AI Op Zak

Free · EN

PROMPT PACK FOR BEGINNERS

Free 2-day AI starter.

10 copy-paste prompts to get comfortable with AI in 2 days. About 15 minutes a day, no technical knowledge needed.

10 prompts | 2 days | Free

HOW IT WORKS

How to use a prompt

A prompt is simply the instruction you give an AI tool. The clearer your request, the better the answer. With these cards, you don't have to hunt for the right words yourself.

1. **Pick a prompt**
   Find the card that matches what you want to do. The tip under each prompt tells you when it comes in handy.

2. **Copy the text**
   Copy the full text from the blue box into your AI tool.

3. **Fill in the [brackets]**
   Replace everything in [square brackets] with your own details. You can drop the brackets themselves.

4. **Send and fine-tune**
   Not quite right? Just keep asking: "shorter", "friendlier" or "give me 3 more options".

BEFORE

Write a short, friendly email to [name] about [topic].

AFTER FILLING IN

Write a short, friendly email to **Sarah** about **the new date for our meeting**.

GOOD TO KNOW

- **Always read it through.** AI can make mistakes, even when it sounds very sure.
- **Don't share sensitive data** such as passwords, bank details or medical information.
- **Prices and features change.** Check them on the tool's own website.

YOUR 2 DAYS

The programme

One small step each day. Copy the prompt, fill in the [brackets] and paste it into a free AI tool such as ChatGPT, Gemini, Copilot or Le Chat.

! Day 1 · First: using AI safely (cheat sheet)

- Never type passwords, national ID numbers, bank details or medical details into an AI chat.
- Only use the official apps and sites: chatgpt.com, gemini.google.com, copilot.microsoft.com, chat.mistral.ai. Never pay for an "AI app" from an ad.
- Does a chatbot or app ask for money, codes or a download? Stop and close it.
- Always check facts, figures, health, money and legal matters yourself.
- Where possible, turn off use of your chats for training in the settings.

01 Day 1 · Your first chat with AI

I'm a beginner with AI. Explain in 5 short sentences what you can and cannot do. Use plain language and give 3 everyday examples.

WHEN TO USE IT As a very first introduction, to see how an AI chat responds.

EXAMPLE RESULT
A short, friendly explanation with examples like rewriting an email or suggesting a recipe.

02 Day 1 · Explanation at your level

Explain **[topic]** as if I were 12. Use at most 100 words and one comparison from everyday life.

WHEN TO USE IT When you don't understand something in the news or at work.

EXAMPLE RESULT
A simple explanation with one vivid comparison.

03 Day 1 · Get an email written

Write a short, friendly email to **[name]** about **[topic]**. Tone: polite but not stiff. Maximum 120 words.

WHEN TO USE IT For that email you've been putting off for days.

EXAMPLE RESULT
A ready draft you only need to check and send.

04 Day 1 · Improve a text

Improve this text: fix mistakes, make it clearer and friendlier. Keep my own style. Then explain in 3 points what you changed: **[paste your text]**

WHEN TO USE IT For letters, messages or posts you're unsure about.

EXAMPLE RESULT
An improved version plus a short list of changes.

05 Day 1 · Understand a difficult letter

Summarise this letter in 5 simple sentences. Then tell me what I need to do and by when: **[paste the text, without personal data]**

WHEN TO USE IT For official letters, contracts or manuals. Remove your name, address and numbers first.

EXAMPLE RESULT
A short summary and a clear to-do list with dates.

06 Day 2 · Weekly menu and shopping list

Make a weekly menu for **[number]** people, budget about € **[amount]**, without **[what you don't like]**. Add a shopping list sorted by supermarket aisle.

WHEN TO USE IT On Sunday, to plan the week.

EXAMPLE RESULT
7 meals and a tidy shopping list.

07 Day 2 · Make a plan

I want to **[goal]**. I have **[time per week]** available. Make a simple 4-week plan with at most 3 tasks per week.

WHEN TO USE IT For a hobby, a move or a work project.

EXAMPLE RESULT
A doable plan in small steps.

08 Day 2 · Brainstorm ideas

Give 10 ideas for **[e.g. a birthday present for my 40-year-old sister who loves hiking]**. Add an approximate price and why it fits.

WHEN TO USE IT When you're stuck and need inspiration.

EXAMPLE RESULT
A varied list to choose from or build on.

09 Day 2 · Refine until it's right

That's a good start. Make it **[shorter / friendlier / more formal / simpler]** and give me 3 variants.

WHEN TO USE IT After any answer that isn't quite right yet. AI gets better when you keep asking.

EXAMPLE RESULT
Three improved versions to choose from.

10 Day 2 · Check the AI

How sure are you about this answer? Which parts should I check myself, and where can I do that?

WHEN TO USE IT For facts, figures, health, money or legal topics. Always check yourself.

EXAMPLE RESULT
An honest assessment with tips on how to verify.

Want to explore more?

At **aiopzak.be** you'll find the best AI tools per task for beginners. Want to go further? The **Starter guide** (€17.95 incl. VAT) takes you step by step: aiopzak.be/startersgids/