

AI for Everyday Living

MODULE 2: See It, Try It, Use It

A 60–90 minute workshop for curious minds

Helpers available · Cheat sheet on your table · No experience needed

Today's Agenda

0–10 min

Welcome, Check-In & Session Goals

10–25 min

Plain-Language Overview & Live Demo

25–40 min

Safety, Privacy & Limits

40–55 min

Hands-On Practice: Everyday Tasks

55–70 min

Hands-On Practice: Better Prompts

70–80 min

Optional Extra Demo & Q&A

80–90 min

Wrap-Up, Take-Home Sheet & Preview

Quick Recap: What We Covered in Module 1

Before we dive in — a quick reminder of where we started:



AI stands for Artificial Intelligence — computers trained on data to recognize patterns and respond usefully.



AI is NOT a person, NOT magic, and NOT always correct.



We already use AI every day in maps, photo apps, voice assistants, and fraud alerts on credit cards.



Today's goal: see generative AI in action, understand how to stay safe, and try it ourselves.

Let's Check In! — Show of Hands

No right or wrong answers — this helps us tailor today's session for you.

1



Who has heard of ChatGPT or another AI chatbot?

2



Who has already tried typing a question into an AI tool?

3



Who has concerns about privacy or safety with AI?

What Is AI? A Plain-Language Definition

AI = a computer system trained on enormous amounts of data to **find patterns** and give helpful responses.

01

Trained on data

Books, websites, articles — billions of examples

02

Finds patterns

Like a very fast learner who has read everything

03

Gives a response

Answers, drafts, summaries, images, ideas

Clearing Up Common Myths About AI

These misunderstandings are very common — let's set the record straight:



"AI is a person"

No. AI has no feelings, awareness, or opinions. It generates responses based on patterns in data — not understanding or consciousness.



"AI is magic"

No. It is software running on servers. It only knows what it was trained on and cannot truly think or reason like a human.



"AI is always correct"

Definitely not. AI can and does make confident-sounding mistakes. Always verify important information with a trusted source.

AI You Already Use Every Day

You have probably been using AI for years — without even realising it!



Voice Assistants

Siri, Alexa, Google — 'What's the weather today?' AI understands your question and answers naturally.



Maps & Traffic

GPS uses AI to predict traffic, suggest faster routes, and reroute you in real time.



Photo Apps

Your phone automatically recognises faces, organises albums, and improves lighting in your photos.



Fraud Detection

Your bank uses AI to spot unusual transactions within seconds and protect your account.

Introducing Generative AI: AI That Creates


Generative AI = AI systems that can **CREATE** new text, images, or sound from instructions you give them — called *prompts*.

Think of it like...

A very knowledgeable assistant who has read millions of books, letters, and articles — and can help you draft anything you ask, in any tone or style.

The key difference: it GENERATES new content — it does not just look things up.

Tools You May Have Heard Of

-  ChatGPT — writing, questions, planning
-  DALL-E / Adobe Firefly — image creation
-  Google Gemini — research & summaries
-  Microsoft Copilot — built into Word & email

Live Demo 1: Writing an Email with AI

Watch as we type this prompt live into ChatGPT on the projected screen:

 **The Prompt:**

*"Draft a friendly, short email to my granddaughter inviting her to visit this summer.
Warm and simple."*

Live Demo 1: Writing an Email with AI

Watch as we type this prompt live into ChatGPT on the projected screen:

The Prompt:

"Draft a friendly, short email to my granddaughter inviting her to visit this summer. Warm and simple."

What to Notice When AI Responds:

- › It responds within seconds with a complete, warm email
- › It picks up your keywords: granddaughter, summer, warm, simple
- › You can follow up: 'Make it shorter' or 'Add a specific date' — AI will revise instantly
- › You are always in control — the AI writes the first draft, you decide what to keep

Live Demo 2: Summarising an Article

A second example — this one is great for long or complicated reading:

The Prompt:

"Here is a news article. Please summarise it in 5 simple sentences for a general audience." [paste article text]

Useful For

- › Long news articles or reports
- › Health or medical information
- › Insurance or legal documents
- › Getting the key points before reading more

Always Remember

- › AI may miss important details
- › It may oversimplify complex topics
- › Verify health or financial information
- › Great starting point — not the final word

Pause and ask the group: 'Is this useful? When might you use this?'

Pause & Reflect

What did you notice about those demonstrations?

"Is this useful? What could you imagine using it for in your own life?"

"What surprised you about the AI's response?"

"What would you want it to do differently?"

SECTION 2

Safety, Privacy & Limits

Minutes 25–40 | Whole-group discussion

This is a top concern for most people — every question here is a good one.

The 3 Golden Rules of Privacy

Follow these every time you use an AI tool:

1 Never share sensitive numbers

Social Security number, bank account number, credit card number, passwords, or full medical record numbers. These should never be typed into an AI.

2 Be thoughtful with personal details

One piece of info may be fine, but combining your full name + address + phone number together creates risk. When in doubt, leave it out.

3 Assume what you type could be seen

Some services let employees review conversations or use them for training. Treat it like a postcard — not a private diary.

When AI Gets It Wrong: 'Hallucinations'


AI can make things up — and sound completely confident while doing so.

This is called a

"hallucination" — the AI produces plausible but incorrect information.

Example to Watch For

If you ask AI: 'What medications are safe to take with my blood pressure pill?' — it may give a confident answer that sounds authoritative but is medically inaccurate.

 **ALWAYS check health, legal, or financial information with a qualified professional.**

How to Verify

1. Search the same question on Google
2. Check a trusted website (Mayo Clinic, CDC, NHS)
3. Ask your doctor, pharmacist, or lawyer
4. Look for dates, sources, and links in the original

Ethics: 3 Things Worth Knowing About AI

AI is powerful — and society is actively working out how to use it responsibly.



Bias

AI learns from human-created data — which can contain human biases about race, gender, and age. Researchers are working to reduce this.



Jobs & Change

AI will shift some jobs — but history shows that new tools also create new kinds of work. The goal is humans and AI working together.



Deepfakes & Fake Info

AI can generate convincing fake photos, voices, and videos. Be cautious about shocking online content. If it seems too outrageous, verify before sharing.



Let's Discuss

Quick check-in before we move to hands-on practice

What is an example of a question you would NOT want to type into an AI chatbot?

(Great privacy discussion — no wrong answers here!)

What is one question or concern you have about AI that we haven't covered yet?

(Invite 1–2 responses and address them briefly.)

Every concern is valid. There are no wrong questions.

SECTION 3

Guided Hands-On Practice

Minutes 40–75 | Your turn to try!

Get out your device, find a partner, and use the Prompt Recipe cheat sheet on your table.

Getting Set Up for Hands-On Practice



Your Own Device

Use your phone, tablet, or laptop. Open a browser and go to chat.openai.com (or the tool shown on screen). No account? Follow along!



Pair Up

No device? No problem. Pair up with a neighbour and share a screen. Take turns: one types, the other suggests and reads.



Cheat Sheet

Find the printed 'Prompt Recipe' sheet on your table. It has ready-made example prompts.



Need Help?

Raise your hand at any time. Helpers are walking around the room. We are all here to help — no question is too basic.

Activity 1: Everyday Tasks — Choose One (10–15 min)

Pick any task below. We'll do it together step-by-step on screen.

Writing

- › A friendly email to a family member
- › A thank-you note for a gift
- › An RSVP for a party or event

Getting Information

- › Explain Medicare Part D in plain terms
- › What are signs of dehydration in seniors?
- › What is a reverse mortgage?

Planning

- › Plan a 3-day visit with grandchildren in Tucson
- › Suggest easy recipes I can freeze ahead
- › Help me make a packing list for a trip

A Good Prompt — Model Example

Here is the type of prompt we'll model on screen. Copy it or adapt it for your own task.

Model Prompt:

"You are helping a retiree write a friendly email. Write 1 short paragraph, warm and simple, to invite my granddaughter to visit this summer."

What Makes This a Good Prompt:

- ✓ **Role set:** "You are helping a retiree write" — gives context about who is asking
- ✓ **Task clear:** "Write 1 short paragraph" — specific about what you want
- ✓ **Tone stated:** "Warm and simple" — tells AI how the writing should feel
- ✓ **Purpose given:** "Invite my granddaughter to visit this summer" — clear goal

Try It! Type → Read → Refine

Three simple steps. You can do this!

Step 1

Type Your Prompt

Choose your task from the previous slide and type a prompt. Use the cheat sheet for ideas if you need it.

Step 2

Read the Response

Take a moment to read what AI produced. Is it useful? Too long? Too formal? Does anything seem off?

Step 3

Refine It Once

Type a follow-up. Try: "Make it shorter" — "Make it friendlier" — "Add two bullet points" — then compare the two versions.



We will ask 1–2 people to share what they got with the group!

Activity 2: Writing Better Prompts (10–15 min)

A simple 3-part formula that makes a big difference:

ROLE

"You are my patient tutor."

Tells AI what kind of helper to be — sets the tone and approach

TASK

"Explain... / Draft... / Summarise..."

Tells AI exactly what you want it to produce

DETAILS

"...for an 80-year-old, in plain English, one short paragraph each"

Audience, length, tone, and language — the more detail, the better answer

This is sometimes called 'prompt engineering' — but it is really just giving clear instructions, like you would to a helpful friend.

Before vs. After: See the Difference

Try both prompts yourself — compare the results in real time:

Vague Prompt (Before)

"Tell me about exercise."

Result: A long, generic essay. Probably not what you needed.

Specific Prompt (After)

"Explain 3 safe exercises for an 80-year-old with bad knees, in plain language, one short paragraph each."

Result: 3 tailored, clear, practical paragraphs — exactly what you asked for.



Better

Your Turn

Take the vague prompt 'Tell me about exercise' and rewrite it using Role + Task + Details. Type both into the AI chatbot and discuss with a partner: which response was more useful, and why?

Optional Extra: Beyond Text — What Else Can AI Create?

Demonstrated on screen only — no need to log in for this section.



Image Generation

Tools like Adobe Firefly can create artwork, greeting card images, or illustrations just from a text description.

Example prompt:

"Create a watercolour painting of a garden with roses and a white picket fence."

✓ Fun and creative. Useful for personalised cards and hobby projects.

⚠ Images can look strange or distorted. Always review carefully before sharing.



AI Voice & Chat

ChatGPT and others can now speak out loud and hold a conversation. Some use it for companionship or practice.

Example prompt:

"ChatGPT Voice" — tap the headphone icon and speak your question aloud.

✓ Great for those who prefer talking to typing. Helpful for practice.

⚠ Not a replacement for real human connection. Use as a helpful supplement.

SECTION 4

Wrap-Up & Next Steps

Minutes 80–90 | Consolidate, take it home, reduce anxiety

What Will YOU Try This Week?

Let's collect 4–5 ideas from the group:

1

2

3

4

5

6

We'll write these on the board — your ideas may inspire someone else!

3 Key Takeaways – The Most Important Things to Remember



AI is a tool

It can help you write, plan, and learn. You are always in charge — AI is just your first draft. Use it, edit it, own it.



AI makes mistakes

Always double-check important information about health, money, or legal matters. AI is a helpful starting point, not the final word.



Protect your privacy

Never share sensitive numbers. Be thoughtful about personal details. Treat AI like a helpful stranger — not a trusted confidant.

Your Take-Home Sheet & Module 3 Preview


Before you leave — take the printed sheet on your table. It has everything you need to practice safely at home.

What's on Your Sheet


- › 3–4 safe practice prompts to try at home
- › The Privacy Golden Rules (quick reference)
- › The Role + Task + Details formula
- › Trusted websites to verify AI answers
- › Where to get help if you get stuck


Module 3 Preview

Next time we'll go deeper:

 Working with images & documents

 Voice assistants and AI

 Smart searches & research tips

 Your questions from today
Date & location TBA

Thank you for joining us today! You are all more capable than you think. ✨