PROJECT LENS

WORKSHOP KIT 03 OF 05 · PARTICIPANT AND HOST PACK

Hands-on Prompting Lab 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 1.0 · Updated October 13, 2026

01

Prompt Lab worksheet

Use one side per challenge card. No names, numbers, or addresses in any prompt.

Challenge card (circle): A. Plan an outing · B. Understand a letter · C. Learn your phone · D. Cook for one

1. START: write the simple question from your card

_____ _____ _____ _____

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

- ☐ **A place or situation:** "I live in Salem" or "I have an Android phone"
- ☐ **A role:** "Act as a patient computer teacher"
- ☐ **A format:** "Use 5 short steps" or "Keep it under 100 words"
- ☐ **Do and don't:** "Use plain 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: where will you check the answer?

_____ _____ _____ _____

What changed in the answer?

_____ _____ _____ _____

Safety check (tick both):

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

02

Challenge cards

Hosts: print one set per pair and cut along the dashed lines.

CARD A: PLAN AN OUTING

START: "Suggest a walk near me."

IMPROVE ideas: your town or area, how far you like to walk, benches or restrooms, "ask me questions first"

CHECK: the park or city website, or call ahead about access

Card B: Understand a letter (made-up example)

EXPLANATION OF BENEFITS. THIS IS NOT A BILL. Service date: March 3. Amount billed: $240.00. Plan discount: $90.00. Plan paid: $120.00. You may owe: $30.00.

START: "What does this letter mean?" and type the made-up letter above

IMPROVE ideas: "Explain it in plain words, in 4 short points," "What questions should I ask my plan?"

CHECK: your plan's official website, or Oregon SHIBA at 1-800-722-4134 for free Medicare help. Never paste a real letter without covering names and numbers.

CARD C: LEARN YOUR PHONE

START: "How do I make the text bigger?"

IMPROVE ideas: "I have an iPhone" or "I have an Android phone," "5 simple steps," "no technical words"

CHECK: try the steps on your phone, or look in your phone's own Settings or help pages

CARD D: COOK FOR ONE

START: "Give me a recipe."

IMPROVE ideas: "for one person," "ready in 30 minutes," what's in your fridge, a diet preference

CHECK: a trusted recipe website, or your doctor or dietitian if you follow a special diet

03

Fix-it phrases card

Cut out and keep by your phone or tablet.

Project LENS Fix-It Phrases

START with a clear question. **IMPROVE** it with details. **CHECK** anything important.

Too complicated? "Explain that more simply, like you're talking to a friend."

Not enough to go on? "Ask me questions first if you need more information."

Want proof? "Where did you get that? Please share links." Then open one.

Off track? "That's not quite right. I meant ___. Please try again."

Too much at once? "Give me one step at a time. Wait for me to say 'next.'"

Never type: passwords, PINs, Social Security, Medicare, bank, or card numbers

Never trust from AI: phone numbers or links. Find them yourself.

Privacy setting: Settings, then Privacy or Data controls

Free help from a librarian, 24/7: answerland.org

04

Quick quiz

No names needed. Circle one answer for each question.

Circle one: BEFORE the session / AFTER the session

1. Before pasting a letter into a chatbot, what should you remove?

- A. Nothing, it's private
- B. Names, account numbers, and addresses
- C. Only the date
- D. The greeting

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

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

3. True or false: If a chatbot gives you links to its sources, you don't need to check them.
TRUE / FALSE

4. Which of these is a good way to IMPROVE a prompt?

- A. Add your Medicare number so the answer is personal
- B. "Use 5 simple steps and plain words"
- C. Type the same question again in capital letters
- D. Ask it to promise the answer is right

5. Where do you usually find the setting that keeps your chats out of AI training?

- A. Settings, then Privacy or Data controls
- B. The app store
- C. Your email inbox
- D. There's no such setting

05

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 using a chatbot on your own 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
- ☐ More hands-on practice
- ☐ 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

06

Sign-in sheet

Session: Hands-on Prompting Lab · **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		
2		
3		
4		
5		
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9		
10		
11		
12		
13		
14		
15		

07

Flyer template

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

Free Community Workshop

Ever wondered what you'd actually ask it?

Bring your phone or tablet and try an AI chatbot with a helper beside you. Learn the few words that turn a vague answer into a useful one, and the things you never type.

Hands-on Prompting Lab: See AI clearly

When: _____

Where: _____

RSVP: _____

60 minutes · Free · Bring a charged phone or tablet if you have one · No device? We'll pair you up

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

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