

VETech toolkit

VETech – Digital skills for tomorrow's SMEs | 2024-2-HU01-KA210-VET-000295830

WORKSHEET

Tool name: Artificial intelligence / AI

Specific tool: ChatGPT

Level: Beginners

Target group: VET STUDENTS

Task 1 – Understanding Technical Concepts with AI

Objective:

Develop the ability to use AI for learning and clarifying vocational subjects.

Instructions:

Choose a topic related to your vocational field (e.g., a machine operation, service procedure, safety rule, or technical process). Use ChatGPT to request a clear explanation of the topic. Compare the AI-generated explanation with your textbook or teacher's notes.

Write a short summary (150–200 words) based on both sources.

Expected Learning Outcome:

You will improve comprehension, critical thinking, and information evaluation skills.

Task 2 – Writing a Professional Report with AI Support

Objective:

Strengthen professional writing and documentation skills.

Instructions:

Select a recent practical activity, workshop, or internship experience. Ask ChatGPT to help you structure a short report. Then, write your own report (250–300 words) using AI suggestions only as support.

Include:

- Introduction
- Description of the activity



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- Skills developed
- Conclusion

Expected Learning Outcome:

You will enhance technical writing, reflection, and professional communication abilities.

Task 3 – Creating Effective Prompts**Objective:**

Develop competence in communicating clearly with AI tools.

Instructions:

Create three different prompts related to your vocational studies:

1. One for exam preparation
2. One for project research
3. One for skill development

Test each prompt in ChatGPT and evaluate the quality of the responses. Improve the prompts if necessary. Consider whether the responses are clear, practical, and relevant to your vocational field.

Expected Learning Outcome:

You will learn how to design precise prompts and obtain relevant learning support.

Task 4 – Evaluating AI-Generated Information**Objective:**

Strengthen critical thinking and digital responsibility.

Instructions:

Ask ChatGPT a question related to your field of study. Verify the answer using at least two reliable sources (textbook, official website, teacher materials).

Prepare a short comparison highlighting similarities and differences.

Expected Learning Outcome:

You will improve fact-checking skills and responsible use of digital tools.

Task 5 – Career Preparation with AI

Objective:

Support employability and career readiness.

Instructions:

Use ChatGPT to help you prepare:

- A short professional profile (80–100 words)
- A draft CV summary
- Three possible interview questions with model answers

Edit the content to reflect your personal experience, skills, and communication style.

Expected Learning Outcome:

You will strengthen career planning, self-presentation, and professional communication skills.