

TUSDW
TECH UNITED SOCIETY

AI QUICK START

25 Copy-Paste Prompts for Everyday AI

FREE DOWNLOAD

Practical AI. Clear steps. Copy-paste ready.

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Start Here

This mini guide is designed to give you a useful result within five minutes. Copy a prompt, replace the words in [brackets], and paste it into ChatGPT, Claude, Gemini or another general AI assistant.

TUSDW TIP: Do not paste passwords, PINs, full card numbers or highly sensitive personal data into an AI chat.

Understand Anything

Explain this simply

Explain the following in plain language for a complete beginner. Give me: 1) the simple meaning, 2) why it matters, and 3) one example.

TEXT:

[paste text]

Turn jargon into normal language

Rewrite this without jargon. Keep all important facts, but make it easy for a non-technical person to understand:

[paste text]

Compare two options

Compare [OPTION A] and [OPTION B] for someone who cares most about [PRIORITY]. Give me the top 3 differences, the biggest risk of each, and a clear recommendation.

Write Faster

Email draft

Write a short, friendly email to [PERSON] about [TOPIC]. My goal is [GOAL]. Keep it natural and under 150 words.

Improve my text

Improve the text below for clarity and flow. Keep my meaning and do not make it sound corporate.

[paste text]

Social post

Turn this idea into a social post with a strong first line, 3 short points and one simple call to action:

[idea]

Solve Problems

Troubleshoot step by step

I have this problem: [PROBLEM]. I am not technical. Ask me no more than 3 diagnostic questions, one at a time, then give me the safest next step.

Error message helper

Explain this error message in simple words. Tell me the most likely cause, what I should check first, and the exact next action.

ERROR:

[paste error]

Decision helper

Help me decide whether to [DECISION]. Separate facts, assumptions, risks and next actions. Do not make the decision for me.

Work & Business

Meeting prep

Prepare me for a meeting about [TOPIC]. Give me 5 questions to ask, 3 risks to watch for and a 30-second opening statement.

Customer FAQ

Create 10 simple customer FAQ questions and answers for [PRODUCT/SERVICE]. Avoid hype and make each answer useful.

Process improvement

Here is how I currently do [PROCESS]: [steps]. Find the 3 biggest time-wasters and suggest a simpler workflow.

Safety & Verification

Fact-check my answer

Review the answer below. Mark each statement as: likely fact, inference, opinion, or needs verification. Tell me what I should verify independently.

ANSWER:

[paste]

Spot hidden assumptions

What assumptions am I making in this plan? List the 5 most important ones and what evidence would confirm or reject each.

Red team

Act as a skeptical reviewer. Try to break this plan. Find weak assumptions, hidden costs, missing steps and the top 3 reasons it could fail.

PLAN:

[paste]

10 More One-Line Prompts

Copy and use

1. Summarize this in 5 bullets and one next action: [paste]
2. Turn this into a checklist in the correct order: [paste]
3. Give me three better ways to say this sentence: [sentence]
4. What am I missing if my goal is [goal]?
5. Explain this as if I were 12, then as if I were a manager.
6. Create a simple 7-day learning plan for [skill].
7. Make a table of pros, cons, cost, effort and risk for [options].
8. Find contradictions in this text: [paste]
9. Ask me the 5 questions you need before recommending anything.
10. Give me the smallest next step I can do in 15 minutes.

What Comes Next

If this free pack helped, the next TUSDW level is the Everyday AI Prompt Pack (€6.99), followed by the AI Troubleshooting Playbook (€24.99).

License & Important Notes

You may use the checklists, prompts and worksheets in your own work. You may not resell, redistribute or upload this PDF or its templates as a competing product. AI tools and interfaces change over time; verify current buttons, model names and platform terms before delivery to a client.