

AI for Everyone Chatbot Workshop – Using an AI Chatbot

(1) A text example - introduces the chat i/f and the need for detailed questions

(1a) On a topic of interest to you ask a very short question.

e.g. What is a good tourist destination in or near [provide name of a nearby town]?

(1b) Ask the same question but provide information about your interests e.g. gardens, art....

(1c) Now add more information about yourself - you can make this up e.g. I am a primary school aged child, I am middle-aged etc.

(1d) Open discussion about what we have learnt.

(2) Attachment example -introduces using the attachment icon

(2a) Use the attachment icon- bottom left or right of the chat window to upload an image

(2b) Ask your AI Chatbot to describe the Image for you.

(2c) Try giving additional information about the image and ask for a more detailed description.

(2d) Open discussion about what we have learnt.

(3) An Image example- demonstrates generative ai image creation.

(3a) Ask your AI Chatbot to provide you an image of a building. Choose a building name that best describes where you live or worked or visited: Office, Shop, House, Bungalow, Apartment etc

(3b) Now ask the same question providing as full a description of the building as you can and the style of image you want e.g. artists impression, photo realistic, architectural drawing, sketch, illustration or 3D rendering.

(3c) Refine your question to try and get as realistic an image as possible.

(3d) Open discussion about what we have learnt.

(4) Text Summary- demonstrates generative AI language analysis skills..

(4a) Ask ChatGPT to summarise a document into a paragraph. Type into the chat window "Please summarise the following text into one paragraph." Copilot does not support you providing a text attachment so you will have to copy and paste some text - less than 4000 characters into the chat . If you are able to use ChatGPT or Gemini you can try uploading a document.

This document is about 1000 words so you could cut and paste this document.

(4b) Open discussion about AI's summarising capabilities.

(5) A poem example - introduces saving content.

(5a) Ask your AI Chatbot for a poem. Specify the subject, the tone, the style and the length.

(5b) Can you get it to change the tone of the poem without it using the tone as the subject.

(5b) Use the download icon to save the poem to a text file or just use the copy icon to take a copy

(6) Produce a song- introduces the concept of other AI tools.

(6a) If you are happy to create an account on suno.com goto <https://suno.com/> create an account if you haven't already done so or login if you have already used it.

(6b) In the left hand panel select menu item **Create** so you can create a song.

At the very top of the screen just to the right of the Suno heading and logo, switch **Custom Mode** on to allow uploading of lyrics.

Paste your lyrics into the **Lyrics** box.

Enter a **Style of Music** box and hit create

(6c) Wait while Suno actions your request. It will probably create two versions of your song.

(6d) click on the picture icon to hear your new song. If you like it you can download the song or get a link to the song using the share button.

(6e) General discussion about the experience.

Any one who completes all the above and wants more: Produce a multiple choice quiz on a subject you know well. Keep refining the prompt to get quality quiz questions.

<https://u3acommunities.org/interest-groups/computing/ai-for-everyone/>

AI ChatBot Cheat Sheet

Most commercial chatbots are designed to be Helpful, Honest and Harmless. Treat them as the most knowledgeable, precocious, yet lazy teenager that you have ever met. Paid for services often give faster, more accurate responses and allow more frequent usage.

Recommended Chatbots

ChatGPT-4o	from	OpenAI	chatgpt.com
Copilot	from	Microsoft	copilot.microsoft.com
Gemini	from	Google	gemini.google.com (no image creation in Europe)
Perplexity	from	Perplexity	perplexity.ai (paid for service is accurate and provides references.)
Claude 3	from	Anthropic	claude.ai (good for long complex interactions)

Also checkout

Suno.ai for songs; Dreamstudio.ai for images; Midjourney best for images but complex.

Example Uses Cases

Analysing and advising	Creating:-
Answering questions	stories and poems
Brainstorming new ideas	recommendations
Researching projects	quizzes
Analysing images or data sets	summaries of long documents
Checking emails for grammar and style	documents, letters, reports, CVs etc.
Convert jargon into English	pictures for publicity, presentations, cards....
Translating	

How to get better results from your AI Chatbot

1. Be clear, precise and direct. Use an active voice "You must", "Give me", "Create"
2. Provide context.
 - How is the response going to be used, who is the audience?
 - What role are you playing. What role do you want the Chat Bot to play
3. How much do you want? E.g. the number of pages, or how many examples you want.
4. Ask for the response in the way you prefer.
 - A list, Step by Step instructions, a magazine article, a school text, the way I write.
 - Or share an example of what you want.
5. It is a conversation. Refine, Refine and Refine some more. If you don't understand a response, ask the Chatbot to explain, e.g. "Explain to me like I am an 11 year old"
6. Be critical of the responses. Ask for references if that would help.
7. Be aware they reflect human biases present in the training data.
8. They can get lazy, you may need to be assertive.
9. They are often not good with negatives - If you say don't include an Elephant....
10. If you want Colour and not Color ask for British English.

More Advanced Techniques

1. Ask for alternatives or variations: – Give me three options/ answers.
2. If it is a complex topic and you don't know how to get started, ask: "How do I get started", or "give me a template for", or "what should I consider" ..
3. If it is a big topic break it down into smaller steps – responses from the Chatbot will tend to be more relevant. Use delimiters (brackets, paragraphs, punctuation) to separate different ideas.
4. Try different Chatbots

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