

Your first chat with AI

Open a free AI tool, have a short conversation with it, and check one of its answers.

Free tools to try (pick one)

ChatGPT
chatgpt.com
Google Gemini
gemini.google.com

Microsoft Copilot
copilot.microsoft.com
Claude
claude.ai

Try it

- 1 **Say hello.** Type this, changing the words in *italics* to fit your business:

I run a small *café* in *Sheffield*. In three short bullet points, what could an AI assistant help me with each week?

- 2 **Ask it to explain itself.**

Explain what you are in plain English, as if to someone who has never used AI. Keep it to four sentences.

- 3 **Make it better.** You don't have to start again. Just reply, as if it were a person:

Make that shorter and friendlier.

- 4 **Check one answer.** Ask something you can look up, then compare it with the official website:

What are the opening hours of Sheffield Central Library?

Check it

- ☐ Does it match the official website?
- ☐ Did it say where the information came from?
- ☐ Would you be happy for a customer to read it?

TAKE-HOME RULE

AI gives you a fast first draft, not the final word. Check it before you use it.