

AI: Better Prompts for Better Conversations

Template

Date:

AI Tool Used:

Project Context:

Purpose of AI Use:

	Question / Prompt	Response
1	Initial Question/Prompt: Write the specific question / prompt you asked AI initially	
2	AI Response: Include the response provided by AI for the initial prompt, summarising key points or information	
3	Key Insights from Initial Response: List the main takeaways or insights gained from the initial AI response	
4	Follow-Up Question/Prompt: If the initial response was unclear or incomplete, write your follow-up question or prompt here	
5	AI Response to Follow-Up: Include the response provided by AI for the follow-up prompt	
6	Key Insights from Follow-Up Response: List the main takeaways or insights gained from the follow-up AI response	
7	Application: Describe how you plan to apply the information from both interactions in your creative work or research	
8	Additional Follow-Up Questions: List any further questions that arise after the responses. This can lead to deeper exploration of the topic	
9	Reflect on the overall experience: Did the AI tool meets your expectations through multiple prompts? How did it contribute to your understanding? What would you do differently next time?	

After completing the template, follow these steps for formal assessment:

1. **Compile Findings:** Gather all completed templates to create an overview of your AI interactions.
2. **Reflect on Learning:** Write a 300-500 word summary of insights gained from each interaction, how AI responses influenced your understanding or project, and any further questions.
3. **Submit Your Work:** Submit the compiled templates and summary to your instructor, adhering to any specific formatting or submission guidelines in your syllabus.
4. **Prepare for Discussion:** Be ready to discuss your findings in class or during assessment, emphasising how AI contributed to your creative process.