Start with one small thing.

You do not need to learn a collection of apps. Open one AI tool, give it one job, and see what happens.

A prompt is just a message.

You type what you want into an AI chat. It replies. You can then ask it to explain, correct or change its answer. You do not need special language.

Try one of these.

Page 2: Explain something to me.
Page 3: Turn my notes into a message.
Page 4: Make a picture from an idea.

Each example follows the same four steps.

1. Open the tool.
2. Paste the message and press Send.
3. Look at what came back.
4. Ask for one change.

Start with page 2 if you are unsure. The examples are ready to use as written. You can swap in your own material later.

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A gift from Douglas Jay Goldstein & James Pearce
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Explain something to me

Make a confusing paragraph clear.

1. Open the tool.

Open ChatGPT and start a new chat. Sign in or create an account if asked. The message box is where you type what you want.

Open ChatGPT: chatgpt.com

2. Paste this message. Press Send.

> Explain this to someone who is new to fashion business. Use plain language and one small example. Define any specialist words. Then ask me one question to check that I understand.
>
> The sentence: 'The store sold 60% of the ten jackets it received. This is its sell-through rate for those jackets during that period.'

What to expect: A short explanation. For this example, it should say that six of the ten jackets sold. It should also ask you a question.

3. Look at what came back.

Does it still mean the same thing as the original? Here, check that 60% of ten really is six. If a definition matters to your work, confirm it in your course material.

4. Ask for one change.

Paste this into the same chat, underneath the answer:

> Make that shorter. Use three sentences and no specialist words. Keep the meaning the same.

Compare the two results. Did the change help?

Next time, replace the sample sentence with a paragraph you want to understand. Use material you are allowed to share.

Turn my notes into a message

Get a useful first draft.

1. Open the tool.

Open ChatGPT and start a new chat. Paste the message below into the message box, then press Send.

Open ChatGPT: chatgpt.com

2. Paste this message. Press Send.

> Turn these practice notes into a friendly email of no more than 80 words. Do not add facts or make promises. This is a fictional exercise; do not send the email.
>
> Notes: Our student team is exploring clothing repair. We would like to ask a local boutique owner about common customer repair requests. We would like a 15-minute conversation next week, at a time that suits them. We do not have a relationship with this person yet.

What to expect: A short email asking for a conversation. It should use only the details in your notes.

3. Look at what came back.

Did it invent a name, date, previous relationship or promise? Remove anything you did not supply. Read it aloud: does it sound like you?

4. Ask for one change.

Paste this into the same chat, underneath the answer:

> Make this sound less formal and more like a thoughtful student wrote it. Keep the request clear. Do not add any new information.

Compare the two results. Did the change help?

Next time, paste your own rough notes. Review the finished message yourself before sending it.

Make a picture from an idea

Describe it. Look at it. Change one thing.

1. Open the tool.

Open ChatGPT and start a new chat. Use its image-creation option if needed. Availability and usage limits depend on your account.

Open ChatGPT: chatgpt.com

2. Paste this message. Press Send.

> Create an image for a fictional fashion editorial. A tiny handbag has its own full-size chair at a very elegant restaurant table. Its owner sits beside it, treating this as completely normal. Warm evening light, white tablecloth, one person, one handbag, two chairs. The joke should be clear without words. No logos or written text.

What to expect: A picture of a person dining beside a handbag on its own chair. Your result may look different from what you imagined.

3. Look at what came back.

Count the people, bags and chairs. Look for strange hands or objects. Decide whether the image communicates your idea. This is an invented concept, not a photograph of a real event.

4. Ask for one change.

Paste this into the same chat, underneath the answer:

> Keep the person, handbag, table and lighting the same. Make the handbag's chair much smaller. Change only the chair's size.

Compare the two results. Did the change help?

Next time, describe your own subject, setting and mood. Tell the tool what must stay the same when you ask for a change.

You can build from here.

Once you have made something useful, you can use it in the next step.

Write an idea in an AI chat.
Use that description to make a picture.
Put the picture and your checked words on a slide.

That connected sequence is an AI pipeline. Save each result and bring it into the next tool.

Three things to remember.

Say what you need. A clear request helps more than fancy language.

Check what comes back. AI can sound sure and still be wrong.

Ask for a change. The first answer is a starting point.

Tools you can explore later.

ChatGPT - Explain, draft, work with files, or make an image.

Claude - An alternative for explaining, drafting and working with documents.

Canva - Arrange your checked words and pictures into slides or a poster.

Runway - Try turning an approved image into a short moving shot.

FIT Library - Find sources you can use to check real claims.

Use what you already have. Check limits and costs before paying. Share only material you are allowed to upload. Product guidance checked 16 September 2026; plans can change.

More tools and examples: the optional full reference

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Let AI help you ask.

You know what you want to achieve, but you may not know how to ask for it yet. That is a useful task to give AI. This is sometimes called prompting the prompt.

Start with this message.

> I want to [describe your goal]. Before doing the task, ask me three short questions about what I have, who this is for, and what a useful result looks like. Wait for my answers. Then help me write a clear request I can use. Use plain language. Do not invent missing evidence.

Answer its questions. Then read the request.

Does it match your purpose? Is anything missing or wrong? Change it before using it. A clearer request can help; it does not make the answer automatically true.

On the website, choose Ask AI here and enter the workshop password for sponsored text help. You can also copy the request into your own AI chat.

Need more than one step or tool?

> Break this into small steps. For each step, tell me what I put in, what to ask for, what I should get back, and what to check before moving on. Ask which tools I already have before recommending anything paid.

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