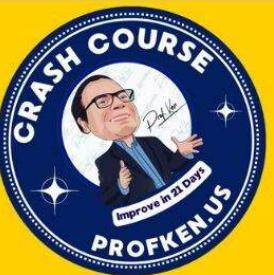




## → AI CRASH COURSE

»»» **AI BASICS**  
**START USING TODAY**  
**LEARN CHAT GPT**

**PROF. KEN NINOMIYA <<<**



## AI Basics Crash Course

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# AI Is Here to Stay!

## 1. Why AI Matters in 2026 and Beyond

AI is transforming business and personal life faster than any previous technology, making it essential to learn and adopt now.

### Professor Ken's Pro AI Tip

Start small—use AI for one daily task this week to immediately feel time savings and build momentum.

## 2. How AI Thinks: Patterns, Not Magic

AI predicts the most likely next word or solution based on patterns, not human reasoning—so clarity is key.

### Professor Ken's Pro AI Tip

If AI outputs something strange, rewrite your question with more details instead of assuming the AI is wrong.

## 3. The Three Types of AI Tools

AI tools fall into three groups: standalone apps (ChatGPT, Gemini), built-in AI features (Canva, Google), and custom AI systems.

### Professor Ken's Pro AI Tip

Use ONE tool per task—mastery beats juggling 10 tools you barely understand.

## 4. The Four-Step Framework for Choosing AI Tools

Identify your needs → Find recurring tasks → Select your tool → Practice daily for 15–30 minutes.

### Professor Ken's Pro AI Tip

Write down three recurring tasks you do each week—these should be the first things you automate with AI.

## 5. Prompts & Shots: How to Ask AI Better Questions

Prompts with examples (“shots”) result in better output—0-shot, 1-shot, and few-shot prompting.

### Professor Ken's Pro AI Tip

Any time output is weak, add an example. Examples instantly upgrade AI results.

## 6. Chain-of-Thought Prompting

Break big tasks (like writing, planning, decision-making) into step-by-step instructions for higher-quality AI output.

### Professor Ken's Pro AI Tip

Tell AI: 'Break this into steps before answering'—this multiplies quality instantly.

## 7. The Six Major Categories of AI

LLMs, workflow AIs, agents, image AIs, voice AIs, and productivity AIs each serve different roles in modern work.

### Professor Ken's Pro AI Tip

Don't chase every tool—pick one tool from two categories and become excellent at them.

## 8. ChatGPT Basics: Role → Task → Details

The most powerful prompt formula: set a role, assign the task, specify details for format and length.

### Professor Ken's Pro AI Tip

Start every prompt with 'Act like a...' because roles immediately increase accuracy and relevance.

## Review Guide: AI Basics Crash Course

Reflect on why AI is transformative.

Write your response below:

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## Technology Adoption Speed

Compare adoption curves of major technologies.

Write your response below:

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## What AI Is and Isn't

Identify misconceptions about AI.

Write your response below:

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## How AI Thinks

Explore AI's pattern recognition capabilities.

Write your response below:

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## Types of AI Tools

Categorize different AI tools.

Write your response below:

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## Four-Step AI Tool Framework

Define your needs and choose tools.

Write your response below:

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## Prompts & Shots

Practice rewriting prompts with examples.

Write your response below:

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## Chain-of-Thought Prompting

Break tasks into smaller steps.

Write your response below:

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## AI Categories

Reflect on which categories impact you.

Write your response below:

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## RTD Prompt Framework

Role → Task → Details exercise.

Write your response below:

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# 20 Tips Beginners MUST Know When Using ChatGPT

## 1. Start every prompt with a \*role\*.

Example: \*“Act like a teacher...”\*

Roles give ChatGPT context and dramatically improve accuracy.

## 2. Be specific — vague prompts create vague answers.

Bad: \*“Help me with marketing.”\*

Better: \*“Act like a marketing coach and write a 3-step Instagram strategy for a small bakery.”

## 3. Give ChatGPT your goal, not just a question.

It needs to know \*\*what outcome you want\*\*.

## 4. Add details about tone, audience, and format.

Example: \*“Write this in a friendly tone for beginners as a 5-bullet list.”\*

## 5. Use examples to guide the output.

This is called “\*\*shot prompting\*\*.”

Example: \*“Write in a style similar to this sample → [paste].”\*

## 6. Break big tasks into steps for better results.

This is \*\*chain-of-thought prompting\*\*.

Ask: \*“Break this into steps before solving it.”

## 7. Always ask for refinements.

Your first answer isn't your final answer.

Try: “Make it shorter,” “Make it funnier,” “Add examples.”

## 8. Give ChatGPT the raw material you want it to use.

Paste your resume, email, product description, notes, etc.

## 9. Use ChatGPT as a thinking partner — not just a writer.

Ask it:

“What questions should I be asking?”

This opens creative paths you didn't consider.

## 10. Tell ChatGPT what \*not\* to do.

Example:

“Do not use complex words or long paragraphs.”

## 11. Ask ChatGPT to analyze before producing answers.

Example:

“Analyze this text first, then improve it.

## 12. Use follow-up questions to narrow the output.

ChatGPT learns your preferences during the conversation.

## 13. If the output seems off, restate the question more clearly.

90% of bad results come from vague instructions.

## 14. When in doubt, ask ChatGPT to show multiple versions.

Example:

“Give me 3 variations.”

You get options to choose from.

## 15. Use ChatGPT to simplify complex topics.

Ask:

“Explain this like I’m 14.”

## 16. Ask ChatGPT to create checklists, summaries, and templates.

It’s extremely good at structured output.

## 17. Tell ChatGPT your background or situation.

It personalizes answers.

Example:

“I’m a Gen X professional learning AI for the first time...”

## 18. Use ChatGPT to brainstorm.

Ask for:

- ✓ ideas
- ✓ questions
- ✓ outlines
- ✓ alternatives
- ✓ improvements

## 19. Combine tools: ChatGPT + your own judgment.

ChatGPT is powerful, but **\*\*you\*\*** provide context, strategy, and decision-making.

## 20. Practice daily for 10 minutes.

Consistency builds skill.

Try:

\* A question

## AI Basics Crash Course

\* A rewrite

\* A brainstorm

\* A planning task

Daily use = exponential growth.

Fillable Workbook: Practicing Everyday AI Prompts

## Task: Plan a weekly meal schedule

### 1. Workbook Question (Fill In):

How would you write a prompt that asks ChatGPT to create a meal plan for the week?

Write your answer:

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### 2. Partial Example (How the Prompt Starts):

Act like a nutrition coach and create a simple weekly meal plan. Include breakfast, lunch, and dinner options.

### 3. Full Sample Prompt:

Act like a nutrition coach and create a 7-day meal plan including breakfast, lunch, and dinner for each day. Keep meals affordable and easy to prepare.

## Task: Organize a cluttered room

### 1. Workbook Question (Fill In):

How would you write a prompt asking ChatGPT for steps to organize a messy room?

Write your answer:

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### 2. Partial Example (How the Prompt Starts):

Act like a professional organizer and break down the steps for cleaning a messy room.

### 3. Full Sample Prompt:

Act like a professional organizer and create a step-by-step plan to declutter and organize my bedroom, including sorting, cleaning, and storage tips.

## Task: Write a professional email

### 1. Workbook Question (Fill In):

How would you write a prompt asking ChatGPT to rewrite an email professionally?

Write your answer:

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### 2. Partial Example (How the Prompt Starts):

Act like an executive assistant and rewrite this email clearly.

### 3. Full Sample Prompt:

Act like an executive assistant and rewrite the email below in a clear, concise, and professional tone: [paste email].

# Task: Create a grocery shopping list

## 1. Workbook Question (Fill In):

How would you write a prompt asking ChatGPT to create a grocery list based on meals?

Write your answer:

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## 2. Partial Example (How the Prompt Starts):

Act like a meal planner and build a shopping list.

## 3. Full Sample Prompt:

Act like a meal planner and create a grocery list for the week based on these meals: [list meals]. Organize items by category.

## Task: Build a simple workout routine

### 1. Workbook Question (Fill In):

How would you write a prompt asking ChatGPT to make a 10-minute workout routine?

Write your answer:

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### 2. Partial Example (How the Prompt Starts):

Act like a fitness trainer and design a short workout.

### 3. Full Sample Prompt:

Act like a fitness trainer and design a 10-minute, no-equipment workout I can do at home. Include instructions and pacing.

## Task: Plan a small birthday party

### 1. Workbook Question (Fill In):

How would you write a prompt asking ChatGPT to plan a simple birthday gathering?

Write your answer:

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### 2. Partial Example (How the Prompt Starts):

Act like an event planner and outline a plan.

### 3. Full Sample Prompt:

Act like an event planner and create a simple birthday party plan for 8–10 people, including theme ideas, food, activities, and a shopping list.

## Task: Create a morning routine

### 1. Workbook Question (Fill In):

How would you write a prompt asking ChatGPT to build a morning routine?

Write your answer:

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### 2. Partial Example (How the Prompt Starts):

Act like a productivity coach and build a routine.

### 3. Full Sample Prompt:

Act like a productivity coach and design a 20-minute morning routine that boosts focus and energy. Include step-by-step instructions.

## Task: Set monthly goals

### 1. Workbook Question (Fill In):

How would you write a prompt asking ChatGPT to help set realistic goals?

Write your answer:

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### 2. Partial Example (How the Prompt Starts):

Act like a life coach and ask goal-setting questions.

### 3. Full Sample Prompt:

Act like a life coach and help me set three realistic goals for this month. Ask me clarifying questions first, then build an action plan.

## Task: Create a budget

### 1. Workbook Question (Fill In):

How would you write a prompt asking ChatGPT to create a simple budget?

Write your answer:

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### 2. Partial Example (How the Prompt Starts):

Act like a financial coach and outline a basic budget.

### 3. Full Sample Prompt:

Act like a financial coach and create a simple monthly budget for someone earning [income]. Include expenses, savings, and recommended adjustments.

## Task: Prepare for a job interview

### 1. Workbook Question (Fill In):

How would you write a prompt asking ChatGPT to help you practice interview questions?

Write your answer:

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### 2. Partial Example (How the Prompt Starts):

Act like a hiring manager and ask interview questions.

### 3. Full Sample Prompt:

Act like a hiring manager for a [job title] role and ask me 5 interview questions. Wait for my answers before giving feedback.20 Beginner Prompts for ChatGPT

## Chat GPT Roles to Use

- Act like a teacher and explain AI to me in simple terms.
- Act like a fitness coach and create a 15-minute workout I can do at home.
- Act like a resume expert and improve this resume: [paste text].
- Act like a career coach and suggest three jobs based on this experience: [paste].
- Act like a marketer and write a social media post about my product: [describe product].
- Act like a chef and create a recipe using these ingredients: [list ingredients].
- Act like a therapist and give me healthy ways to manage stress.
- Act like a financial advisor and explain budgeting like I'm a beginner.
- Act like a travel agent and plan a 3-day trip to [destination].
- Act like a writing coach and improve the clarity of this paragraph: [paste].
- Act like a tutor and explain this homework problem step-by-step: [paste].
- Act like a content strategist and plan 7 days of posts for my business.
- Act like a language tutor and help me practice Spanish greetings.
- Act like an email assistant and rewrite this email professionally: [paste].
- Act like a brainstorming partner and give me 10 business ideas I could start.
- Act like a project manager and organize this task list: [paste].
- Act like a customer service assistant and craft a polite reply: [paste].

- Act like a data analyst and summarize the key insights from this text: [paste].
- Act like a productivity coach and help me build a weekly schedule.
- Act like a life coach and help me set three achievable goals for this month.

## 10 Tips to Make ChatGPT More Effective in Your Life

- Always start with a role — it improves accuracy dramatically.
- Give examples when you want a specific writing style.
- Ask ChatGPT to 'break the task into steps' for better results.
- Copy/paste your own writing so ChatGPT can match your tone.
- Ask follow-up questions to refine output instead of restarting.
- Use bullet points for clearer, faster answers.
- Tell ChatGPT your goal — not just your question.
- Give constraints: length, tone, format, audience.
- Use ChatGPT as a thinking partner, not just a writing tool.
- Save your best prompts in a document to reuse later.



## AI Basics...

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