A PRACTICAL GUIDE

# The AI Beginner's **Starter Kit**

## 25 Simple Prompts to Help You Start Using AI Today

No jargon. No technical skills. Just copy, paste and try.



**Less jargon. More possibility.**



WELCOME

# AI Is Easier Than You Think

If you've opened ChatGPT or another AI tool and stared at the empty box wondering what on earth you're supposed to type, you're not alone.

The good news? You don't need to learn complicated commands. You don't need to understand how artificial intelligence works behind the scenes.

And you certainly don't need to become a prompt engineer. You simply need to learn how to explain what you want. This Starter Kit gives you 25 prompts you can copy, change and use immediately.

You'll discover how to use AI to:

- Learn unfamiliar subjects
- Write and improve everyday content
- Generate ideas
- Organise your thoughts
- Solve everyday problems
- Save time at work
- Get more useful answers from AI

Let's start with the most important lesson of all.



THE CLEAR PROMPT

# A simple formula for better AI results

You can ask AI almost anything. But there's a catch. **The quality of the answer often depends on the quality of the question.** Compare these two prompts: **Basic prompt:**

> Write a blog post about artificial intelligence.

AI can answer that, but it has very little direction. Now try: **Better prompt:**

> Write a 700-word blog post explaining five practical ways a small business owner can use AI to save time. Write for complete beginners using plain English, short paragraphs and practical examples.

Much better. You can improve your prompts using a simple Wordworxs AI framework.

## C - CONTEXT

What's happening? Give AI enough background to understand your situation.

## A - AUDIENCE

Who is the result intended for? A customer? Beginner? Manager? Reader? Child?

## L - LEAD ROLE

What kind of help do you want? Try: Act as a writing coach... or: Help me think like a marketing consultant...

## R - REQUIREMENTS

Specify things such as: Length • Tone • Format • Reading level • Things to include • Things to avoid

## E - END GOAL

What are you trying to achieve? Tell AI what a successful result looks like.

You don't need every CLEAR element in every prompt. Think of them as ingredients. The more AI understands what you want, the better chance it has of giving you something useful.

01 / LEARN

# Learn with AI

## 1 Understand Something New

I'm a complete beginner in [SUBJECT]. Explain it to me using simple everyday language. Avoid technical jargon. Start with the basic idea and then give me three real-world examples.

## 2 Make Something Complicated Simple

Explain [COMPLICATED TOPIC] as if you were explaining it to someone with no previous knowledge. Use a simple analogy to help me understand it.

## 3 Create Your Own Learning Plan

I want to learn [SKILL]. I'm currently a beginner. Create a 30-day learning plan requiring about [TIME] minutes per day. Focus on the most useful things first.

## 4 Test Your Knowledge

I've been learning about [TOPIC]. Give me a 10-question beginner quiz. Ask me one question at a time. After each answer, tell me whether I'm correct and briefly explain why.

## 5 Learn Through Questions

Help me understand [TOPIC]. Instead of giving me a long explanation, ask me questions to discover what I already understand, then teach me the parts I'm missing.

TRY THIS

Don't just ask AI for answers. Ask it to become your **personal tutor**.

02 / WRITE

# Write with AI

## 6 Write an Email

Help me write a friendly but professional email to [PERSON/TYPE OF PERSON]. I need to explain [SITUATION]. I want them to [DESIRED ACTION]. Keep the email concise and natural.

## 7 Improve Something You've Written

Improve the following text without changing what I'm trying to say. Make it clearer, more natural and easier to read. Avoid unnecessary jargon. Here is my draft: [PASTE TEXT]

## 8 Write a Blog Post

Write a [NUMBER]-word blog post about [TOPIC] for [AUDIENCE]. The main purpose is to [GOAL]. Use a friendly, knowledgeable tone, useful examples, subheadings and short paragraphs.

## 9 Turn Notes Into Useful Writing

Turn the rough notes below into a clear, well-organised [EMAIL/ARTICLE/REPORT/POST]. Keep the important information but remove repetition. Notes: [PASTE NOTES]

## 10 Change the Tone

Rewrite the following so it sounds [FRIENDLY/PROFESSIONAL/CONVERSATIONAL/CONFIDENT]. Keep the meaning the same and don't make it sound exaggerated or salesy. Text: [PASTE TEXT]

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**REMEMBER**

AI doesn't have to replace your writing. It can help you **improve your writing**.

03 / CREATE

# Generate ideas

## 11 Break Through a Creative Block

I need ideas for [PROJECT]. The audience is [AUDIENCE] and the goal is [GOAL]. Give me 15 different ideas. Avoid obvious or generic suggestions.

## 12 Generate Content Ideas

Give me 20 useful content ideas about [SUBJECT] for [AUDIENCE]. Focus on questions, problems and mistakes this audience commonly has.

## 13 Find Different Angles

I'm creating content about [TOPIC]. Give me 10 different angles I could use to make the subject more interesting. Include beginner, myth-busting, practical, story-based and contrarian angles where appropriate.

## 14 Expand One Idea

Here's an idea I'm considering: [IDEA]. Help me develop it. Show me possible benefits, problems, variations and questions I should consider before proceeding.

## 15 Brainstorm With AI

I want you to act as my brainstorming partner. I'm working on [PROJECT]. Don't immediately give me a finished solution. Ask me one useful question at a time and help me develop the idea.

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**A BETTER WAY TO BRAINSTORM**

Don't always ask: Give me ideas. Try: Help me develop **my idea**. That's where AI can become particularly useful.

04 / EVERYDAY

# Everyday life

## 16 Plan Your Week

Help me organise my week. These are the things I need to accomplish: [LIST]. Help me prioritise them and create a realistic Monday-to-Sunday plan.

## 17 Plan a Trip

Help me plan a [NUMBER]-day trip to [DESTINATION]. I'm interested in [INTERESTS]. My approximate budget is [BUDGET]. Suggest a practical itinerary and explain why you've chosen each activity. Flag anything I should verify before booking.

## 18 Plan Meals

Create a simple seven-day dinner plan for [NUMBER] people. We like [FOODS] and dislike [FOODS]. Keep preparation simple and provide one combined shopping list.

## 19 Compare Choices

Help me compare [OPTION A] and [OPTION B]. My priorities are [PRIORITIES]. Create a simple comparison showing the advantages, disadvantages and important questions I should consider. Don't make the decision for me.

## 20 Solve an Everyday Problem

I have this problem: [EXPLAIN PROBLEM]. Ask me any questions you need before suggesting solutions. Then give me several practical options, starting with the simplest.

**IMPORTANT**

AI can provide useful suggestions, but it can also make mistakes. For important financial, legal, medical or safety decisions, verify the information with an appropriate reliable source or professional.

05 / WORK

# Work & business

## 21 Summarise Information

Summarise the following information for me. Give me the five most important points, any actions required and anything that needs further clarification. Information: [PASTE TEXT]

## 22 Prepare for a Meeting

Help me prepare for a meeting about [SUBJECT]. My goal is [GOAL]. Create a short agenda, five useful questions to ask and a checklist of information I should have ready.

## 23 Understand Your Customer

My business provides [PRODUCT/SERVICE] to [CUSTOMER]. List the main problems these customers may be trying to solve, the questions they may ask before buying and the information that could help them make an informed decision. Separate assumptions from things I should verify with actual customers.

## 24 Improve a Process

Here's how we currently handle [PROCESS]: [DESCRIBE PROCESS]. Identify possible unnecessary steps, bottlenecks and repetitive work. Suggest ways to simplify the process. Clearly separate quick improvements from ideas requiring larger changes.

## 25 Create an Action Plan

I want to achieve [GOAL] by [DATE]. My current situation is [CONTEXT]. Break the goal into manageable steps and create a practical action plan. Put the actions in priority order and identify the first thing I should do.



TURN AN AVERAGE PROMPT INTO A BETTER ONE

# The 60-Second Prompt Upgrade

Before pressing Enter, look at your prompt and ask:

**Have I explained the situation?** Add context.

**Have I explained what I want?** Define the result.

**Does AI know who this is for?** Identify the audience.

**Have I described how I want the answer presented?** Specify the format.

**Have I given AI enough information?** Add useful details.

## BEFORE

> Give me marketing ideas.

## AFTER

> I run a small landscaping business serving homeowners in Auckland. I want to generate more local enquiries without spending heavily on advertising. Give me 10 practical marketing ideas suitable for a small business. Prioritise ideas that cost less than $500 and explain how I could test each one.

Specificity usually beats cleverness. You don't need a magic prompt.

You need a **clear request**.



DON'T ACCEPT THE FIRST ANSWER

# The Secret Beginners Often Miss

Your conversation with AI doesn't have to end after the first response. Treat the first answer as a starting point. Try follow-up instructions such as:

- Make that simpler.
- Give me an example.
- Explain point number three in more detail.
- That's too technical. Explain it for a beginner.
- Give me five alternatives.
- Make it shorter.
- What am I overlooking?
- Challenge my assumptions.
- What information would you need from me to improve this answer?
- Check your previous answer for unsupported assumptions or possible errors.

This is one of the easiest ways to get better results from AI. **Prompt. Read. Question. Refine.**

YOUR FIRST AI CHALLENGE

# Try This Today

Choose one real task you've been putting off. Not an imaginary exercise. Something you actually need to do. It could be:

- Writing an awkward email
- Planning a project
- Understanding something confusing
- Brainstorming an idea
- Organising messy notes
- Creating a weekly plan
- Improving something you've written

Open your preferred AI assistant. Use the CLEAR framework. Give it the context. Explain what you need. Read the answer. Then ask at least **two follow-up questions**.

That's it. You've started.

KEEP LEARNING WITH WORDWORXS AI

# You Don't Need to Master AI

You just need to become comfortable using it. Experiment. Ask questions. Try different instructions. Check important information. Keep your own judgement involved.

And remember:

**AI should help you think - not replace your thinking.**

## The Everyday AI Notebook

Want another practical AI idea like this? Join us for simple explanations, useful prompts, AI tools worth knowing about and practical ways to use AI in everyday life and work.

**No hype. No jargon. Just useful AI.**

Visit **Wordworxs AI** and continue learning.

**WORDWORXS AI**

*Less jargon. More possibility.*

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