such study exists)
- Your move: Always verify specific claims, especially statistics, dates, and research citations

Outdated Information

These tools don't know what happened after their training cutoff. ChatGPT and Claude might give you old information presented as current.

- What this looks like: Missing recent policy changes, current events, or new research
- Your move: Use Perplexity for anything time-sensitive or verify recent information independently

Hidden Bias Amplification

Al can perpetuate stereotypes from its training data without you realizing it.

- What this looks like: Suggesting different communication styles for men vs. women, or making assumptions about student capabilities based on demographics
- Your move: Ask yourself "Does this align with my values and experience?" Trust your professional judgment

The Dependency Trap

Over-relying on AI can hinder your own thinking and writing skills.

- What this looks like: Can't write an email without AI help, or accepting AI's first suggestion without thinking
- Your move: Use AI as a starting point or editor, not a replacement for your own thinking