

Ask better questions when using AI

A simple guide to working with AI tools in an everyday, practical way.

Before you type

AI can help organize information, generate ideas and draft messages. It can also be wrong. Protect personal information and check anything important before using it.

A helpful structure

Context: explain the situation. Goal: what you want to do. Audience: who it is for. Format: how you want the answer. Clarification: ask the tool to ask questions when details are missing.

Example 1: answer a customer

"I run a small service business. Help me write a short, friendly reply to someone asking how we work. First ask me three questions about the service. Do not invent prices or availability."

Example 2: plan a busy week

"I have many things to do. First ask about my priorities, available time and deadlines. Then suggest a simple schedule with breaks and room for changes."

Example 3: learn something

"Explain this concept using plain language and an everyday example. Then ask me three questions to check what I understood."

Now write your own request

What do I need help with, and what context will I share?

Which rules or limits should the AI respect?

Do not share passwords, customer records or sensitive information in tools that are not approved for such use.

Free educational resource. Review AI-generated material before publishing, sharing or making decisions.