

LESSON 9 WORKBOOK

Introduction to ChatGPT

Module 2: Using AI Tools

Name		Date	
AI Goal / Project		Status	■ Not started ■ In progress ■ Complete

Lesson Purpose

Use this workbook while completing Lesson 9, *Introduction to ChatGPT*. Learn what ChatGPT is, what it can do, where it has limits, and how to begin using it safely and effectively.

Before You Begin

- I completed Module 1 or reviewed the AI foundations lessons.
- I understand that ChatGPT can make mistakes.
- I will avoid sharing sensitive or private information.
- I will test prompts and verify important answers.

My Main Goal for This Lesson

What do I want to understand or accomplish with ChatGPT?

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Guided Exercises

Exercise 1

Explain ChatGPT in your own words. What kind of tasks can it help with?

Exercise 2

List five useful ways you could use ChatGPT for work, learning, business, or daily life.

Exercise 3

Write three limitations or risks you should remember when using ChatGPT.

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Practical ChatGPT Activity

Complete the three prompts below in ChatGPT and record what happened.

Prompt 1: Ask ChatGPT to explain a topic you want to learn.

Prompt 2: Ask ChatGPT to improve a short email or paragraph.

Prompt 3: Ask ChatGPT to create a simple step-by-step plan.

Prompt Practice

Starter prompt: "Act as a patient beginner tutor. Explain [topic] in simple steps and include one practical example."

Rewrite the prompt for a topic that matters to you:

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Action Plan and Reflection

Key Takeaways

Write the three most important things you learned.

My Practical Action Step

What useful ChatGPT task will you complete before Lesson 10?

Completion Checklist

- I explained what ChatGPT is in my own words.
- I tested at least three prompts.
- I identified useful ways to apply ChatGPT.
- I understand that important answers should be verified.
- I am ready to improve my prompt-writing skills.

Reflection

Which ChatGPT response was most useful, and what would you change to get a better result?

Next Step

Continue to **Lesson 10 - Writing Better AI Prompts**. Bring one weak prompt and one good prompt from this workbook so you can compare and improve them.

Educational note: ChatGPT features, availability, accuracy, and results can change. Verify important information and use AI responsibly.