

---

# AI as our ally

## Webinar handout

by **María José Galleno**

The key to using AI is writing the correct prompts but don't worry, it takes time! Here are some tips that will help.

### Task Creation

- Be specific, if you are thinking about a particular examining board mention it.
- Define level, task type, word count.

### Data-driven insights

- Focus bit by bit. Do not ask too much from one go.
- Ask to identify trends, both positive and negative.

### Personalised learning

- Ask for tips according to level. Choose which tips are useful.

### Administrative support

- Ask to rewrite report cards, get tips to make reports more meaningful.

### AI tools used

Write prompts and create texts, analyse data, provide information and insights. Both tools are free.

- <https://gemini.google.com/app>
- <https://chat.openai.com/>

Images. Create 5 images for free a day.

- <https://gencraft.com/>

---

## Final Tips

- Ask “do you know ...?” This will narrow down the search from the beginning allowing you to get a more definite answer quicker and with less prompts.
- Do not expect to get your answer after 1 question. You will probably need 4 or 5 to get exactly what you want.
- If there is a very specific exercise you are looking for provide examples and ask for something similar on the topic you are looking for. This way you can guarantee it is what you are looking for.
- Check how others write prompts and copy what works for you. Just remember AI will learn how you write so once it has understood your style it will work well.
- Save chats according to their topics. This way AI will know where to start from and you do not have to start the search from the very beginning.
- Accept there is a learning curve. Everything takes time at first, but then you will save time!

---

A recording of María José’s webinar can be watched here:

<https://www.teachingenglish.org.uk/news-and-events/webinars/webinars-teachers/managing-resources-mini-event>