

DIGITAL SKILLS JOURNEY: STEP BY STEP

LESSON 9 TITLE:

SAFE USE AND BASIC PROMPTS FOR CHATGPT



Digital Skills Journey: Step by Step

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Today's Points:

- 1** Keep your personal information safe.
- 2** Check AI answers carefully.
- 3** Use simple prompts to get clear answers.

1 Keep your personal information safe.

Main Idea:

Do not type private information such as your full name, home address, phone number, ID number, passwords, or bank details.

ChatGPT is helpful, but it is not a place to store personal or confidential data.

2 Check AI answers carefully.

Main Idea:

ChatGPT can sometimes make mistakes or give outdated information.

Use it as a support tool, not as the final authority.

Always check facts, dates, and important details.

3 Use simple prompts to get clear answers.

Main Idea:

A “prompt” is the text you type to ask ChatGPT a question.

Clear and simple prompts give better results.

Start with short requests like “Explain this,”
“Summarize,” or “Translate.”

4 Lesson Summary

Purpose	Prompt Example
Explain	“Explain this simply.”
Summarize	“Summarize this text.”
Translate	“Translate this into English.”
Correct	“Correct my English sentence.”
Ideas	“Give me three ideas for my class.”
Create image	“Create an image of ...”
Support	“Make an example for a school lesson.”

