

Teacher Guide: Easy AI at Work (30-Minute Live Sessions)

Welcome, Teachers. This course uses a flipped classroom model. Your students will review the module content and complete the exercises at home before meeting with you. Your 30-minute live session is dedicated to speaking practice, clearing up doubts, and applying the target grammar and vocabulary.

Important Note: There is more material in each module than you can cover in 30 minutes. Please adapt. If a student needs more help with grammar, focus there. If they want to debate AI ethics, spend more time on the "Over to you" discussions. Always encourage them to use the "Useful expressions" provided in the module.

Module 1: The Foundations & Core Concepts of AI

Focus: AI history, core vocabulary, and past tenses.

- **Step 1: Warm-up & Understanding Check (5 mins)**
 - Ask the student if they had any questions about the history of AI or the core concepts (like Machine Learning, NLP, Hallucination, or Bias).
 - *Quick check:* Ask them to explain the difference between Narrow AI and General AI in their own words.
- **Step 2: Grammar Practice - Past Tenses (10 mins)**
 - Review their answers to the grammar section on Past Simple vs. Present Perfect.
 - Ask them to describe a project they finished recently (Past Simple) and a project they have been working on this year (Present Perfect).
- **Step 3: "Over to You" Discussion (15 mins)**
 - Choose one of the module's discussion prompts. For example, ask them which poses a greater long-term risk to a company: AI Bias or AI Hallucinations.
 - Encourage them to defend their choice using the "Useful expressions" (e.g., *In my opinion...*, *From my perspective...*).

Module 2: Current AI and Professional Communication

Focus: Everyday AI tools and the professional communication toolkit.

- **Step 1: Warm-up & Understanding Check (5 mins)**
 - Ask which AI tools they recognized from the module (e.g., Copilot, Gemini, ChatGPT) and if they currently use any at work.
- **Step 2: Vocabulary Practice - Communication Toolkit (10 mins)**
 - Review the phrases for asking/giving opinions, agreeing/disagreeing, asking for clarification, and making/refusing requests.
 - *Roleplay:* Play the manager and give a vague instruction. Ask the student to use a phrase to politely ask for clarification. e.g. "Manager: We need part of this report quite soon" or "Some of us need part of this report quite soon".
- **Step 3: "Over to You" Discussion (15 mins)**
 - Discuss a real situation where the student had to disagree with someone or say "no" to a request recently.
 - Ask them how they could handle that same situation now using the new phrases (e.g., *I see your point, but I'm inclined to disagree because...*).

Module 3: Prompt Engineering Basics & Precise Language

Focus: The R.A.C.F. framework and specific vs. vague language.

- **Step 1: Warm-up & Understanding Check (5 mins)**
 - Ask the student to explain the R.A.C.F. framework (Role, Action, Context, Format).
 - Discuss why AI is considered a "prediction machine" rather than truly intelligent.
- **Step 2: Vocabulary Practice - Precise Language (10 mins)**
 - Review the tips for precise language: extending nouns, using strong verbs, descriptive adjectives, and quantifiers.
 - Ask them to share the short, specific email they drafted for "Project Titan" (Practice Task 2) and give feedback on their clarity.
- **Step 3: "Over to You" Discussion (15 mins)**
 - Ask the student to share a common, repetitive task they do at work.
 - Have them share the basic prompt they wrote, and then the upgraded R.A.C.F. prompt. Discuss which element of the framework they find most powerful.

Module 4: Advanced Prompts & Cautious Language

Focus: The 4-Step prompt upgrade, cautious language, and the politeness paradox.

- **Step 1: Warm-up & Understanding Check (5 mins)**
 - Check their understanding of the Advanced Prompt ingredients (Goal/Audience, Rules/Constraints, Format/Style, Safeguards).
 - Briefly discuss the environmental/financial cost of being polite ("saying please") to AI.
- **Step 2: Grammar Practice - Cautious Language (10 mins)**
 - Review the toolkit for cautious language: Reporting verbs, Introductory phrases, and Softening adverbs/adjectives.
 - Go over their answers to Practice Task 1, checking how they rewrote direct statements into cautious ones.
- **Step 3: "Over to You" Discussion (15 mins)**
 - Ask them to reflect on a time an AI gave them a poor response and discuss which of the four advanced prompt elements was missing.
 - Have them use the "Useful expressions" to share their personal policy on whether they will prioritize efficiency or politeness when prompting AI.

Module 5: Safeguarding & Expressing Certainty

Focus: AI risks, environmental impact, and modals of certainty/possibility.

- **Step 1: Warm-up & Understanding Check (5 mins)**
 - Discuss the 5 biggest risks of Generative AI mentioned in the video (data privacy, bias, economic impact, fake content, loss of control).
- **Step 2: Grammar Practice - Modals of Certainty (10 mins)**
 - Review the scale of certainty using modal verbs (will, must, should, might, could).
 - Review their answers to Practice Task 1, where they created sentences about future progress using different certainty levels.
- **Step 3: "Over to You" Discussion (15 mins)**
 - Discuss the environmental cost of AI.
 - Ask them what changes their team could make to use AI more mindfully. Remind them to use the "Useful expressions" (e.g., *I believe there will be...*, *It is unlikely that we will...*).

Module 6: Career Planning & Predicting the Future

Focus: The future of work, future tenses, and future-proofing skills.

- **Step 1: Warm-up & Understanding Check (5 mins)**

- Ask for their overall thoughts on how AI will reshape the job market based on the module.
- **Step 2: Grammar Practice - Future Tenses (10 mins)**
 - Review the Future Simple, Future Continuous, and Future Perfect.
 - Ask them to share their predictions for their own career in 2030 (Future Perfect) and a typical workday in 2035 (Future Continuous).
- **Step 3: "Over to You" Discussion (15 mins)**
 - Discuss the "AI Survival Kit" concept.
 - Ask them to identify one new skill they should learn in the next year to make their career more robust against AI automation.
 - Wrap up by congratulating them on finishing the course.