PROJECT LENS

COMMUNITY WORKSHOP · KIT 3

Prompting lab

Try it, with a helper beside you.

[Host name] · [Date] · Wi-Fi: [network] / [password] · projectlensai.org

TODAY

One hour, mostly hands-on

01

Safety first

What never to type, and one privacy setting

02

Try it

Two real tasks with START, IMPROVE, CHECK

03

Catch a mistake

See why we always check

No device? You'll pair with someone who has one. Writing a better question on paper is the real skill.

QUICK QUIZ · 2 MINUTES

Five questions. No names.

Circle "BEFORE" at the top. It isn't a test. It helps us see what today was worth.

WHAT A CHATBOT DOES

A fast guesser with a library card

It predicts

It writes the most likely next words, based on patterns it learned

It may search

Many chatbots now look on the web and show you links

Nobody checks

No chatbot checks whether what it finds is true

You're still the one who checks.

GOOD TO KNOW

If it asks you a question back, that’s a good sign.

Newer chatbots often ask for more detail instead of guessing. Answer it, without private details.

SAFETY FIRST

Never type these into a chatbot

- Social Security or Medicare numbers
- Bank, card, or account numbers
- Passwords, PINs, or codes texted to you
- Your full name with your address or birth date
- Photos of IDs, checks, or medical records
- Other people's private details

FIND IT TOGETHER

The privacy setting

01

Open **Settings** (often your initials or a gear)

02

Look for **Privacy** or **Data controls**

03

Turn off chat history or "improve the model" if you'd like

Menus change often. If you can't find it, ask a helper to point, or ask the chatbot: "Where is your privacy setting?"

THE PROJECT LENS RECIPE

START, IMPROVE, CHECK

START

with a clear question

IMPROVE

it with details: a place, a role, a format

CHECK

anything important with a second source

WATCH IT LIVE

One prompt, start to finish

START	"What is the best time to plant hyacinth bulbs?"
IMPROVE	"I live in the Pacific Northwest. Answer like a master gardener, keep it short, ask me questions if you need to, and link your sources."
CHECK	Open one link. Is it real and current? Compare with a second source.

ACTIVITY 1 · 20 MINUTES · WITH A PARTNER

Prompt stations

01

Pick two challenge cards

02

START, then IMPROVE with two ingredients

03

CHECK, and note what changed

THE FOUR CHALLENGE CARDS

Pick any two

A. Plan an outing

"Suggest a walk near me."

B. Understand a letter

Uses the made-up letter on the card, never a real one

C. Learn your phone

"How do I make the text bigger?"

D. Cook for one

"Give me a recipe."

HOW HELPERS HELP

Your phone stays in your hands

You type

Helpers point and explain. They won't take your device.

No logins

Nobody logs in or makes an account for you. That's always your choice.

No payments

If a screen asks for a card, stop. The basic versions are free.

ACTIVITY 2 · 8 MINUTES

Catch the mistake

01

Ask about something you know well: your hometown, a hobby, a favorite book

02

Ask: "Where did you get that? Please share links."

03

Open one link. Does it say what the chatbot said?

WHAT DID YOU FIND?

Both of these are good outcomes

It got something wrong

Now you know why we check. It sounded just as sure when it was wrong.

It asked you a question

It didn't have enough to go on. That's better than guessing.

It doesn’t know your town or your family. You do.

FIX-IT PHRASES

When the answer isn’t quite right

If it's...	Type this
Too complicated	"Explain that more simply, like you're talking to a friend."
Guessing	"Ask me questions first if you need more information."
No proof	"Where did you get that? Please share links."
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.'"

PREFER TO TALK?

You can ask out loud

The microphone button

Most chatbot apps let you speak your question and hear the answer read back.

A phone number

OpenAI offers 1-800-CHATGPT from U.S. and Canadian phones, with free monthly minutes. Look it up yourself on OpenAI's website.

Same rules when you talk: no private numbers or passwords, and check anything you'll act on.

TAKE THIS HOME

Three things to remember

01

START, IMPROVE, CHECK

02

Treat every chat like a postcard

03

Links help, but you still check

QUICK QUIZ · 2 MINUTES

Same five questions

Circle "AFTER" this time. Then the feedback form, and we're done.

PROJECT LENS

Thank you

Questions?

Free guides and workshops: projectlensai.org

Next workshop: AI scams and deepfakes