Leveraging AI Effectively

Member Activity Worksheet KEY

Direct it. Collaborate with it. Verify it. Own the result. | All answers are italicized for ease.

1) Understanding AI

Activity #1: Which Response Would You Trust?

After reviewing Responses A and B…	
Which response would you trust more, and why?	*Response B is the response I would trust more.* *Acceptable reasoning:* • *It acknowledges that important information is missing.* • *It avoids unsupported certainty.* • *It recommends testing Reels alongside other recruitment methods.* • *It suggests measuring which strategies produce results.* • *It leaves the final decision with the chapter's officers.* *Response A sounds confident and professional, but confidence is not proof that the answer is accurate or reliable.*
What should be verified before making a decision?	*Acceptable responses include:* • *Whether the "2025 National FBLA Student Engagement Report" exists* • *Whether the reported 67% statistic is accurate* • *Whether short-form video actually increased membership* • *Whether posting three Reels per week is realistic or effective* • *Whether Instagram is commonly used by the chapter's target audience*
What information is missing?	*Acceptable responses include:* • *The chapter's target audience* • *Current recruitment results* • *Student social-media habits* • *Available time and resources*

	• *School social-media policies* • *The chapter's budget* • *Which recruitment methods have worked previously* • *Whether students who view Reels actually join FBLA*

AI literacy includes knowing how to use AI and how to *evaluate* its output.

AI should support, not replace, human *thinking*.

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2) Use AI Effectively

Basic User vs. Effective Collaborator

An effective AI collaborator…	• defines a clear *outcome*, • provides relevant *context*, • uses follow-up prompts, • challenges and verifies the response, • and *owns* the final result.

The PRECISION Prompt Framework

P	Persona	Who should the AI act as?
R	Reason/Context	Why does the task matter?
E	Examples	What should the result resemble?
C	Constraints	What limits or requirements apply?
I	Instructions/Task	What should the AI do?
S	Structure	How should the response be organized?
I	Information	What facts, data, or details should it use?
O	Outline/Progression	What steps should it follow?
N	Next Loop	How will the response be reviewed and improved?

PRECISION is *modular*. Not every prompt needs every element.

What does it mean to Start with P + R + I?	• **Persona:** *Who should the AI act as?* • *Reason/Context*: What is happening & why does it matter? • **Instructions/Task:** *What specifically should the AI do?*

Remember P + R + I by "Who are you? What is happening? What should you do?"

The goal is not the longest prompt. It is the right amount of *direction (information)* for the task.

Activity #3: Identify the Prompts

For each prompt, identify its type and the PRECISION elements being used. *Reasonable answers should identify the main elements being used. Some elements may overlap, so accept answers that participants can explain logically.*

Prompt	Type	PRECISION Elements
A	*Everyday Prompt*	*(P) Persona, (R) Reason/Context, (I) Instructions/Task*
B	*Context-Specific Task*	*(P) Persona, (R) Reason/Context, (I) Instructions/Task, (I) Information*
C	*Important Deliverable*	*(P) Persona, (R) Reason/Context, (C) Constraints, (I) Instructions/Task, (S) Structure*
D	*Complex or High-Stakes Task*	*(P) Persona, (R) Reason/Context, (C) Constraints, (I) Instructions/Task, (S) Structure, (I) Information, (O) Outline/Progression, (N) Next Loop*

Prompt Types	**What was added as the prompts became more specific or important?**
1) Everyday Prompt 2) Context-Specific Task 3) Important Deliverable 4) Complex or High-Stakes Task	*Acceptable answer:* • *Prompt A used the core P + R + I elements.* • *Prompt B added relevant information.* • *Prompt C added constraints and structure.* • *Prompt D added source information, multiple stages, self-review, verification, and stronger human oversight.*

Activity #4: Build and Improve a Prompt

Student-generated responses will vary. The key for this activity is a sample.

1) Choose a Task

Choose a task from FBLA, school, work, or everyday life.

My task	*Create a realistic study plan for an upcoming chemistry test.*

2) Plan the Core Prompt

Persona: Who should the AI act as?	*Study coach*
Reason/Context: What is happening? Why does it matter? Who is the audience?	*I have a chemistry test next Friday and need to organize my preparation.*
Instructions/Task: What specifically should the AI do?	*Create a study plan.*

3) Write Your P + R + I Prompt

Act as a study coach. I have a chemistry test next Friday and need help organizing my preparation. Create a study plan for me.

4) Add What the Task Needs

Check any elements you will add	☐ Examples ☑ Constraints ☑ Structure ☑ Information ☑ Outline/Progression ☑ Self-check instructions ☐ Human Next Loop

5) Write Your Improved Prompt

Act as a study coach for a high school chemistry student. I have a test next Friday covering stoichiometry, limiting reactants, and percent yield. I can study for 45 minutes on weekdays and 90 minutes on Saturday and Sunday. Create a day-by-day plan that includes content review, practice problems, error correction, and a final self-check. Put the plan in a table and prioritize the topics based on difficulty.

6) Write a Follow-Up Prompt

Ask AI to revise, spot weaknesses, compare options, check assumptions, or flag missing information.	*Review the plan and identify any weaknesses or unrealistic time estimates. Then revise it so that each day has one clear goal and includes time to revisit mistakes from previous practice.*

7) Verify and Own the Result

What must be verified?	• *The test date* • *Topics included on the test* • *Available study time* • *Whether the suggested practice resources are accurate* • *Whether the schedule is realistic*
What are you still responsible for?	• *Completing the studying* • *Adjusting the plan when needed* • *Checking information for accuracy* • *Deciding which topics need the most attention* • *Ensuring the final plan fits personal responsibilities*

3) Use AI Responsibly

Before Using AI, Ask:	1) Is AI *allowed* for this task? 2) Am I protecting sensitive *information*? 3) Am I being transparent about my AI use? 4) Can I *explain* and defend the final result?
Verify Before You Trust	1) **Verify the** *claims.* 2) **Question the** *assumptions.* 3) **Evaluate the** *impact.* 4) **Decide with human** *judgment.*

Activity #5: Spot the Problem

The prompt asks AI to review résumés, rank candidates, and select who should be hired.

After reviewing the hiring prompt shown on the slide, identify THREE concerns.	*Participants identify three concerns. Any three of the following are acceptable:* • *Private applicant information may have been uploaded.* • *The criteria for "best" are not defined.* • *The AI may make unsupported assumptions.* • *Bias could influence the ranking.* • *Résumés may not contain enough information for a fair decision.* • *The AI is being asked to rank people.*

	• *The AI should not make the final hiring decision.* • *The AI's claims and reasoning require human review.* • *Protected or personal characteristics could improperly influence the result.* • *There is not enough human oversight.*
What should AI's role be instead?	*Acceptable answer:* *AI should help organize and compare candidates' listed experience using clearly defined, job-related criteria. It should flag missing information and avoid unsupported assumptions. A human hiring team should review the information and make the final decision.*

AI can support a decision, but it should not replace accountable human judgment.

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4) Applying AI

Activity #6: Where Could AI Help?

Identify ONE useful FBLA application	*Acceptable examples:* • *Generate competitive-event practice questions* • *Simulate a judge or role-play* • *Explain difficult business concepts* • *Create a study plan* • *Build an agenda or project timeline* • *Break a chapter initiative into tasks* • *Brainstorm event ideas* • *Draft emails or outreach* • *Adapt a message for a particular audience* • *Improve captions or announcements* • *Apply rubric-based feedback* • *Identify weaknesses or missing details*
Identify ONE useful school or everyday-life application	*Acceptable examples:* • *Explain an unfamiliar concept* • *Create practice questions* • *Compare study methods* • *Build a review plan* • *Organize a schedule* • *Plan a meal or trip* • *Break a large task into smaller steps*

	• *Draft a professional message* • *Prepare for an interview* • *Clarify difficult writing* • *Brainstorm alternatives* • *Identify tradeoffs* • *Challenge assumptions* • *Develop questions to investigate*
Identify ONE task where human judgment must remain central	*Acceptable examples:* • *Making a hiring decision* • *Choosing a medical treatment* • *Making an important financial decision* • *Deciding whether information is accurate* • *Submitting final academic work* • *Evaluating another person* • *Resolving a sensitive conflict* • *Making an ethical or disciplinary decision* • *Selecting a competitive-event strategy* • *Deciding whether a message is appropriate to send*

Final Reflection

After this workshop, a change I will make in how I use AI is:
Student-generated response. Strong responses should identify a specific, realistic change, such as: • *providing more relevant context,* • *beginning prompts with P + R + I,* • *asking follow-up questions,* • *checking claims and calculations,* • *protecting sensitive information,* • *or taking greater responsibility for the final result.* *Sample Response: After this workshop, I will give AI more context, use follow-up prompts to improve its response, and verify important information before using the result.*

	https://forms.gle/dybm9XoetyKBeLN87
	Completing the Workshop Feedback and Data Collection Form Please take a few minutes to complete the workshop feedback and data collection form using the QR code or link above. Your responses will help Washington FBLA evaluate the workshop, identify areas for improvement, and strengthen future member resources. Please answer honestly based on your experience today.