PROJECT LENS

WORKSHOP KIT 01 OF 05 · PARTICIPANT AND HOST PACK

AI Basics Participant and Host Pack

See AI clearly.

Think clearly in an AI-powered world.

L	Learn	Understand AI.
E	Evaluate	Question and verify.
N	Navigate	Know when and how to use it.
S	Secure	Protect yourself and others.

Version 1.2 · Updated October 13, 2026

projectlensai.org

01

My First Prompts

Work with a partner. Pick one scenario, or your own idea that needs no private details.

Pick one (circle): Gardening · A recipe · Help with my phone · My own idea: _____

1. START: write a simple first question

Example: "What is the best time to plant hyacinth bulbs?"

_____ _____ _____ _____

2. IMPROVE: add at least two ingredients (tick the ones you used)

- ☐ **A role:** "Act as a master gardener" or "Act as a patient computer teacher"
- ☐ **Details:** "I live in the Pacific Northwest" or "I have an iPhone"
- ☐ **A format:** "Use 5 short steps" or "Keep it under 100 words"
- ☐ **Do and don't:** "Use simple words. Don't use technical terms."
- ☐ **Ask me first:** "Ask me questions before you answer"
- ☐ **Sources:** "Link to your sources, please"

My better prompt:

_____ _____ _____ _____

_____ _____ _____ _____

3. CHECK: how will you check the answer?

Example: check the OSU Extension gardening website, or ask at the garden center.

_____ _____ _____ _____

Safety check (tick both):

- ☐ My prompt has no names, addresses, account numbers, or passwords
- ☐ I know a second place to check the answer

02

Quick quiz

No names needed. Circle one answer for each question.

Circle one: BEFORE the session / AFTER the session

1. True or false: Chatbots check whether the information they give you is true. TRUE / FALSE

2. Which of these is safe to type into a chatbot?

- A. Your Social Security number
- B. Your bank PIN
- C. "Explain what a deductible is."
- D. Your full name and home address

3. The Project LENS recipe for better answers is START, IMPROVE, and...

- A. Trust
- B. Check
- C. Share
- D. Repeat

4. Before using AI for something, what's the first question to ask yourself?

- A. Can I do this without AI?
- B. Which app is the fastest?
- C. How much does it cost?
- D. Who else is using it?

5. True or false: If an AI answer sounds very confident, it's always correct. TRUE / FALSE

03

Feedback form

Thank you for joining us. Your answers help Project LENS improve. No name needed.

1. How useful was today's session? (circle one) Not useful · A little useful · Useful · Very useful

2. How confident do you feel trying an AI chatbot now? (circle one) Not confident · A little confident · Confident · Very confident

3. What was the most helpful part?

_____ _____ _____ _____

4. What was confusing, or what should we change?

_____ _____ _____ _____

5. What would you like a future session on? (tick any)

- ☐ Spotting AI scams and deepfakes
- ☐ Hands-on practice with a chatbot
- ☐ Checking if information is true
- ☐ Protecting my privacy online
- ☐ Helping family members with technology
- ☐ Something else: _____

6. May we share your comment on our website, without your name?

- ☐ Yes, you may share my comment (no name)
- ☐ No, please keep it private

04

Sign-in sheet

Session: AI Basics · **Date:** _____ · **Location:** _____

Signing in is optional. Email is only needed if you'd like to hear about future Project LENS sessions. Within a week, the Project LENS team copies emails into our mailing list and shreds this sheet. The host doesn't keep a copy. We never share or sell your information.

#	First name	Email (optional, for future sessions only)
1		
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05

Flyer template

Hosts: fill in the blanks and post at least two weeks ahead.

Free Community Workshop

You already use AI. You just might not know it yet.

Your phone, your maps, your TV and your bank all use it. Spend 45 minutes finding out where, why it sometimes gets things wrong, and the three words that get you better answers.

AI Basics: See AI clearly

When: _____

Where: _____

RSVP: _____

45 minutes · Free · No computer needed · Bring a phone if you'd like to try it

Presented by Project LENS, a youth-led AI literacy initiative · projectlensai.org

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