Name: _____
Date: _____

Leveraging AI Effectively

Member Activity Worksheet

Direct it. Collaborate with it. Verify it. Own the result.

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1) Understanding AI

Activity #1: Which Response Would You Trust?

After reviewing Responses A and B…	
Which response would you trust more, and why?	
What should be verified before making a decision?	
What information is missing?	

AI literacy includes knowing how to use AI and how to _____ its output.

AI should support, not replace, human _____.

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2) Use AI Effectively

Basic User vs. Effective Collaborator

An effective AI collaborator…	• defines a clear _____, • provides relevant _____, • uses follow-up prompts, • challenges and verifies the response, • and _____ 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 _____. Not every prompt needs every element.

What does it mean to Start with P + R + I?	• **Persona:** _____ • _____**:** What is happening & why does it matter? • **Instructions/Task:** _____

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 _____ for the task.

Activity #3: Identify the Prompts

For each prompt, identify its type and the PRECISION elements being used.

Prompt	Type	PRECISION Elements
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____

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	

Activity #4: Build and Improve a Prompt

1) Choose a Task

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

My task	

2) Plan the Core Prompt

Persona: Who should the AI act as?	
Reason/Context: What is happening? Why does it matter? Who is the audience?	
Instructions/Task: What specifically should the AI do?	

3) Write Your P + R + I Prompt

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

6) Write a Follow-Up Prompt

Ask AI to revise, spot weaknesses, compare options, check assumptions, or flag missing information.	

7) Verify and Own the Result

What must be verified?	
What are you still responsible for?	

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3) Use AI Responsibly

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

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.	1) 2) 3)
What should AI's role be instead?	

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	
Identify ONE useful school or everyday-life application	
Identify ONE task where human judgment must remain central	

Final Reflection

After this workshop, a change I will make in how I use AI is:

	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.