

Round 1 — long documents

Read the summary first, then the policy. Mark anything the summary changed.

The summary an AI produced

"KCDF staff may use any digital tool to prepare communications as long as a director approves the final version. Personal information should generally be minimized. Translations can be published after automated grammar checking. If an error occurs, staff should quietly update the website."

The policy it was summarising

KCDF Public Communication Protocol v1.2 — invented for training

1. Urgent allegations **may be published only after** a designated reviewer confirms the source record and separates verified fact, allegation, and unknown information.
2. Public communications **must** use the minimum personal information necessary. **Consent to publish one fact does not imply consent to publish other personal details.**
3. Drafts **may be assisted by approved digital tools only after data classification.** Red information **must not** enter a public AI tool. Amber information **requires approval and documented minimization.**
4. Translations **must be reviewed by a fluent human** against the source for meaning, omissions, names, terminology, tone and potential harm. **Machine translation is never the final approval step.**
5. Quotations, legal references, statistics, dates and institutional titles **must be checked against the authoritative source.** If a source cannot be confirmed, the claim **must be removed or clearly qualified.**
6. The Communications Director approves routine statements. The Executive Director approves **high-risk allegations, statements naming a person or institution, and corrections involving potential harm.**
7. If an error is published, KCDF **records the incident, corrects the public version promptly, informs affected people where appropriate, and reviews the workflow** that allowed it.

| Go clause by clause. Two of the seven are missing from the summary altogether.

Round 2 — numbers

Kora Youth Livelihoods Initiative — participants reached, by training site

Training site	Planned	Reached	% of plan
Lensa	120	114	95%
Bulcha	110	99	90%
Anfaro	95	87	92%
Gudeta — site 1	60	31	52%
Gudeta — site 2	45	23	51%
Mobile outreach	70	58	74%
TOTAL	500	412	82%

The caption an AI wrote for it

"Mobile outreach reached only 74% of its target, the weakest performance of any delivery site and a marked decline on the previous quarter. Overall the programme reached 76% of planned participants across all sites — a strong result given the operating environment."

One cell does not follow from its own row. And the caption says 76% where the table says 82% — neither is a typing mistake.

Round 3 — your own language

Translate these two into your own language. Someone will read the result back in English.

"Hirut Gemechu, KCDF youth programme officer, said: "The twelve weeks are the easy part. What we do not yet have is a way to keep supporting people once the grant is spent.""

"By 4 August 2026, 168 of the 412 participants had completed the twelve-week course and received a start-up grant of 15,000 birr."

Round 4 — notes and slides

A • Turn these notes into decisions and actions

"Programme team, Tuesday. Talked about the second intake — Almaz thinks we should start in Bulcha and Anfarro first because the sites are settled, everyone agreed. Still no decision on Gudeta, need to see if the new venue holds. Finance said the grant transfers are slow, Kebede to chase the bank this week. Someone should draft the intake criteria before the board meets — nobody said who. Hirut raised that we still have no follow-up after the start-up grant and we keep not dealing with it. Next meeting the 14th."

Ask for a list of decisions, and a table of actions with what, who and by when. If an action has no owner or no date in the notes, write UNASSIGNED or NO DATE — do not guess. B • Slides: or take the published brief from Session 4 and ask for a slide outline — a heading of eight words or fewer, three bullets at most, and one line to say that is not on the slide.