

VETech

Digital Skills for Tomorrow's SMEs
2024-2-HU01-KA210-VET-000295830

Small-scale partnerships
in vocational education and training
(KA210-VET)



TOOLKIT
FOR VET STUDENTS
Level: Beginner

ARTIFICIAL INTELLIGENCE
Use of ChatGPT



CHAMBER OF COMMERCE
AND INDUSTRY
VESZPRÉM



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The goal of the VETech toolkit:

The development of digital skills of students and teachers participating in vocational education, and the support of the digital transformation of small and medium-sized enterprises (SMEs) with free-of-charge digitally accessible learning materials that promote the development of the stakeholders' digital skills, thereby ensuring that the digital skills acquired in vocational education are aligned with the needs of market players.

The Artificial Intelligence – Use of ChatGPT in vocational education learning material's aim:

- ✓ To develop VET students' digital literacy, critical thinking, and responsible use of AI tools in educational and professional contexts.
- ✓ This online learning material provides support for VET students to effectively integrate **the basic use** of artificial intelligence tools, such as ChatGPT, into their learning activities, project work, and professional preparation

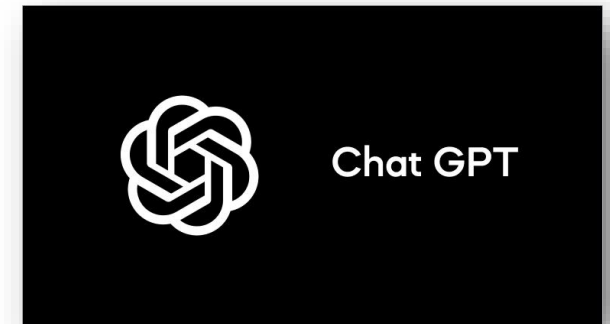


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Please note that OpenAI, as the developer of ChatGPT, continuously updates the ChatGPT. Therefore, certain functions may be located elsewhere on the interface, or newer features may not appear in this learning material at the time you are studying it.

At the same time, this material provides an excellent opportunity to acquire information on **the basic use** of ChatGPT.

Date of this learning material: August 2025



The toolkit targets three groups, which are:

Students in vocational education	Trainers in vocational education	SMEs
----------------------------------	----------------------------------	------

All 3 target groups find dedicated learning materials in the following three areas:

Artificial intelligence (AI)	Online collaboration	Digital content creation
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The structure of each learning material is as follows:

1. Introduction sheet (general summary of the tool)
2. PowerPoint presentation with the detailed learning material
3. Worksheet to support the practical application of the learning material (hands-on exercise)
4. Questionnaire for review (test)

What is the Artificial Intelligence?

Artificial Intelligence (AI), is a technological revolution. It refers to a set of computer systems and programs that are capable of functioning in ways similar to human thinking.

This means that AI systems are able to:

- learn from information, examples, and patterns (machine learning),
- recognize patterns (e.g., in images or texts),
- make decisions (based on data),
- solve problems and perform tasks, and
- interpret and use human language (e.g., communicating through a chatbot such as ChatGPT).



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It cannot be ignored, as it now permeates almost every area of life.

It is developing at an increasing pace, becoming ever more affordable and accurate.

ADVANTAGES OF THE ARTIFICIAL INTELLIGENCE



- ✓ **Speed** – AI can perform tasks in seconds that would take humans hours or even days.
- ✓ **24/7 availability** – always accessible without interruption.
- ✓ **Cost savings** – by requiring less human labor and fewer resources, it reduces expenses (both in business and in personal issues).
- ✓ **Personalization** – it can support personal or business goals and tasks in a customized way.
- ✓ **Convenience** – it works with vast amounts of information, helping and supporting decision-making in both private and business life.

DISADVANTAGES OF THE ARTIFICIAL INTELLIGENCE



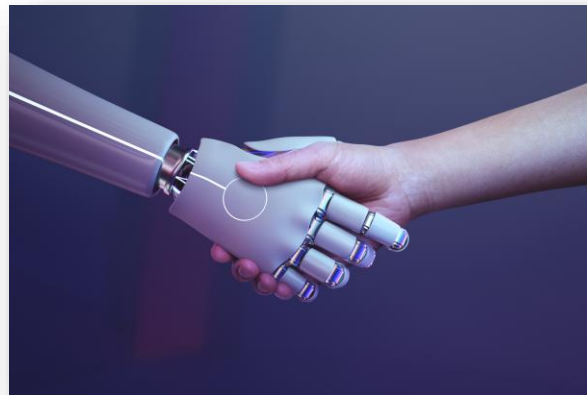
- ✓ It is not infallible and **does not “know”** in the classical human sense;
- ✓ it makes inferences and provides answers based on learned patterns and preloaded information. **We do not understand how it decides or on what basis** it provides answers, so we cannot know whether it is really fair (e.g., loan approvals, grant evaluations, medical diagnoses, etc.).

The EU AI regulation aims to address these situations: human oversight is required for higher-risk AI systems.

- ✓ It can create anything that humans can imagine, and it can also be **unethical**, e.g., deepfakes or artificially generated images/sounds.
- ✓ It may lead to the **complete or partial disappearance of numerous professions**.
- ✓ It provides **opportunities for misuse** and can pose **security risks**.

EXAMPLES OF AI APPLICATION AREAS IN VET EDUCATION:

- ✓ **Learning support:** Personalized explanations and tutoring
- ✓ **Exam preparation:** Practice questions and summaries
- ✓ **Project development:** Research and idea generation



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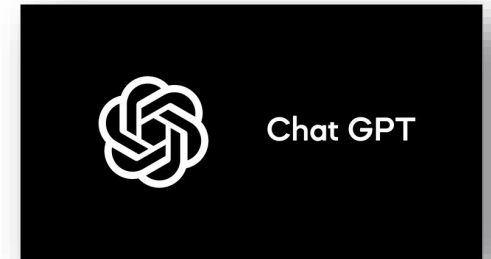
- ✓ **Technical documentation:** Assistance in writing reports
- ✓ **Language support:** Improving professional vocabulary
- ✓ **Career guidance:** CV and interview preparation

ARTIFICIAL INTELLIGENCE TOOLS FOR SUPPORTING VET STUDENTS

- ✓ ChatGPT – Supports learning, research, and assignment preparation.
- ✓ Grammarly – Improves writing quality and language accuracy.
- ✓ Canva AI – Assists in visual content creation.
- ✓ Notion AI – Supports note-taking and study organization.
- ✓ Perplexity AI – Supports academic research



WHAT IS CHATGPT?



ChatGPT is an artificial intelligence-based language model.

Its essence lies in communicating with humans in natural language and being able to interpret, generate, explain, or creatively transform text. Its operation is based on recognizing statistical patterns. It does not “know” in the classical human sense, but it can predict which words or expressions are likely to follow in a given textual context.

Applications: Thanks to its vast training data, it can perform a wide variety of tasks, including consulting, creative writing, programming, assisting with language learning, summarizing texts, translation, story generation, market research, image generation, grant writing, minute-taking, and more.

ADVANTAGES	DISADVANTAGES
Fast	Frequent incorrect or inaccurate information.
Multilingual	Does not understand highly specific, context-dependent situations.
Versatile	Prone to hallucinations (providing fictitious information).
Available 24/7	Responses are based only on trained data.
Easy to use	Requires knowledge of proper prompt engineering.
Rapidly evolving	Does not replace human expertise.
Free version (registration recommended)	Not recommended to share sensitive data.

EXAMPLES OF CHATGPT'S APPLICATION AREAS FOR VET STUDENTS



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- Understanding technical concepts and procedures;
- Completing assignments and writing structured reports;
- Preparing for exams and revising key topics;
- Developing professional communication skills;
- Supporting internship documentation and workplace tasks;
- Generating structured summaries and study materials.



The prompt is an instruction or request given to ChatGPT that tells it what we want. The more precise and detailed the prompt, the higher the chance of receiving exactly the answer we want. Therefore, **a good prompt has three components:**

1. ROLE: Specifies the role in which the AI should respond. It's like telling an actor which character to play.

Example: *"You are an experienced history teacher..."* or *"Act as a professional marketer..."*

2. FORMAT: Specifies the structure or format in which the AI should provide the response.

Example: *"Provide the answer in a table format..."* or *"Give a 5-point list..."* or *"Write a short essay in 3 paragraphs..."*

3. CONTEXT: Provides the background information so that the AI knows exactly the context or task it should respond to.

Without it, you will only get a general, non-personalized answer.

Example: *"The students are 10 years old and are currently learning about the planets..."* or *"This text is part of a customer service email..."* etc.

This is a good prompt:

*"Imagine yourself as an experienced history teacher! (**role**) Please, summarize the most important events of World War II in 5 points, in chronological order, (**format**) making it understandable for high school students preparing for their final exam., (**context**)"*

Example prompt for VET students "Act as an automotive trainer. Explain the basic function of a car braking system in simple terms and provide 3 revision questions." Αυτό απαντά ακριβώς στο: "requested more ready-to-use prompt examples for specific vocational fields"

It describes instances when the model produces information that is false, fabricated, or not supported by its training data, even though it may sound plausible or confident.

How can we verify the accuracy of a response?

- If we haven't done so, we can ask more precise questions by placing the AI in a specific role and context.
- We can ask ChatGPT to indicate the internet sources for a given answer.
- We can directly search the internet for the answer and its key points.
- We can consult another artificial intelligence.
- We can ask a person for opinion.



It is recommended to use a combination of the above methods if there is suspicion of AI hallucination.

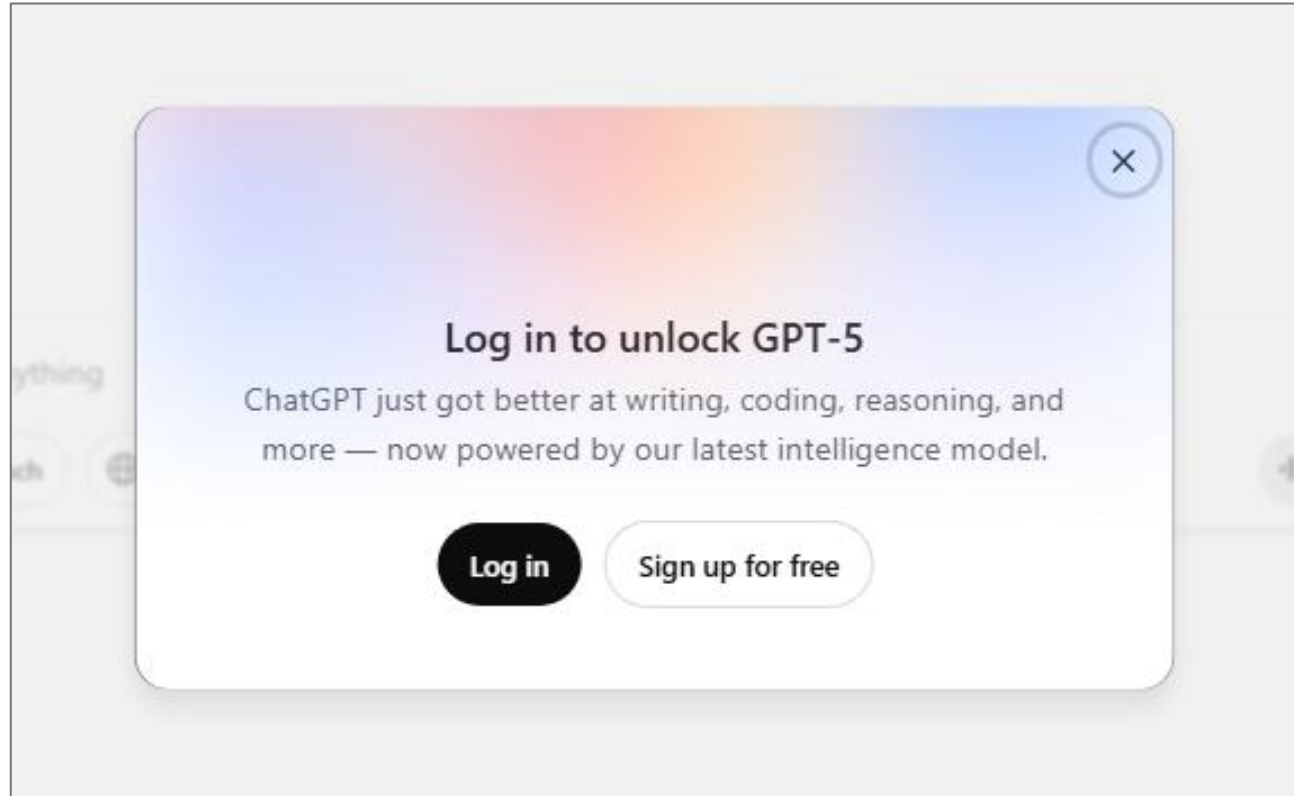
HOMEPAGE: www.chatgpt.com

Usage options:

- Without registration
- With free registration
- With a subscription

Free registration is highly recommended, as it unlocks more features and allows for much more efficient use than without registration.

Additionally...



Criteria	Free registration	Subscription (Plus)
Version	ChatGPT 5	ChatGPT 5 – More advanced reasoning
Speed and availability	Limited and slower performance (e.g., image generation).	Fast, extended, and quicker image generation.
Functions	Basic text chat functionality, conversation history is saved and retrievable. Limited file upload. Limited memory and context.	Extended messaging and uploads. Expanded memory and context. Projects, tasks, custom GPTs, and SORA video generation.
Quality and reliability	Limited in-depth research, frequent hallucinations.	Extended in-depth research and agent mode, hallucinations are less common.

Reference: <https://chatgpt.com/#pricing>

Create an account

Email address

Continue

Already have an account? [Log in](#)

OR

 Continue with Google

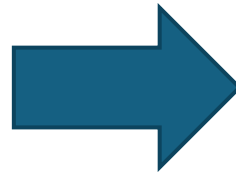
 Continue with Microsoft Account

 Continue with Apple

 Continue with phone

[Terms of Use](#) | [Privacy Policy](#)

Screen
displayed
after logging in



ChatGPT

Tips for getting started

**Feel free to ask questions**

ChatGPT can answer questions, help with studying, coding, brainstorming, and much more.

**Don't share sensitive information**

Conversations may be reviewed and used to improve our models. You can find more information about how your data is handled in the Help Center.

**Be mindful of fact-checking**

While there are safety measures in place, ChatGPT may sometimes provide inaccurate information. The service is meant for advice, not guaranteed facts.

Ok, let's go



After reading, click the
“Ok, let's start” button.

ChatGPT HOMEPAGE - AFTER LOGGING IN













ChatGPT 















Close/Open sidebar

Subscription options

Start a new chat.

Search in a previous chat.

Availability of previously generated visual materials (e.g., images).

Upgrade your plan

Voice mode: allows real-time chat (subscription required).

Allows dictation (microphone permission required)

Prompt input field (question / request / instruction)

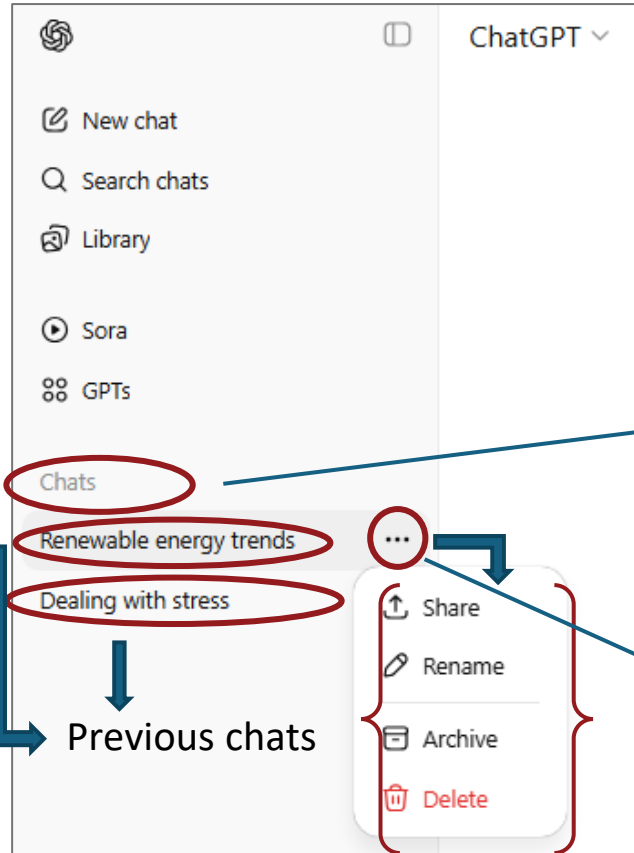
Where should we begin?

Various options for instant assistance provided by ChatGPT

Top:

Left-side menu

Bottom:



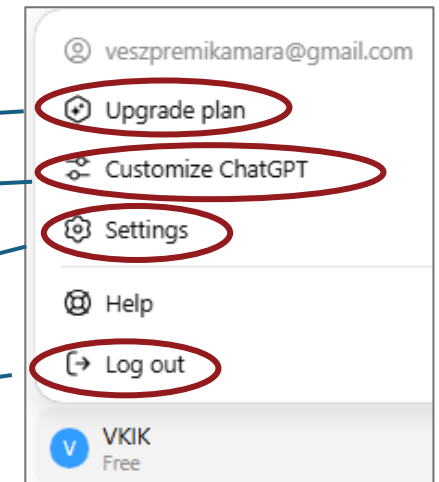
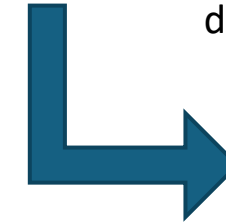
If you have already had a chat, the "Chats" section will appear. Here, you can search for previous chats. ChatGPT names them based on their content, but you can rename them.

These four options can be displayed here.

Your account



Clicking on the account at the bottom left corner the following menu will display:



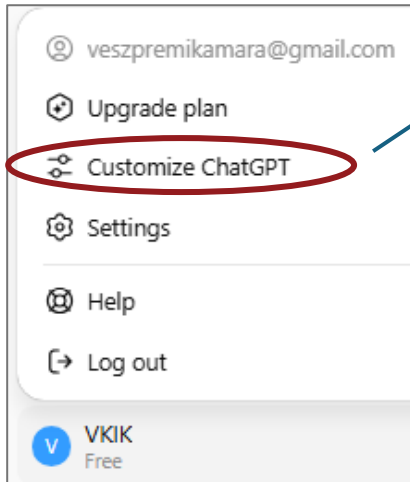
Subscription option

For explanation see next page.

Security settings and notifications

Log out

Bottom in the left-side menu:



Customizing ChatGPT allows the user to set specific preferences, making the conversation even more personalized.

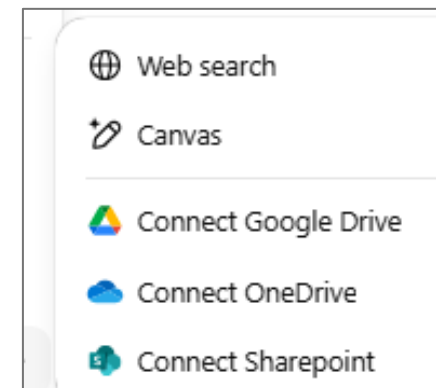
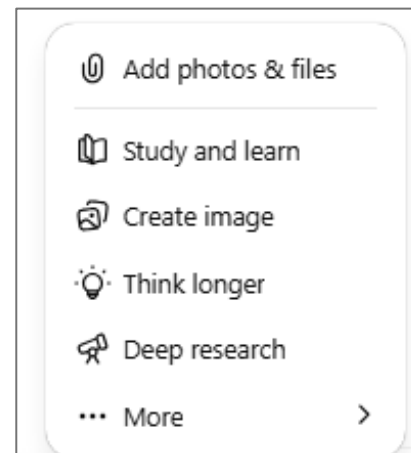
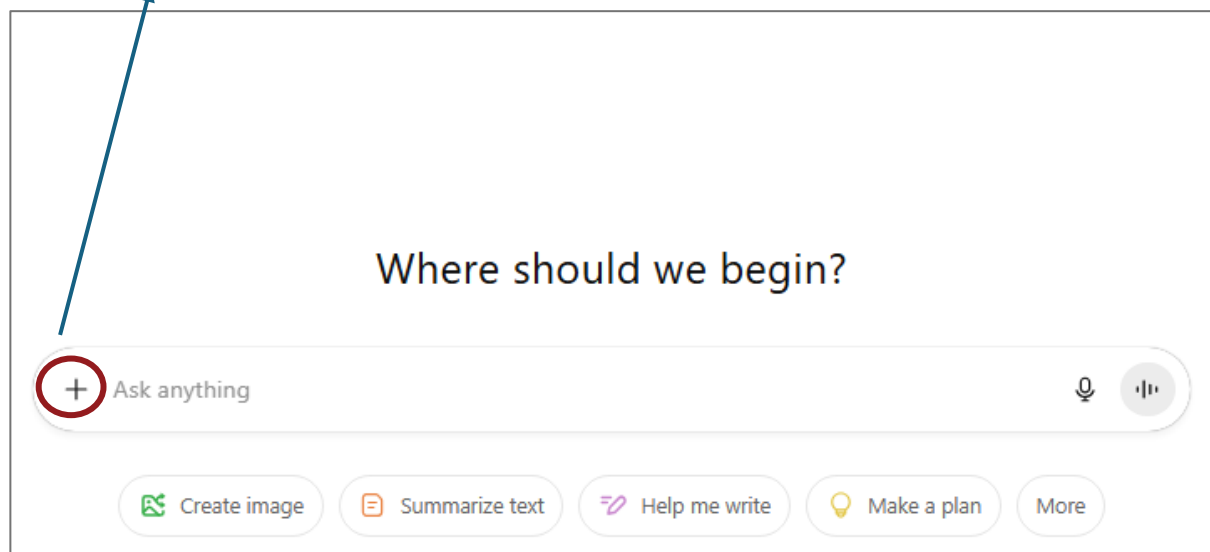
A screenshot of the 'Customize ChatGPT' dialog box. It has a title bar with a close button. The content includes: a subtitle 'Introduce yourself to get better, more personalized responses ?'; a section 'What should ChatGPT call you?' with a 'Nickname' input field; a section 'What do you do?' with an input field containing 'Engineering student at University of Waterloo'; a section 'What personality should ChatGPT have? ?' with a 'Default' dropdown; a section 'What traits should ChatGPT have? ?' with a 'Describe or select traits' input field and a row of buttons: '+ Chatty', '+ Witty', '+ Straight shooting', '+ Encouraging', '+ Gen Z', '+ Traditional', '+ Forward thinking', and a refresh icon; and a section 'Anything else ChatGPT should know about you? ?' with an input field containing 'Interests, values, or preferences to keep in mind'.

During customization, you can set:

- **Topic and style:** Specify the type of responses you want (e.g., formal, casual, humorous, light, etc.).
- **Work and interests:** Providing these helps the AI better understand your preferences, making the responses more personalized.
- **Memory:** If enabled, ChatGPT can remember previous conversations and take them into account in future responses, making the interaction smoother and more contextually relevant.

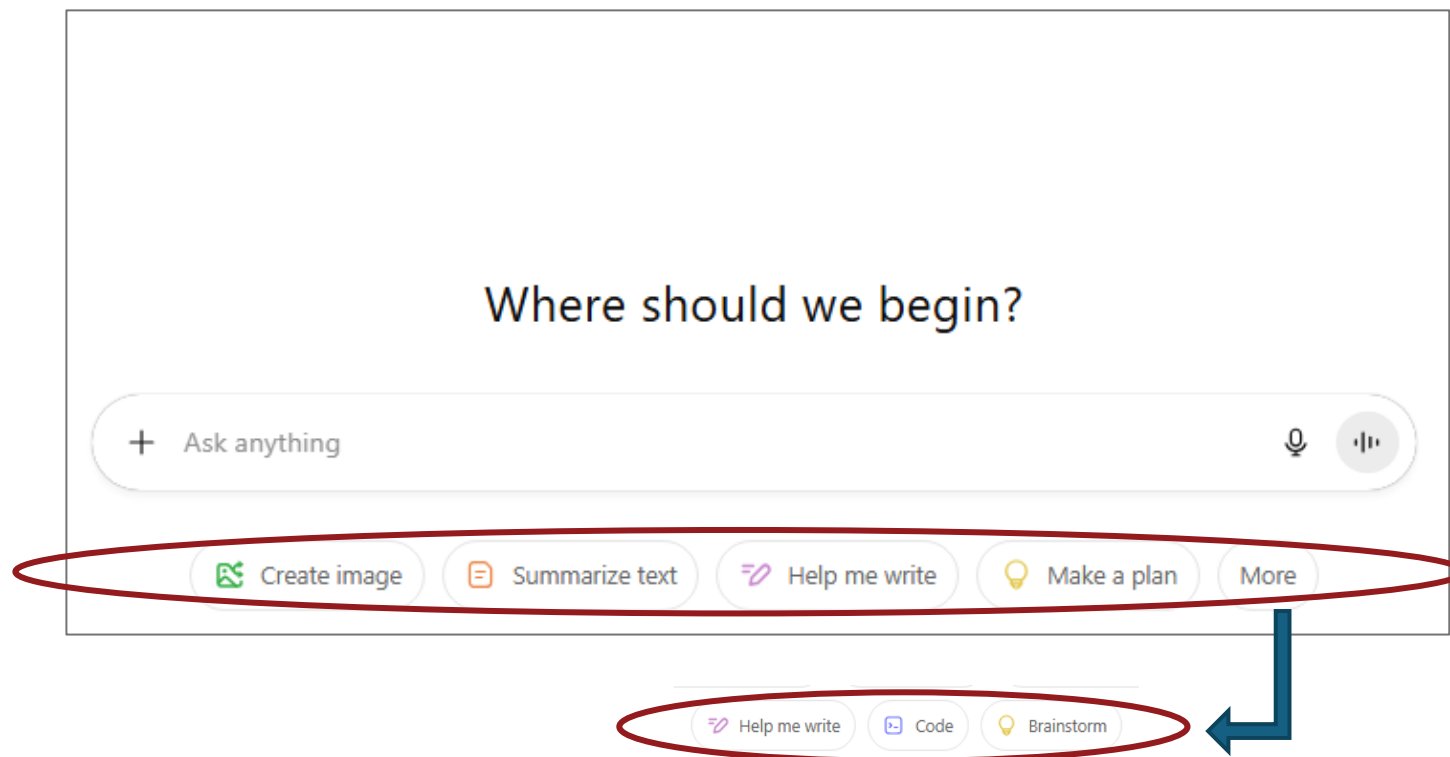
By clicking the '+', you can, for example,
upload documents that you want the AI to
work with or perform tasks on, as well as
access other options such as ...

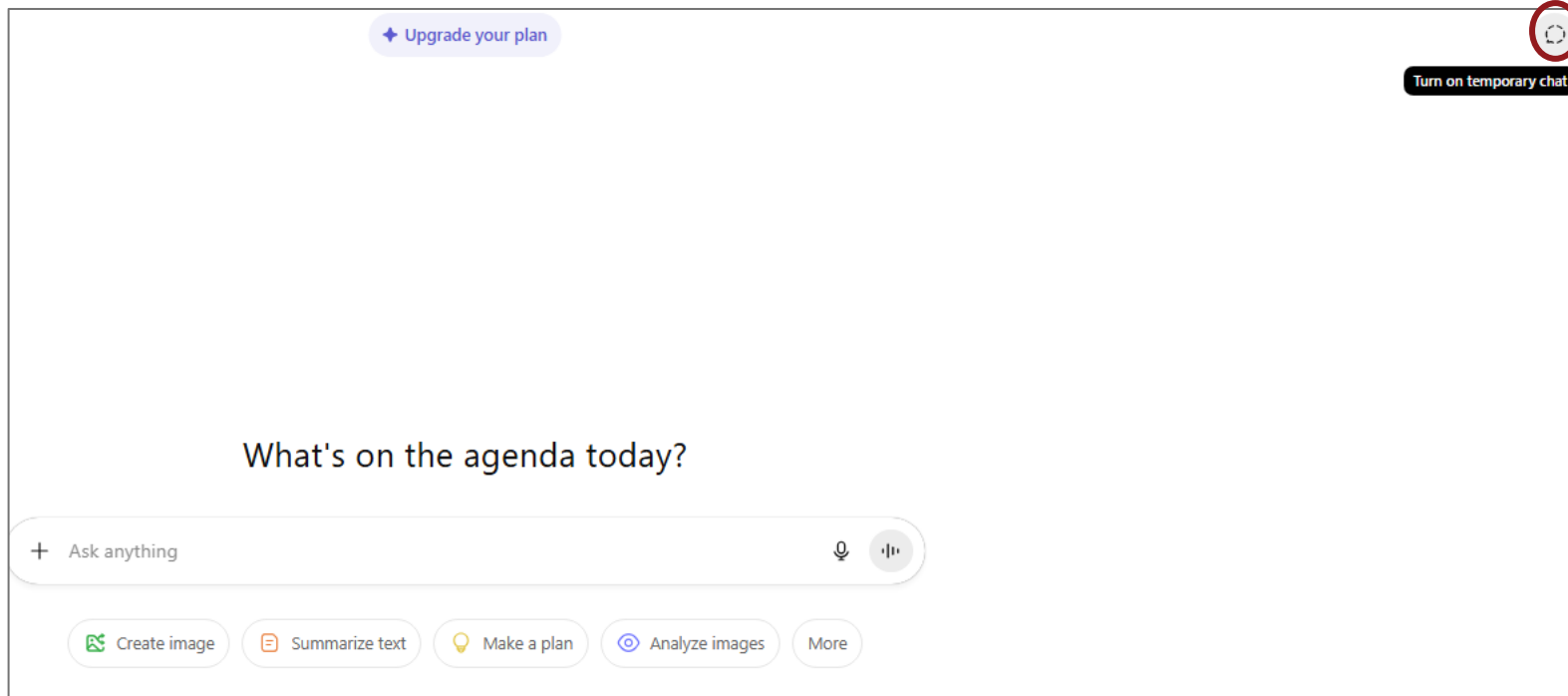
Further options:



Shortcuts:

When starting a new chat, the options offered below the prompt help you quickly find the desired direction for the chat.





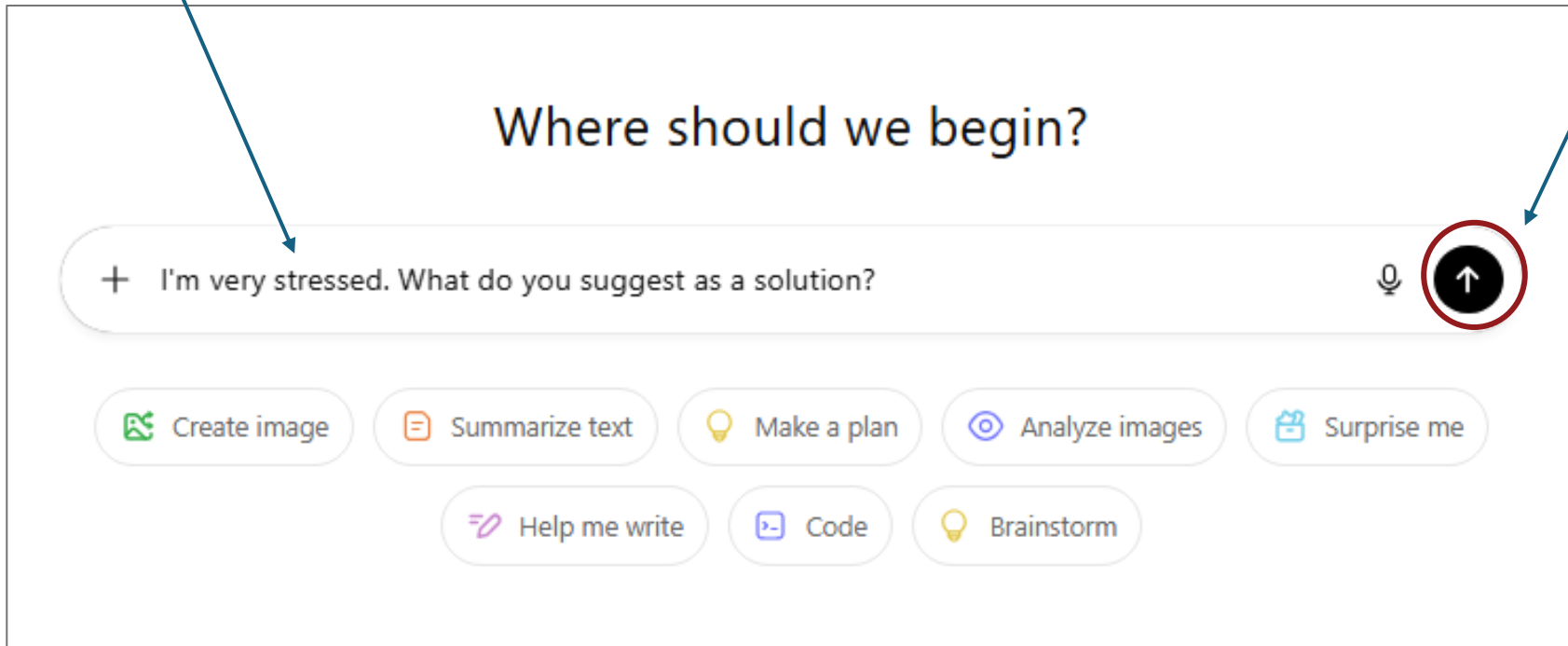
Turning on **temporary chat**, means:

- The conversation is not saved in the history.
- It is not used for training the model.
- It is deleted from the system after 30 days (may remain briefly only for abuse monitoring purposes).

When starting a new chat and you refer back to a previous one, the AI will not know the earlier context. Chats are independent of each other. If you want to recall something from a previous chat, you can use the “Search chats” option in the left sidebar.

Write the prompt: „I’m very stressed. What do you suggest as a solution?”
(This is a low-quality prompt; it lacks role, context, and format.)

Enter, approving the prompt.



The screenshot shows a chat interface with a large text input field at the top containing the prompt: "I'm very stressed. What do you suggest as a solution?". Above this field, the text "Where should we begin?" is displayed. To the right of the input field is a microphone icon and a circular button with an upward arrow, which is highlighted with a red circle. Below the input field, there are two rows of buttons: "Create image", "Summarize text", "Make a plan", "Analyze images", and "Surprise me" in the first row; and "Help me write", "Code", and "Brainstorm" in the second row.

Share

Share the chat here:
LinkedIn, Reddit, X

I'm very stressed. What do you suggest as a solution?

I hear you—it sounds like you're carrying a lot right now. Stress can be really draining, but there are practical things you can do to calm your body and clear your mind. Here are a few strategies you might try, depending on what feels right for you:

Quick relief (in the moment):

- **Breathing exercise:** Try slow, deep breaths—inhale for 4 seconds, hold for 4, exhale for 6–8. This signals safety to your nervous system.
- **Grounding:** Notice 5 things you see, 4 you can touch, 3 you hear, 2 you smell, 1 you taste. It pulls your mind back from racing thoughts.
- **Move a little:** A short walk, stretching, or shaking out your arms can release built-up tension.

Daily practices (to reduce overall stress):

- **Sleep & rest:** Even small improvements in rest can make stress easier to handle.
- **Journaling:** Writing worries down can stop them from cycling endlessly in your head.
- **Mindfulness or meditation:** Even 5 minutes of focusing on your breath or body scan meditation helps.
- **Boundaries:** Saying "no" more often, or cutting back on tasks that drain you, can prevent overwhelm.

Longer-term support:

- Talking to someone you trust about how you're feeling.
- If stress is constant or overwhelming, reaching out to a counselor, therapist, or doctor can make a big difference.

👉 Would you like me to guide you through a **short calming exercise right now** (like breathing or grounding), or would you prefer practical strategies you can build into your daily routine?



Answering/asking, continuing the chat.

+ Ask anything

The AI gave a general answer due to the weak prompt!

Reaction options:

- Copy response
- Like
- Dislike
- Read aloud (the AI reads the given response).
- Edit in canvas: transfer content from a conversation to a separate, editable workspace.
- Share
- Regenerate (request a new response).

Prompt in which we define the ROLE:

„Act as a doctor and respond accordingly!”

The answer is now more precise,
approached from a medical perspective. ...

Moreover, it maintains this role,
continuing the conversation and
asking for information to provide
an even more accurate answer.

Act as a doctor and respond accordingly.

Understood. I'll respond as a doctor would.

First, let me reassure you: stress is a very common condition, and while it can feel overwhelming, there are effective strategies and treatments to manage it.

Medical Perspective on Stress

Stress activates your body's **fight-or-flight response**, increasing cortisol and adrenaline levels. Over time, if stress remains uncontrolled, it can contribute to problems such as headaches, insomnia, high blood pressure, weakened immunity, or even anxiety and depression.

Immediate Steps You Can Take

1. **Breathing control:** Practicing slow, deep breathing can physiologically lower your heart rate and blood pressure.
2. **Physical activity:** Even 20–30 minutes of brisk walking daily can reduce stress hormones.
3. **Sleep hygiene:** Aim for 7–9 hours of regular, quality sleep. Avoid caffeine, nicotine, or screens close to bedtime.
4. **Limit stimulants:** Reduce caffeine, nicotine, and alcohol, as they worsen stress symptoms.
5. **Structured relaxation:** Yoga, meditation, or progressive muscle relaxation are clinically shown to reduce stress.

When to Seek Professional Help

You should consult a healthcare provider if:

- Stress is causing **persistent sleep problems**, fatigue, or loss of appetite.
- You feel **constantly anxious, irritable, or hopeless**.
- You are experiencing **chest pain, palpitations, or shortness of breath** (to rule out heart issues).
- Stress is interfering with your work, relationships, or daily life.

A doctor may consider further evaluation, counseling, or—in some cases—short-term medication to manage symptoms if lifestyle interventions are insufficient.

⚠ Since you mentioned being very stressed: are you experiencing any **physical symptoms** (like chest pain, palpitations, dizziness), or is it more **mental/emotional strain** (like racing thoughts, feeling overwhelmed)? This will help me guide you more specifically.

+ Ask anything

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A prompt in which we assign a **DIFFERENT ROLE** to it, but keep the same topic:

„Now, give advice from the perspective of a dietitian!”

The response is now given from the perspective of a dietitian. ...

... Here, it also maintains the role, and by the end of the response it asks a question or provides guidance from the dietitian's perspective.

Now, give advice from the perspective of a dietitian!

Got it — I'll give you advice from the perspective of a dietitian.

Stress can be strongly influenced by nutrition. What and when you eat plays a role in your energy levels, mood, and how resilient your body is to stress hormones like cortisol.

Nutrition Strategies for Stress Management

- 1. Stabilize blood sugar**
 - Eat balanced meals with protein + fiber + healthy fats (e.g., salmon with vegetables and quinoa).
 - Avoid skipping meals—low blood sugar can worsen anxiety and irritability.
 - Limit refined carbs and sugary snacks, which cause energy spikes and crashes.
- 2. Support brain and hormone health**
 - **Omega-3 fatty acids** (found in salmon, walnuts, chia seeds) reduce inflammation and support brain function.
 - **Magnesium-rich foods** (leafy greens, pumpkin seeds, almonds, beans) help relax muscles and calm the nervous system.
 - **B vitamins** (whole grains, eggs, legumes) support energy metabolism and stress resilience.
- 3. Hydration**
 - Even mild dehydration can increase fatigue and stress. Aim for enough water so your urine is pale yellow.
 - Limit excessive caffeine and alcohol—both disrupt sleep and stress recovery.
- 4. Gut-brain connection**
 - Include probiotics (yogurt, kefir, kimchi, sauerkraut) and prebiotics (garlic, onions, bananas, oats) for gut health, which is linked to mood regulation.
- 5. Mindful eating**
 - Slow down meals, chew thoroughly, and avoid eating on the run. Mindful eating reduces digestive stress and enhances satisfaction.

✅ **Sample stress-friendly day of eating:**

- **Breakfast:** Greek yogurt with berries, chia seeds, and oats.
- **Snack:** Handful of almonds + a banana.
- **Lunch:** Grilled salmon, quinoa, and steamed spinach with olive oil.
- **Snack:** Carrot sticks with hummus.
- **Dinner:** Lentil soup with whole-grain bread and a side salad.
- **Hydration:** Water and herbal teas throughout the day.

Would you like me to design you a personalized stress-reducing meal plan (e.g., 3–5 days) that's practical for your lifestyle?

Do you like this personality?

+ Ask anything

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New prompt with a new topic,
specifying the **FORMAT**:

"Coherent text, maximum 2000
characters"

It respects the length limit and
responds with a coherent text.

At the end of the response, it asks
a question again, which we can
answer or write a new prompt.

Write a coherent text of up to 2000 characters about the strengths and weaknesses of electric bicycles, as well as the strengths and weaknesses of traditional bicycles.

Here's a concise and balanced text under 2000 characters:

Electric bicycles (e-bikes) and traditional bicycles both offer valuable benefits, but they also come with limitations that influence which is more suitable for different riders.

Strengths of electric bicycles include assisted pedaling, which makes cycling accessible to people of varying fitness levels and allows longer rides with less fatigue. They are especially helpful for commuting, as riders can arrive less sweaty and tackle hills or headwinds with ease. E-bikes also encourage more frequent use, since they reduce physical barriers, and they can serve as a practical alternative to cars for short to medium trips, lowering emissions.

However, **weaknesses of electric bicycles** are notable. They are significantly more expensive than traditional bikes, both in purchase price and maintenance. Their heavier weight makes them harder to transport or pedal without assistance. Dependence on a battery means limited range and the need for regular charging, and environmental concerns arise from battery production and disposal.

By contrast, **strengths of traditional bicycles** lie in their simplicity, affordability, and sustainability. They are light, easy to maintain, and have no reliance on electricity or batteries. Traditional bikes provide a more intensive workout, promoting fitness and cardiovascular health, and they are highly reliable with fewer mechanical complexities.

On the other hand, **weaknesses of traditional bicycles** include physical demands that may discourage use for commuting, particularly over long distances, steep terrain, or in hot weather. Riders may arrive at their destination tired or sweaty, limiting practicality for some. Additionally, for people with lower fitness levels or health concerns, traditional bikes may feel less accessible.

Ultimately, e-bikes excel in convenience and accessibility, while traditional bicycles remain champions of affordability, simplicity, and fitness benefits. The choice depends on personal priorities—effortless commuting versus exercise, cost-effectiveness versus technology.

Would you like me to make this more **formal and essay-like** (for academic use) or **simpler and engaging** (for general readers)?

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Prompt in which we change the **FORMAT** but keep the same subject of the request.

At the end of the answer, it asks a question again, to which we can request a response or write a new prompt. IF we answer 'YES' ...

Present the advantages and disadvantages in a table.

Here's a clear comparison table:

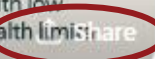
Type	Advantages	Disadvantages
Electric Bicycle	- Assisted pedaling reduces fatigue and makes hills easier	- High purchase and maintenance costs
	- Encourages longer rides and more frequent use	- Heavier weight, harder to transport
	- Practical for commuting (arrive less sweaty)	- Limited range, requires charging
	- Can replace short car trips, reducing emissions	- Environmental concerns from battery production and disposal
Traditional Bicycle	- Affordable and widely accessible	- Physically demanding, may discourage long commutes
	- Lightweight and easy to maintain	- Riders may arrive sweaty or tired
	- Environmentally friendly, no batteries required	- Less accessible for people with low fitness or health limitations
	- Provides strong fitness and health benefits	- Challenging in steep terrain or adverse weather

Would you like me to also visualize this in a simple infographic-style chart for easier readability?

📄 👍 🗨 🔊 ⬆ ↺

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Visualization of the chat's topic in an infographic:

	
Electric bicycle	Traditional bicycle
ADVANTAGES	ADVANTAGES
+ Assisted pedaling reduces fatigue and makes hills easier + Encourages longer rides and more frequent use - Practical for commuting as arrive less sweaty	+ Affordable & widespread accessibility - Lightweight and easy to maintain - Environmentally friendly, no batteries - Stronger become and health benefits
DRAWBACKS	DRAWBACKS
+ High purchase and maintenance costs - Heavier weight and noisier to transport - Limited range requires charging	- Physically demanding may discourage long commutes - Produce a noticeable sweaty or tired - Less accessible for people with low fitness or health limitations
   	
 	Share

Options:

- Download
- Dislike
- Like
- Copy

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2. Summary of the conversation topic in PDF and download option:

1. Prompt

The screenshot shows a chat interface with a white background. At the top right, a blue arrow points to a red oval containing the text "I ask for the pdf of the text." Below this, on the left, a blue arrow points to a red oval containing a document icon and the text "bicycle_comparison.pdf </>". Above this oval, the text "I've created the PDF document for you. You can download it here:" is displayed. At the bottom of the chat area, there is a row of six icons: a document, a thumbs up, a thumbs down, a speech bubble, an up arrow, and a refresh symbol.

I ask for the pdf of the text.

I've created the PDF document for you. You can download it here:

bicycle_comparison.pdf </>



Study planning & revision

Use ChatGPT to create weekly study plans, structured summaries, and self-test quizzes to organise your learning effectively.



Verify information

Always cross-check answers with textbooks, official guidelines, or trusted educational websites to ensure accuracy.



Write clear and detailed prompts

Specify your level, subject area, and expected format to receive accurate, relevant, and practical responses.



Use AI ethically

Do not copy-paste answers. Use AI to understand concepts, improve your knowledge, and develop your own work.



Combine AI with personal practice

After receiving explanations, apply the knowledge independently in practical tasks and real workshop activities.

Example for prompting:

“Explain welding safety procedures in simple terms for a first-year VET student.”



Tip: Be specific about your field and learning level to get better results.

**Thank you for the attention
and have a great progress
in learning.**