PlainClick AI
Simple AI. Everyday wins.
Practical tips. Better prompts. AI made simple.

AI STARTER GUIDE

Five Useful Prompts

5 prompts you can use today.

Brand new? Start here
ChatGPT is an AI text assistant. Open chatgpt.com, type a question or task in the message box, and send. It replies in the chat.
Try: Rewrite "need the room width" as a polite question.
Start with Prompt 1 below. Replace the brackets with your details, then check the answer. Share only needed information. Verify important details.

1 Write a clear email

Turn rough notes into a friendly draft.

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Turn these notes into a clear, friendly email under 100 words. Keep only supplied facts. Do not invent names, dates, prices, or promises. If a missing detail matters, ask me before drafting.
Recipient: [who]
Purpose: [what I need]
Notes: [paste notes]

Fictional example: Alex sent photos. Ask Alex for the room width.

Human check: Check names, dates, prices, and commitments.

2 Turn notes into actions

See what was agreed and who owns it.

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Use only these notes. Make a table with Action, Owner, and Deadline. Include agreed actions only. Write "Not stated" for missing owners or deadlines. List suggestions separately. Do not invent assignments or dates.
Notes: [paste notes]

Fictional example: Mia sends the photo list. No deadline is stated.

Human check: Match each action, owner, and date to the notes.

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3 Learn one idea at a time

Understand an idea, then test yourself.

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Explain [topic] for a beginner in no more than 100 words. Use one everyday example. Then ask one practice question and wait for my answer. Give feedback after I answer. Say where the example oversimplifies the topic.

First-use tip: Try a simple topic: folders and filenames.

Human check: Explain it in your own words. Verify key facts.

4 Compare the facts you have

See tradeoffs without hiding missing details.

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Compare these options using only the facts I provide. Make a table against my priorities. Mark missing facts "Unknown". Explain the tradeoffs and list questions to resolve before choosing.
Priorities: [what matters]
Option A: [facts]
Option B: [facts]

Fictional example: A folds flat. B holds more. Weather resistance is unknown.

Human check: Verify supplied facts and resolve key unknowns.

5 Check a draft against its source

Find details the draft added or changed.

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Compare the draft with the source facts. List unsupported, changed, or missing claims. Quote the wording and briefly explain each mismatch. Suggest a corrected draft using only the source. Do not assume unsupported claims are true.
Source facts: [paste]
Draft: [paste]

Fictional example: Source: Friday pickup. Draft adds "free". Flag "free".

Human check: Check the original yourself; AI can miss errors.