AI Writing Examples

AI Writing Examples - Read & Discuss

This sheet shows examples of writing created with help from AI.

You will:

- Read the examples
- Think about whether they are good or not
- Decide what you would change
- Learn how AI can help with writing

Example 1: Work Email

Prompt: Help me write a polite email to my supervisor asking for a day off.

AI Response (Output):

> Hello [Supervisor's Name],
> I hope you are doing well. I am writing to ask if I can take Friday, March 15 off. I have a personal appointment that day. Please let me know if this works for you.
> Thank you,

Think About It:

- ☐ Is this polite?
- ☐ Is it clear?
- ☐ Would you change anything?

Example 2: Shopping List

Prompt: Make a shopping list for healthy meals for one week.

AI Response (Output):

> Chicken, Rice, Eggs, Vegetables, Fruit, Bread, Milk

Think About It:

- ☐ Is this helpful?
- ☐ Would you add or remove anything?

Example 3: Short Message

Prompt: Help me write a message to my teacher to explain why I was late today.

AI Response (Output):

> Hello, I wanted to let you know that I was late today because my bus was delayed. I'm sorry for the inconvenience, and I will make sure to arrive on time tomorrow. Thank you for understanding.

Think About It:

- ☐ Is the message clear?
- ☐ Is this helpful?
- ☐ Does the tone sound professional?
- ☐ Would you change any words?

What is a Prompt?

What Is a Prompt?

A prompt is what you type to tell the AI what you want.

Tips for Writing a Good Prompt
✔ Be clear
✔ Give details
✔ Say what you want
✔ Use full sentences

Example Prompts You Can Use

Email Help
- Help me write a professional email to my boss.
- Help me write an email asking for time off.

Lists
- Make a shopping list for healthy food.
- Make a to-do list for work.

Messages
- Help me write a short message to my teacher.
- Help me write a message to a coworker.

Better Prompt = Better Answer

❌ Bad prompt example:
- Help me with an email.

✅ Better prompt:
- Help me write a polite email to my supervisor about missing work tomorrow.

Writing Task

Writing Task Worksheet

Step 1: Choose One

☐ Email

☐ List

☐ Message

Step 2: Write Your Prompt

_____

_____

Step 3 : Write or Paste the AI Response (Output)

_____

_____

_____

_____

Step 4: Check Your Work

Circle one:

1. Does this make sense?

YES / NO

2. Is it polite and clear?

YES / NO

3. Would you send or use this?

YES / NO

Step 5: Improve It

What would you change?

_____

_____

Responsible AI Use

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📋**Instructions:**
1. Read each scenario in the table.
2. Decide if the use of AI is **Responsible** or **Not Responsible**.
3. Put a ✔ check in the correct box.
4. Be ready to explain why you chose your answer.

Scenarios	Responsible	Not Responsible
Using AI to check spelling in an email		
Copying AI answers for a test		
Using AI to get ideas for work		
Asking AI for medical advice		
Using AI to help write a resume, but changing the words to sound like you		
Asking AI to translate a message before sending it to your child's teacher		
Using AI to practice a conversation before a job interview		
Typing your full name, address, and phone number into AI for help filling out a form		
Using AI to get ideas for dinner or meal planning		
Using AI to help you plan a monthly budget		

Read #1-3. Think about your answers. Share with a classmate.

1. One way AI can help me is _____.
2. One thing I should be careful about _____.
3. Why is human thinking still important? _____.

Responsible AI Use (Answer Key)

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Scenarios	Responsible	Not Responsible
Using AI to check spelling in an email (This is fine. It's like using a spell checker.)	✔	
Copying AI answers for a test (This is academic dishonesty/cheating.)		✔
Using AI to get ideas for work (Sure! It helps boost creativity. Be sure to use your own judgment.)	✔	
Asking AI for medical advice (You should consult a real doctor for medical advice. Using AI for general health information *might* be okay. Just don't rely on it for diagnosis or treatment.)		✔
Using AI to help write a resume, but changing the words to sound like you (Using AI to help write a resume is responsible as long as the content accurately reflects your real experience and skills. AI is helping you express yourself, like an editor or career coach.)	✔	
Asking AI to translate a message before sending it to your child's teacher (Helps bridge a language barrier and communicate more effectively.)	✔	
Using AI to practice a conversation before a job interview (Can help build confidence!)	✔	

Typing your full name, address, and phone number into AI for help filling out a form (This carries privacy risks. Do not share personal/sensitive information with AI.)		✔
Using AI to get ideas for dinner or meal planning (Great because it can help save time and spark creativity.)	✔	
Using AI to help you plan a monthly budget (Can be a great starting point. Seek help from an advisor for more complex financial situations.)	✔	

Read #1-3. Think about your answers. Share with a classmate.

1. One way AI can help me is _____.
2. One thing I should be careful about _____.
3. Why is human thinking still important?