

A better brief. A better answer.

What should I give an AI before I ask it to help?

Use authorised information. Keep personal records in your own controlled workspace.

Goal and reader

Authorised source material

Facts that remain unknown

Constraints and forbidden promises

Output structure

Example of an acceptable result

Reviewer's checks

Use the example. Then test your own.

INVENTED TEACHING EXAMPLE

A supplier update grounded in known facts

Goal: explain a delay. Source: delivery expected Tuesday–Thursday; no exact day confirmed.

Constraints: no promised compensation or exact date. Output: subject line, short email and

confirmation checklist. Illustrative response: “Your delivery is now expected between Tuesday and Thursday. We do not yet have a confirmed day.” This is prepared text, not a live model result.

Before treating this as evidence

Record the real inputs, source version and acceptance rules. Compare observed outcomes with the requirement. Keep unknowns and failure consequences visible.

What did you observe?

What remains unknown?

What will you do next—and who owns it?

Method and references: [the web edition's sources and scope](#). This is a practical editorial worksheet, not a certification or validated assessment instrument.