
AI Chatbot Practice Exercises

Step-by-Step Guide for Building Confidence

This guide will walk you through specific exercises to help you become comfortable using AI chatbots on your own. Complete these exercises at your own pace after class.

Exercise 1: Setting Up Your First Conversation

Steps	Sample Prompts
1. On your computer or tablet, open your web browser	
2. Type one of these addresses in the address bar: • www.anthropic.com/claude (for Claude) • chat.openai.com (for ChatGPT)	
3. If needed, create a free account (you'll need an email address)	
4. Look for the text box at the bottom of the screen	
5. Type your first question	"Hello, can you explain what you can help me with?"
6. Press Enter or click the send button	
7. Read the response and notice what the chatbot says it can do	

Success: You've now had your first conversation with an AI chatbot!

Exercise 2: Getting Practical Information

Steps	Sample Prompts
1. In the same chat or a new one, ask a practical question	"What are three easy ways to reduce food waste in my kitchen?"

Steps	Sample Prompts
	"How can I improve the battery life on my smartphone?"
	"What are some gentle exercises I can do while sitting in a chair?"
2. Read the response carefully	
3. If you want more details, follow up with	"Can you explain more about the first suggestion?"

Try on your own: Think of a simple household problem or question you have and ask the chatbot for advice.

Exercise 3: Creative Help

Steps	Sample Prompts
1. Start a new conversation	
2. Type a creative writing request	"Help me write a birthday message for my 10-year-old grandchild who loves dinosaurs"
	"I need to write a short thank you note to a neighbor who helped me during a power outage"
	"Help me describe my garden for a community newsletter article"
3. Review what the chatbot writes	
4. Try asking it to make changes	"Can you make it shorter?"

Steps	Sample Prompts
	"Please make it more formal"

Success: You've used AI to help with a creative writing task!

Exercise 4: Planning Assistance

Steps	Sample Prompts
1. Start a new conversation	
2. Ask the chatbot for planning help	"Create a simple checklist for preparing my home before going on vacation"
	"Help me plan meals for three days using ingredients like chicken, rice, and vegetables"
	"I want to start organizing old photos. What steps should I take?"
3. If the response is too detailed	"Can you simplify this for me?"
4. If you want to save the information, look for a way to copy the text or print the page	

Try on your own: Think of something you need to organize or plan and ask for help.

Exercise 5: Learning About Technology

Steps	Sample Prompts
1. Start a new conversation	

Steps	Sample Prompts
2. Ask a technology question	"Explain what cloud storage is in simple terms"
	"What's the difference between WiFi and cellular data?"
	"How do I know if an email might be a scam? Give me some warning signs."
3. If anything is unclear	"I don't understand what [term] means. Can you explain it differently?"

Success: You've used an AI chatbot as a learning tool!

Advanced Exercise: Refining Your Questions

Steps	Sample Prompts
1. Start with a vague question	"Tell me about gardening"
2. Notice how general the response is	
3. Now try a more specific version	"What are three easy vegetables to grow in containers on a patio that gets morning sun?"
4. Notice how much more useful the specific answer is	
5. Practice turning general questions into specific ones	

Remember: The more specific your question, the more helpful the answer will be!

Reflection Questions

After trying these exercises, consider:

- Which type of question got you the most useful responses?
- Did you encounter any challenges when using the chatbot?
- What tasks do you think you might use a chatbot for in the future?

Keep this guide handy when practicing with AI chatbots. Remember to start simple and gradually try more complex requests as you build confidence.
