

Lesson Title: Using AI for Work and Life Writing Tasks	Level of Lesson: ABE/ASE Language Arts – NRS Levels 2–3
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Content Area(s)	Targeted IL ABE/ASE Content Standards
Language Arts – Reading & Writing	2.R.CI.1 – Demonstrate comprehension strategies such as questioning, clarifying, and summarizing
	2.R.CI.4 – Identify the main purpose of a text...
	3.R.VA.3 - Acquire and accurately use level-appropriate conversational, general academic and domain-specific words and phrases
Language Arts - Speaking & Listening	2.S.CC.1 - Engage effectively in a range of collaborative discussions... e. Explain their own ideas and understanding in light of the discussion
Language Arts - Writing	2/3.W.PD.2 - With guidance and support from instructor and peers, develop and strengthen writing as needed by planning, revising, and editing.
Functional & Workplace Skills	2/3.R.FW.1 – Communicate information clearly for real-world tasks
	3.R.FW.3 – Understand and use technology systems
	3.R.FW.4 - Use informational texts, internet web sites, and/or technical materials to review and apply information sources for occupational tasks
	3.R.FW.5 - Evaluate the reliability of information from informational texts, internet web sites, and /or technical materials and resources

Integrated Essential Employability Skills	
<input type="checkbox"/> Personal Ethic (<i>Integrity, Respect, Perseverance, Positive Attitude</i>)	<input type="checkbox"/> Teamwork (<i>Critical Thinking, Effective & Cooperative Work</i>)
<input type="checkbox"/> Work Ethic (<i>Dependability, Professionalism</i>)	<input type="checkbox"/> Communication (<i>Active Listening, Clear Communication</i>)

Lesson Objectives (Students will be able to): <ol style="list-style-type: none"> 1. Identify ways AI can help with everyday and workplace writing tasks 2. Use ChatGPT to generate ideas for simple writing tasks (emails, lists)
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3. Improve a piece of writing using AI suggestions
4. Explain why human judgment is still necessary when using AI
5. Describe responsible and irresponsible uses of AI in work and daily life

Engagement is not “one size fits all.” How are you providing multiple ways to engage all learners? Click on [Multiple Means of Engagement](#) to learn more about providing options for learners and explain how you are including this below:

- Real-life relevance: writing emails, lists, and messages students actually need
- Choice: students select a writing task that fits their life or job goals
- Hands-on learning: students interact directly with ChatGPT
- Social learning: partner discussion and shared examples
- Low-pressure participation: oral discussion before writing
- Multiple access points: typing, speaking, reading, or listening
- Reflection: students consider when AI helps and when it should not be used

Key Vocabulary:

Artificial Intelligence (AI): technology that helps computers think and respond

Prompt: the question or instruction you give to an AI tool to tell it what you want

Draft: a first version of writing

Edit: to fix or improve writing

Professional: appropriate for work or school

Responsible Use: using technology in a safe, honest, and appropriate way

Human Judgment: using your own thinking to make decisions

Instructional Materials:

Technology

Computers or Chromebooks

Projector or smart board

Access to [ChatGPT](#) (teacher or student use)

[Using AI for Life & Work Quizlet Vocabulary Flashcards](#)

Print Materials

[AI Writing Examples Handout](#) (Tab 1)

[Prompt Guide](#) (Tab 2)

[Writing Task Worksheet](#) (Tab 3)

[Is This Responsible?](#) (Tab 4)

Exit Ticket (provided by teacher)

Lesson Activities:

INTRODUCTION & WARM-UP (15 minutes)

- 1. Display lesson objectives** and read them aloud.

- 2. Warm-Up Discussion:**
 - Ask students:
 - What kind of writing do you do in real life?
 - Examples: text messages, emails, notes to teachers, shopping lists, work messages
 - Write responses on the board.

- 3. Think–Pair–Share:**
 - What writing is hard for you?
 - Students share with a partner, then whole class.

- 4. Introduce Today’s Focus:**
 - Today we will learn how AI can help us write, but it is very important to remember that we still make final decisions.

DIRECT INSTRUCTION: AI AND WRITING (15 minutes)

- 5. Explain AI in Simple Language:**
 - AI can help generate ideas
 - AI does NOT think like a human
 - AI can make mistakes

- 6. Teacher Explanation (Think-Aloud):**
 - AI can help me start writing, but I must check it.
 - AI does not know my job or my boss.
 - I decide what is correct.

- 7. Mini Discussion:**
 - When is it okay to use AI?
 - When is it NOT okay?

GUIDED PRACTICE: USING CHATGPT FOR WRITING (20 minutes)

8. Introduce ChatGPT

- Explain what a prompt is
- Show how to type a clear request

9. Teacher Demonstration (Project Screen):

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

10. Think Aloud While Reading Response:

- Is the tone polite?
- Is it clear?
- Would I change anything?

11. Explain Student Task Options: Students choose one

Option A – Email

- Email to teacher, boss, or school office

Option B – Shopping or To-Do List

- Healthy groceries
- Work supplies
- Weekly tasks

Option C – Short Message

- Message to coworker
- Message to child's school

INDEPENDENT / PARTNER PRACTICE (25 minutes)

12. Students Use ChatGPT

- Use provided prompt starters
- Write or paste response into worksheet

13. Evaluation Checklist (Students Answer):

- Does this make sense?
- Is the language polite?
- Is anything missing?
- Would I send this as-is?

14. Teacher Circulates

- Support typing
- Help rewrite unclear sentences
- Ask guiding questions:
 - Does this sound like you?
 - Would this be acceptable at work?

15. Pair Share

- Students share one sentence they revised and improved
- Discuss changes they made

APPLICATION: RESPONSIBLE AI USE (10 minutes)

16. Introduce Responsibility Discussion

- AI helps, but it does not replace thinking.

17. Scenario Discussion (Whole Class):

Share each scenario and discuss if it is a responsible use of AI

- Using AI to check grammar ✓
- Copying AI answers for a test ✗
- Asking AI for medical advice ✗
- Using AI to help write a work email ✓

18. Key Message:

- AI is a tool
- You are responsible
- Always check your work

CLOSURE & ASSESSMENT (5 minutes)

19. Reflection Questions (Oral or Written):

- One way AI helped me today:
- One thing I must be careful about when using AI:
- One way I can use AI at work or home:

20. Exit Ticket

- What did you learn?
- How will you use AI responsibly?

Learners vary in the way that they react to and grasp information that is presented to them. Click on [Multiple Means of Representation](#) to explore ways that you can provide options for representing content and explain how you are including this below:

- Visual modeling on screen
- Step-by-step verbal explanation
- Simple written examples
- Real-life scenarios
- Repetition of key ideas
- Vocabulary supports

Performance Tasks:

- Write a short workplace-related text using AI
- Evaluate AI output
- Explain responsible use
- Revise writing using human judgment

Learners best express what they know in different ways. Click on [Multiple Means of Action & Expression](#) to explore ways to offer options for learners and explain how you are doing this below:

- Writing or speaking responses
- Partner or independent work
- Choice of writing task
- Guided prompts
- Checklists for structure
- Low-stakes exit ticket

Notes:

- This lesson is designed to fit one 1.5-hour class session
- **AI supports learning, not replaces it**
- Allow extra time for beginners
- Model everything first
- Encourage discussion over perfection
- Connect skills to real jobs and daily life

Additional Supplemental Resources:**[GCF Learn Free – Email Basics](#)**

- ✓ Beginner-friendly
- ✓ Simple language
- ✓ Visual step-by-step
- ✓ Excellent for workplace writing

Best Sections for This Lesson:

- Writing an Email
- Email Etiquette
- Subject Lines
- Professional Tone
- Pair with AI task:
 - Use GCF to learn how to write an email. Then use ChatGPT to help you write one.

[GCF Learn Free - How to Write an Effective Business Email](#)

- ✓ Very accessible
- ✓ Plain English
- ✓ Good for NRS 2–3