

How to ask

Five moves. Every one of them earns its place — leave one out and you will see it in what comes back.

	The move	Words to start with
1	Who it should be A useful angle — not a fake expert. And tell it what it does not know, or it will fill the gap from everything it has ever read.	<i>"You are helping a programme officer at a small civil society organization. You are not an expert on this. You only know what I give you below."</i>
2	What it needs to know The minimum. Not everything you have. This is the decision that matters, and it is not about typing — once it is in there, it is gone.	<i>"Here are the only facts you may use: ..."</i>
3	What you want One thing, one reader, one length. Leave this out and it picks all three for you, and it picks promotional.	<i>"Write one paragraph of about 120 words for ... The reader is ..."</i>
4	The rules What it may not do, and where to put what it does not know.	<i>"Use only the facts above. Do not add any number, name, date or outcome that is not in them. If something important is missing, do not fill it in — put a line at the end starting MISSING: and say what you would need. Plain English, no promotional language."</i>
5	What you will check The one everybody skips, and the one that does the most work. It makes the thing show its working.	<i>"After the text, list every factual claim you have made, and next to each one quote the words from my facts that it came from."</i>

It can still invent something. All five together make that much less likely, and much easier to catch. They do not make it impossible.

Before you press send

Turn your screen to the person next to you and let them read it. They are not scoring it. One question only:

"What is missing that would stop this working?"

Most people type six words and hit enter. This is the habit worth building.

Choose a job you actually do

The job is real. The facts are not. Use facts that are already published, or invent them. Nothing real goes into the tool today — no names, no budgets, no participants, no sources.

Pick one. **If you cannot decide in thirty seconds, take the first one.**

☐	A problem statement or objectives section for a funding application
☐	The narrative part of a donor report
☐	A press release or public statement, from something already announced
☐	Meeting notes turned into actions, with owners and dates
☐	A social media post, from a document you have already published
☐	A plain-language summary of a long public document
☐	Checking a translation you have been given
☐	An approved summary turned into a slide outline
☐	A short brief for your board
☐	Something else you do often: _____

Afterwards

Write down one thing, for yourself. Nobody will ask you to read it out.

The one thing I will change next time I ask for something: _____

The prompt pack

Twelve of these written out in full, ready to copy and paste, each with a line on what to check in what comes back. **It lives online so you can copy from it** — you cannot copy from paper.

Scan this to get the prompt pack



<https://genai-training.pages.dev>

Twelve prompts, written out in full, ready to copy and paste. Each one says what to check in what comes back.