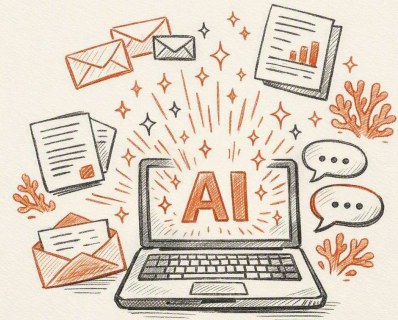


A BEGINNER'S GUIDE TO GENERATIVE AI

Writing Better with AI

Use AI tools to write clearer emails, letters, reports, and messages.



1

What we'll cover

PART 1

Generative AI Fundamentals

- What ChatGPT, Copilot, Gemini & Claude do
- How AI creates text, images, and code
- Strengths and limitations
- Hallucinations and inaccuracies

PART 2

Better Everyday Writing

- Sharper emails and messages
- Clear letters and formal writing
- Well-structured reports
- Writing better prompts & good habits

2

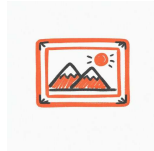
What is generative AI?

Software trained on huge amounts of text and data. Give it a plain-language request — a “prompt” — and it predicts, piece by piece, what should come next to produce brand-new content.



Text

Emails, essays, summaries, and rewrites in any tone.



Images

Illustrations and graphics from a text description.



Code

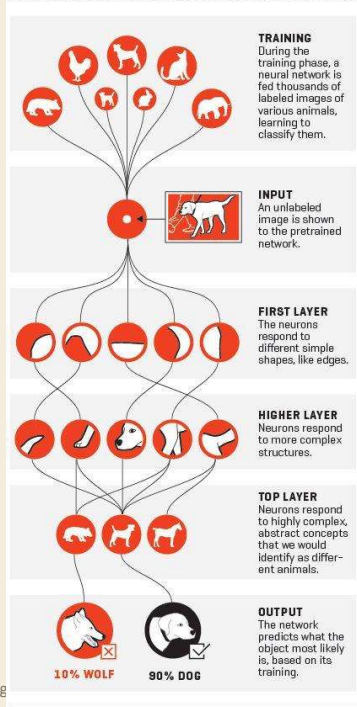
Formulas, scripts, and snippets from plain instructions.

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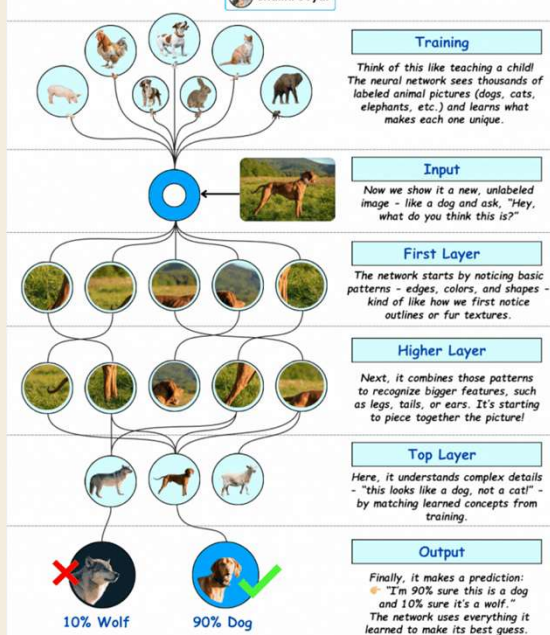
HOW NEURAL NETWORKS RECOGNIZE A DOG IN A PHOTO



Writing

How Neural Networks Recognize a Dog in a Photo

Shalini Goyal



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What is the difference between Generative AI versus Traditional AI?



Feature



Generative AI



Traditional AI

Purpose



Creates new content such as text, images, music, etc

Analyses data and provides answers based on fixed rules

Learning style



Learns from vast data, identifies patterns and generates original outputs

Uses predefined rules and algorithms to process data and predict outcomes

Real-life examples



ChatGPT – writing text
DALL-E – image generation
MusicLM – music creation

Siri by Apple
Spam filters
Basic chatbots

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Meet the tools

Four popular assistants. They work in similar ways — the big differences are where they live and what they connect to.



ChatGPT

OpenAI

Conversational all-rounder for drafting, editing, and Q&A.



Copilot

Microsoft

Built into Windows and Microsoft 365 apps like Word & Outlook.



Gemini

Google

Google's assistant, tied into Search and Workspace apps.



Claude

Anthropic

Strong with long documents and natural, careful writing.

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Strengths and limitations



What it's great at

- Fast first drafts and outlines
- Fixing grammar, spelling, and tone
- Summarizing long text
- Brainstorming ideas and wording
- Adapting style for any audience



Where it falls short

- Can state wrong or outdated facts
- No true understanding or judgment
- May sound generic or repetitive
- Privacy risk with sensitive data
- Limited by a training cut-off date

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Hallucinations & inaccuracies



What is a “hallucination”?

When AI states false information as if it were true — confidently and convincingly. It predicts plausible-sounding text, and it can't tell fact from fiction.

Common slips: invented quotes, fake citations, wrong dates, made-up statistics.

How to protect yourself

- 1 Verify facts, names, and numbers yourself
- 2 Ask the tool to show its sources
- 3 Never paste private or confidential data
- 4 Treat output as a draft, not the final word

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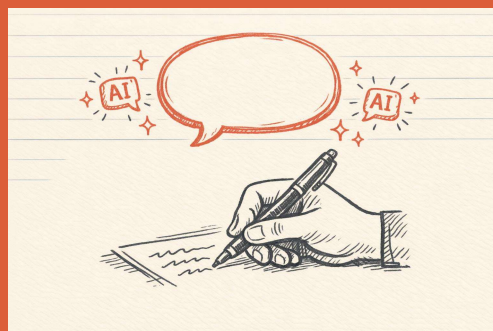
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PART 2

Putting AI to work in your writing

Practical tips for emails, letters, reports, and messages.



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Better emails



Great for quick replies, follow-ups, and getting a tricky message just right.

- 1 State the purpose in the first line.
- 2 Give context: who it's for, your goal, the tone.
- 3 Ask it to make the tone formal or friendlier.
- 4 Keep it short — then read it before you send.

TRY THIS PROMPT

"Write a polite follow-up email to a professor asking for a deadline extension."

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Better letters

Formal writing — cover letters, requests, complaints, and applications.



Give the key facts

Names, dates, and details — you supply them; the AI arranges them.



Set the tone & structure

Ask for a formal tone with a clear opening, body, and closing.



Personalize & check

Add a genuine detail, then verify every name and address.

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Better reports

Turn notes and data into a clear, well-organized document in three moves.



1

Gather

Feed in your data, notes, and the main question the report answers.

2

Structure

Ask for a summary, key findings, and recommendations with clear headings.

3

Refine

Simplify jargon, tighten wording — then verify every number and source.

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Better messages

Chats, team posts, and quick notes — where tone and speed matter most.



Do

- Match the channel's tone
- Ask for a shorter, clearer rewrite
- Keep your own natural voice



Don't

- Send without a quick read-through
- Let it change your intended meaning
- Sound robotic or overly formal

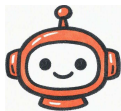
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Write better prompts

The clearer your request, the better the result. A strong prompt has four parts.



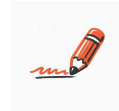
Role

Who should the AI be?
"Act as a career advisor."



Task

What exactly do you want done?



Context

Key facts, audience, and background.



Format

Length, tone, and structure you expect.

TRY THIS PROMPT

"Act as my editor. Rewrite the email below to sound warm but professional, in under 120 words, ending with a clear call to action."

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Your turn: practice prompting

Pick a scenario below, then write a prompt using all four parts: Role, Task, Context, Format.



Email

Ask a teacher to reschedule your exam.



Letter

Write a cover letter for an internship/job.



Report

Summarize an article into one page.



Message

Invite classmates to a study group.

YOUR CHALLENGE

Pick one task above, write your prompt, then run it and refine once. Did adding context and a clear format make the reply better?

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Sample answer: weak vs. strong prompt



Weak prompt

"Write an email about the meeting."

- No role, audience, or goal
- Missing details, tone, and length
- Leads to a vague, generic draft



Strong prompt

"Act as my assistant. Write a friendly 120-word email to my team confirming Thursday's 2 pm project review and asking for updates by Wednesday."

- Sets a clear role and task
- Adds context, tone, and length
- Produces a ready-to-send draft

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Key takeaways



- ✓ AI is a fast, tireless first-draft partner — not a source of truth.
- ✓ Always review: check facts, fix tone, and make it sound like you.
- ✓ Give clear prompts — role, task, context, and format.
- ✓ Protect privacy: never share confidential information.
- ✓ You stay the author; the AI just helps you get there faster.