

# Lesson 1: ChatGPT: Your First AI Partner

Fill this in during the workshop so you leave with work you can actually reuse. Write in your own words — short is fine.

## What I want out of this lesson

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## Goals for this lesson

- ☐ Set up a free ChatGPT account at [chatgpt.com](https://chatgpt.com).
- ☐ Know the difference between free and paid plans — free is enough for class; paid runs about \$20/month and unlocks faster answers.
- ☐ Understand why ChatGPT is the best first AI: fewer bugs, the biggest toolbox, and the easiest learning curve.
- ☐ Use the magic formula: ROLE + TASK + DETAILS.
- ☐ Turn a lazy prompt into a great one, and boss AI around: shorter, friendlier, in a table.
- ☐ Spot when AI is confidently wrong.

## The prompt formula: ROLE + TASK + DETAILS

Most bad prompts are just under-explained. Give ChatGPT a role, a clear task, and a few details, and the answer becomes dramatically better. Then keep refining with follow-ups like 'shorter,' 'friendlier,' or 'put it in a table.'

ROLE — Who should it act like? (e.g. a friendly email coach, a patient tutor, a marketing writer)

TASK — What exactly do you want done? (e.g. write 5 headlines, summarize a doc, say no to a meeting)

DETAILS — What are the constraints? (e.g. under 80 words, playful tone, for a 10-year-old, in a table)

My version:

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## Exercise: Train ChatGPT with the formula

About 30 minutes.

1. Set up a free ChatGPT account at [chatgpt.com](https://chatgpt.com). Free plans are enough for this class.

2. If you later want faster answers, the paid plan is about \$20/month — but only upgrade after you've used the free version for a week.

3. Copy the starter prompt below and paste it into ChatGPT.

4. Ask ChatGPT something you're an expert in. Spot where it gets something wrong.

5. Write a lazy one-liner request. Notice the boring answer.

6. Rewrite it with **ROLE + TASK + DETAILS** and run it again.

7. Say 'shorter', then 'friendlier', then 'put it in a table'. Save the winner.

## What I built today (keep this)

Paste or rewrite the best output you got. This is the thing you reuse.

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## My best prompt from this lesson

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## One thing I'll do with this in the next 7 days

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