AI Study Skills Toolkit

An interactive PDF for South African high-school learners

Learn with AI. Build your own understanding.

Understand tough topics, practise, remember more, plan your study and prepare for exams. Learn which AI tools to try, what to ask and how to check the answers.

1 CHOOSE	2 ASK	3 TRY	4 CHECK
A study challenge	AI for useful help	It yourself	What you learnt

For Grades 7–12, whatever subject you are studying. Use the clickable sections to go straight to the help you need.

OPEN THE TOOLKIT	ABOUT THE CREATOR

Interactive means clickable page navigation; the PDF itself is not a live AI chat.

AI CAN BE WRONG Check important information against your trusted source | SAFETY

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AI Study Skills Toolkit

Pick a challenge Try a method Check what you can do on your own

Choose what you need help with today. Each activity shows you how to use AI without handing over the thinking.

START SAFELY Read this before using any AI tool

LEARN THE 4Ds AND GCSE See a complete learner example

WHICH TOOL SHOULD I TRY Find an approved first choice and fallback

What do you need help with today

1 UNDERSTAND IT	Confused? Find exactly where you get stuck, then learn one step at a time.
2 REMEMBER IT	Recall facts, steps or formulas without looking.
3 SUMMARISE IT	Make accurate, shorter notes in your own words.
4 WORK WITH A SOURCE	Read a passage, graph, map, diagram or data set carefully.
5 PRACTISE IT	Try questions, find your mistake, correct it and retry.
6 COMMUNICATE IT	Practise speaking, writing and explaining your ideas.
7 PLAN MY STUDY	Build a realistic weekly plan you can adjust.
8 PREPARE FOR AN EXAM	Find gaps, practise and rehearse with the official scope.
9 USE PAST PAPERS	Use real papers and official memos to improve.
10 COMPLETE AN ASSIGNMENT	Think, draft and revise your own work with permitted AI support.

Use every activity like this

1. Choose an activity; you do not need to select a subject or grade first.
2. Tell AI your grade, curriculum, subject, topic and what you need. Use trusted notes.
3. Do the thinking and practice yourself; check the answer and what you can recall.

Your four AI habits Delegate a helpful job. Describe what you need. Discern what is trustworthy. Be diligent with checking and practice.

GCSE Prompt Method Use Goal, Context, Source and Expectation. GCSE is our prompt-building method, not a school qualification.

Talk to AI naturally You can give Goal, Context, Source and Expectation in one prompt or over several messages. Add a permitted example if helpful.

BACK TO COVER

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Before You Start

Do these checks before you open an AI tool.

1 Check permission	Follow your school's AI policy and the rules for that subject or task. If AI is not allowed, do the work without it.
2 Use the right account	Use a school-approved or parent-approved account. Never pretend to be older or use someone else's login.
3 Protect privacy	Do not upload your full name, school name, address, contact details, passwords, private messages or identifiable photos.
4 Protect the work	Remove names and student numbers from files. Upload only material you are allowed to share.

Which tools can you use

ChatGPT	Generally 13+; a parent or guardian must give permission if you are under 18.
Gemini	Access depends on your age, country and account. Use a parent-approved or school-enabled account.
Microsoft Copilot	Generally 13+ on a personal account, with regional age rules. School access depends on the school's settings; not every Microsoft licence includes Copilot in Word or PowerPoint.
Gemini Notebook	Formerly NotebookLM. For under-18 learners, use only when your school enables it. Some creation features are not available to under-18 accounts.
Claude	Anthropic's consumer service is 18+. Learners under 18 must not use it.

Tool rules change Check the current provider terms and your school's rules. If you are too young for a tool, use an approved alternative or work with your teacher or parent.

Learn the four AI habits

4D Fluency Decide what you and AI will each do, describe the task, judge its output, then check and finish the work yourself. The next page shows how GCSE helps with Description.

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Use the 4Ds and GCSE

The 4Ds guide how you use AI from start to finish. GCSE gives you a clear way to describe what you need, even when you prompt through a conversation.

Your four AI habits

Delegation	Decide your job, AI's job and which approved tool or tools to use. You try, think and make final decisions. AI may explain, question, quiz or give feedback; it does not do your assessed work.
Description	Give AI your Goal, Context, Source and Expectation using GCSE below. Say what you already know, where you are stuck and what kind of help will suit your level.
Discernment	Judge whether the answer is accurate, useful and at your level. Ask where a claim came from; open the actual source and check it against your notes. Say: 'That seems wrong' or 'Too hard; try a simpler example.' Check the revised answer too.
Diligence	Read all of the output, verify facts, numbers, steps and sources, then correct or reject errors. Practise on your own. Submit or share only work you understand, agree with and have checked; disclose AI use if required.

GCSE makes your description useful

Goal	What do you want to learn or do? Example: understand how to expand brackets.
Context	Your grade, curriculum, subject, what you know and exactly where you get stuck.
Source	Your permitted teacher notes, textbook page, question or memo. If you have no source, say so and check later.
Expectation	How AI should respond: your level, one step at a time, hints before answers, and a short test at the end.

Example you can adapt

> *I'm in Grade 9 CAPS Mathematics. I want to understand how to expand brackets [Goal]. I can combine like terms, but I think 2(x + 3) becomes 2x + 3 [Context]. Please use my teacher's notes on brackets if I am allowed to upload them [Source]. Ask me one short question first. Give only a hint until I try, then explain where my reasoning changes. Finish with a similar question for me to do without help [Expectation].*

Keep the conversation going If it is too basic or too difficult, tell AI what to change. Before trusting an explanation, check the rule in your notes and solve a fresh problem yourself.

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Which Tool Should I Try

Pick the help you need. Tap a blue choice to open its activity; use only an account and tool approved for you.

WHAT I NEED	TRY FIRST	IF UNAVAILABLE
UNDERSTAND OR FIND A GAP	ChatGPT or Gemini: ask questions and explain one step at a time.	Copilot on an approved account; ask for a text explanation.
PRACTISE OR REPAIR	ChatGPT or Gemini: show your attempt and ask for a hint.	Copilot: correct the first mistake, then retry yourself.
REMEMBER OR RECALL	Gemini Notebook: quiz or flashcards from permitted notes.	ChatGPT, Gemini or Copilot: quiz one question at a time.
WORK WITH A SOURCE	Gemini Notebook: questions grounded in approved material.	Approved chat tool with that same source attached.
VIDEO AUDIO OR VISUAL	Gemini Notebook: video or audio from your approved notes.	Try its mind map, or ask an approved chat tool for a labelled diagram.
SPEAK WRITE OR EXPLAIN	ChatGPT or Gemini: practise and get feedback on your own words.	Copilot or another approved text chat; voice is optional.

Try one topic from start to finish

1. Start with permitted teacher notes or a textbook page. Tell AI your grade, curriculum, topic and the exact point where you are stuck.
2. Ask a chat tool for one explanation or question at a time. If available, use Gemini Notebook to make a video, audio overview or visual from the original approved source.
3. Pause and explain the idea yourself, then do a fresh question without hints. Check key claims and working against your original source.

Gemini Notebook Formerly NotebookLM. School-enabled under-18 accounts can use video, audio, quizzes and flashcards; infographics and slide decks are not currently available to them.

If you reach a limit Wait for access to refresh or use another approved tool. Never move private schoolwork to an unapproved app just to continue.

The learning check A polished video or infographic can still be wrong. Verify it against your teacher's material and test what you can do without AI.

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What Each Tool Can Help With

Start with the task These are examples, not a ranking. Pick an age-appropriate, school-approved tool you can access; explain your goal and check every result.

ChatGPT learning coach	Ask for a step-by-step explanation, a hint after your attempt, a practice quiz or feedback on your own draft. You can ask for a labelled visual or infographic if image creation is available on your account.
Gemini second tutor	Ask for a different explanation, a worked example, a quiz or language conversation. Useful when your first explanation did not click, or you reached a free-tool limit.
Microsoft Copilot another chat option	Practise vocabulary or a spoken/written conversation, ask for feedback on your own paragraph, or break a maths method into steps. Copilot inside Word or PowerPoint needs the right school or family licence; do not assume it is included.
Gemini Notebook learn from your sources	Add permitted notes or a textbook extract; ask questions with citations, create an audio overview or explainer video, make a quiz or flashcards. Mind maps may depend on age and account. Under-18 school accounts currently cannot create its infographics or slide decks.

Try this with one difficult topic

1. Use ChatGPT, Gemini or Copilot: 'I'm in Grade 8 CAPS Natural Sciences. Explain photosynthesis in small steps. Ask me what I already know first.'
2. Use an approved Gemini Notebook account with your permitted class notes: make a short audio or video overview and then a five-question quiz.
3. Without AI, explain the idea yourself. Check a fact in your notes and correct anything the tools got wrong.

Want an infographic or presentation? Ask an approved chat tool for a clear visual plan or slide outline; create the final work yourself. Image and presentation features vary by account, age and free limits.

Check access first If a feature is missing, use a permitted text explanation, sketch a diagram yourself, or ask a teacher for an approved alternative. Never use someone else's account to unlock a feature.

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Understand It

I want to	Find the exact part of a topic that I do not understand.
Best tool to try	ChatGPT as a conversational learning partner.
Another option	Microsoft Copilot or another school-approved AI assistant.

Follow these steps

1. Introduce yourself: give your grade or level, curriculum, subject and exact topic.
2. Explain what you understand, where you become confused and what usually helps you learn this kind of material.
3. Upload one example question, problem or extract if it will help. Remove names and other personal information.
4. Ask AI to question you first, then help you choose an explanation, visual, worked example or exercises.
5. Keep talking, explain the idea back in your own words and complete one question without help.

Try this prompt

> *Let's work through [topic] as a conversation. I am a Grade [grade or level] learner following [curriculum] in [subject]. I understand [what I know], but I struggle with [difficulty]. What helps me learn this topic is [examples, visuals, spoken explanation, practical activity or step-by-step practice]. I have uploaded [source or example]. Ask me up to three short questions first. Then help me choose a simple explanation, infographic plan, worked example or practice exercises. Teach one step at a time, wait for my reply and do not reveal an answer before I try. Use my source and tell me when something is uncertain.*

Not sure where you're stuck? Start here. Ask AI for two or three short questions to find your knowledge gaps, one at a time. Compare your answers with your notes, then name the first step that needs work.

Now you try	Make your own notes. Do not copy the AI explanation word for word.
Check your learning	Close the explanation. Describe the idea in three sentences and give one example.
Skills you build	Questioning, communication, critical thinking and self-awareness.
Your 4D focus	Use all four Ds. Focus here on Description and Discernment.

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Remember It

I want to	Remember facts, terms, steps or formulas and recall them when I need them.
Best tool to try	ChatGPT, Gemini or Microsoft Copilot as a quiz and memory coach.
Another option	Gemini Notebook when your notes and source material are already uploaded.

Pick a memory method that fits the material

Short list	Make a memory word from first letters (acronym), or a sentence whose first letters are clues (acrostic).
Ordered steps	Use a story chain or flow diagram.
Dates and events	Build a timeline linking each event to its cause or result.
Terms and definitions	Use short flashcards. Recall before turning the card over.
Processes	Study a diagram, hide it, redraw it and compare.
Formulas	Learn each part, use it in an example, then write it from memory.

Use the four step memory cycle

1. Make meaning: connect it to an example, picture, story or idea you know.
2. Hide the source: close the notes, diagram or answer.
3. Recall: say it, write it, draw it or solve it from memory.
4. Check and space: correct gaps, then test yourself again later.

Try this prompt

> *Goal: Help me remember [facts, terms, steps or formulas]. Context: I am a Grade [grade or level] learner following [curriculum] in [subject]. I need this for [test or task]. Source: Use only my material. Expectation: Suggest two suitable memory methods. Help me create one memory trick, story, timeline, diagram or set of question-and-answer cards. Quiz me one question at a time without showing answers. Track what I miss and test it again later.*

Now you try	Create or improve the memory aid so it makes sense to you.
Check your learning	Put everything away and recall the information on a blank page.
Skills you build	Memory, organisation, creativity, persistence and self-management.
Your 4D focus	Use all four Ds. Focus here on Delegation and Diligence.

Remember You are not limited to one learning style. Combine words, visuals, audio and practical activity when they genuinely help you understand and recall the material.

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Summarise It

I want to	Turn a chapter, lesson or source into short, accurate notes in my own words.
Best tool to try	Gemini Notebook when your trusted sources are uploaded.
Another option	ChatGPT, Gemini or Microsoft Copilot with the source attached.

Use the summary filter

Main idea	What is this source mostly about?
Key points	Which ideas explain or support the main idea?
Exact detail	Which terms, facts, dates, formulas or definitions must stay accurate?
Leave out	Which examples, repetition or minor details are not needed for your purpose?

Follow these steps

1. Decide why you need the summary and how short it should be.
2. Read the source once. Mark headings, main ideas and important curriculum terms.
3. Upload the source if allowed. Remove names and other personal information.
4. Tell AI your main ideas first. Ask it to identify gaps or unnecessary detail without writing the final summary for you.
5. Write your own summary, then ask AI to check it against the source for accuracy, missing ideas and unclear wording.
6. Correct it yourself and finish with a short recall test without looking at the source.

Try this prompt

> *Let's build a summary together. I am a Grade [grade or level] learner following [curriculum] in [subject]. My topic is [topic], and I need a [length or format] summary for [purpose]. Use only the source I provide. First ask me to identify the main idea and key points. Compare my choices with the source and point out gaps, repetition or details I can leave out. Do not write my final summary. After I submit my own draft, check its accuracy, important terminology and clarity. Finish by asking me three recall questions without showing the answers.*

Keep the chat going Try: Which point is essential? What can I remove? Have I changed the meaning? Ask me to explain this summary without looking.

Now you try	Write the final summary yourself using your own words and the correct subject terms.
Check your learning	Hide everything. State the main idea and three key points from memory.
Skills you build	Comprehension, judgement, concise writing, accuracy and communication.
Your 4D focus	Use all four Ds. Focus here on Discernment and Diligence.

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Work with a Source

I want to	Understand and use evidence in a passage, graph, table, map, image or diagram.
Best tool to try	Gemini Notebook for approved uploaded sources; ChatGPT or Gemini for a back-and-forth explanation.
Another option	Microsoft Copilot with the source attached, if your account permits it.

Look closely before asking AI

Identify	Who made it, when, for whom and why? Check the title, labels, key, units and scale.
Observe	State only what you can actually see or read. Quote a value or detail.
Work out meaning	What might it mean? Separate what you think from what the source actually shows.
Check	Look for missing context, bias, a misleading axis or an alternative explanation.

Follow these steps

1. Read the task and inspect the source yourself. Note two observations and one question.
2. If upload is permitted, remove personal details. Tell AI what type of source it is and what you are trying to answer.
3. Ask AI to quiz you on labels, evidence and possible interpretations, not to answer the task for you.
4. Check every quoted detail, number, location and conclusion against the original source.
5. Write your own answer with evidence and explain what the source cannot tell you.

Try this prompt

> *Help me work with this [passage, graph, table, map or diagram]. I am in Grade [grade] studying [curriculum, subject and topic]. My question is [task]. I observe [two details] and wonder [question]. Use only the source I provide; tell me if you cannot read any part of it. First ask me three short questions about its title, labels, units, scale or origin. Then help me separate what it shows from what I think it means. Challenge one conclusion that may be weak. Do not write my final answer. Ask me to support it with exact evidence and check my figures or quotations against the source.*

Now you try	Answer the original question yourself, citing the source detail that supports each claim.
Check your learning	Explain one detail you observed, what it may mean, and one thing the source cannot show without AI.
Skills you build	Evidence use, interpretation, critical thinking and careful communication.
Your 4D focus	Use all four Ds. Focus here on Description and Discernment.

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Practise It

I want to	Turn what I understand into a skill by practising at the right level and learning from mistakes.
Best tool to try	ChatGPT or Gemini as an interactive practice coach.
Another option	Microsoft Copilot or Gemini Notebook with your trusted sources uploaded.

Climb the practice ladder

Warm-up	Answer one simple question to check the basics.
Standard	Practise questions at your expected grade and curriculum level.
Challenge	Apply the idea in a less familiar situation.
Mixed recall	Combine this topic with something you learnt earlier.
Mini-test	Work without hints and receive feedback only at the end.

Follow these steps

1. Give your grade or level, curriculum, subject, exact topic and learning goal.
2. Provide trusted notes, an example, memo or marking guide (rubric) if you have one.
3. Attempt the first question independently and show your working or reasoning.
4. If you are stuck, ask for the smallest useful hint - not the answer.
5. Use feedback to find the mistaken idea. Correct it in your own words or working.
6. Retry a similar question, then a mixed or harder one. Record mistakes that keep returning.

Try this prompt

> *Help me practise [topic], not just get answers. I am a Grade [grade or level] learner following [curriculum] in [subject]. Use [trusted source]. Ask two short questions to find what I already know and where I get stuck. Then give one practice question at a time at the right level. Do not show the solution before I try. If I am stuck, give the smallest useful hint. After each attempt, comment on my method, identify any mistaken idea and ask me to correct it. Increase the difficulty only after I solve two questions independently. Keep a short mistake list and finish with a three-question mini-test. Give feedback only at the end.*

Find my mistake Show your own attempt or working and ask: Which was the first step that went wrong? Give me a hint, let me correct it, then give me a similar question without the answer.

Now you try	Show all working or reasoning and make each correction yourself.
Check your learning	Complete a fresh question without hints and explain why your method works.
Skills you build	Problem-solving, persistence, self-awareness and decision-making.
Your 4D focus	Use all four Ds. Focus here on Description and Diligence.

For assessed work Ask AI for a similar practice question instead of asking it to answer the exact task.

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Communicate It

I want to	Speak, write or explain an idea more clearly in any subject.
Best tool to try	ChatGPT or Gemini as a patient conversation and feedback partner.
Another option	Microsoft Copilot, or a school-approved voice tool; text chat works too.

Choose how you need to communicate

Explain	Teach a concept aloud or in writing; ask AI to spot unclear steps.
Discuss	Defend a view using reasons and evidence; ask for a fair counterpoint.
Speak	Rehearse an oral, conversation or presentation, with feedback after your turn.
Write	Draft your own paragraph, then ask for feedback on clarity and structure.

Follow these steps

1. Choose an audience and purpose. Gather the terms or evidence you must use.
2. Make a first attempt yourself, even if it is rough. Record or type it only if allowed.
3. Ask AI one question or role-play one exchange at a time. Let it wait for your reply.
4. Ask for two strengths and one specific improvement, not a rewritten final response.
5. Try again without reading the suggested wording. Check facts and terminology against your source.

Try this prompt

> *Be my communication coach. I am in Grade [grade] following [curriculum] in [subject]. I need to [explain, discuss, speak or write] about [topic] for [audience or task]. Use [trusted source and required terms]. My first attempt is [paste my words, or let me speak if voice is available]. Ask one short follow-up question at a time and wait for me. Give two things I did well and one change I can make about clarity, reasoning, evidence or language. Do not write or speak my final response for me. After my second attempt, ask me to explain what improved.*

For another language Try a short Afrikaans or isiZulu conversation at your level. Ask for gentle vocabulary and grammar feedback; check pronunciation with a teacher or fluent speaker.

Now you try	Speak or write your own improved version without copying the AI wording.
Check your learning	Explain the idea to a person, or record a fresh one-minute explanation.
Skills you build	Listening, speaking, writing, reasoning and confidence.
Your 4D focus	Use all four Ds. Focus here on Description, Discernment and Diligence.

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Plan My Study

I want to	Create a realistic weekly study plan that shows exactly what to do and when.
Best tool to try	ChatGPT or Gemini as a conversational planning coach.
Another option	Microsoft Copilot with your timetable and assessment plan attached.

Use the priority filter

Red	The topic is difficult and the test or deadline is soon. Plan it first.
Amber	The topic needs practice but is less urgent. Schedule it this week.
Green	You are confident. Use a short recall check to keep it fresh.
Fixed time	Add school, travel, sport, meals, sleep and family commitments before study blocks.

Build a plan that works in real life

1. List every subject, topic, test, deadline and fixed commitment for the week.
2. Rate each topic for confidence and urgency. Choose no more than three main priorities.
3. Use short study blocks. Put difficult work when you usually have the most energy.
4. Name the exact task and result: for example, solve eight equations and correct every error.
5. Return to important material on different days. Include breaks, rest and one catch-up block.
6. After each block, record what you completed and adjust the next plan using that evidence.

Try this prompt

> *Help me build a realistic seven-day study plan. I am a Grade [grade or level] learner following [curriculum]. My tests and deadlines are [list]. My fixed commitments and available study times are [list]. My subjects, topics and confidence ratings out of five are [list]. Use the timetable or assessment plan I provide. Ask me any missing questions first. Put difficult and urgent topics first. Create short blocks with one exact task and result for each block. Include review on later days, breaks, rest and one catch-up block. Do not overfill my week. Present the plan in a simple day, time, task and result table. Finish with three rules for adjusting it if I miss a block.*

Keep the chat going Try: Make Tuesday lighter. Turn this into a daily checklist. What should I move if I miss Wednesday? Quiz me before deciding whether this topic is green.

Now you try	Check that the plan fits your real week, then choose your first study block.
Check your learning	At the end of the week, compare planned work with completed work and explain the difference.
Skills you build	Prioritising, organisation, time management, decision-making and self-awareness.
Your 4D focus	Use all four Ds. Focus here on Delegation and Description.

A good plan can change Move missed work to the catch-up block or reprioritise it. Do not squeeze everything into one late-night session.

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Prepare for an Exam

I want to	Prepare for an exam using the official topic list, remembering without notes and exam-style practice.
Best tool to try	ChatGPT or Gemini as a conversational exam coach.
Another option	Gemini Notebook or Microsoft Copilot with trusted school material attached.

Use the five-stage exam cycle

1 Scope	Confirm the date, duration, topics, question types and marks from an official source.
2 Find gaps	Complete a short quiz without notes or a past-paper section before revising.
3 Target	Prioritise the gaps that cost marks, especially difficult or frequently tested skills.
4 Train	Recall, answer exam-style questions, correct errors and retry on different days.
5 Rehearse	Complete a timed section or paper under the conditions you will face.

Follow these steps

1. Collect the official topic list, notes, past papers, answer guides and marking guides. Do not ask AI to guess what will be examined.
2. Take a short test to find your gaps without notes and mark it against a trusted answer or marking guide.
3. Sort each mistake: missing knowledge, wrong method, misread question, weak explanation or poor timing.
4. Build a countdown plan from the time available. Spend more time on gaps, but keep strong topics fresh.
5. Practise recall and exam-style questions. Correct every error, then retry a similar question without help.
6. Before the exam, complete timed mixed practice. In the final 24 hours, use light recall, prepare what you need and protect your sleep.

Try this prompt

> *Help me prepare for [exam]. I am a Grade [grade or level] learner following [curriculum] in [subject]. The exam is on [date]. Its official topic list, duration, question types and marks are [details], and I have [time] available. My confidence by topic is [list]. Use only the official list and trusted material I provide. First create a short quiz to find my gaps and ask one question at a time without showing answers. Use my results to find the gaps most likely to cost marks and build a realistic countdown plan. Include remembering without notes, review on later days, exam-style questions, a timed practice run, error correction, breaks and rest. Do not predict questions or invent exam details. Finish with a final-day and exam-day checklist.*

Keep the chat going Try: Test only my red topics. Why did this answer lose marks? Give me a similar question. Help me improve my timing. Quiz me again tomorrow.

Now you try	Attempt every gap-finding and practice question before asking for feedback.
Check your learning	Complete a fresh timed section without AI, notes or hints and mark it honestly.
Skills you build	Recall, problem-solving, time management, judgement, resilience and self-awareness.
Your 4D focus	Use all four Ds. Focus here on Discernment and Diligence.

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Use Past Papers

I want to	Use past papers to find weaknesses, improve answers and practise exam conditions.
Best tool to try	ChatGPT or Gemini with the correct paper and official memo or mark scheme attached.
Another option	Gemini Notebook or Microsoft Copilot when the same trusted files are uploaded.

Use the three-pass method

1 Find gaps	Attempt a section without notes or time pressure. Use no hints and show all working.
2 Repair	Mark with the official memo, analyse each lost mark, correct it and retry a similar question.
3 Rehearse	Later, complete a fresh section or paper under realistic timed conditions.

Follow these steps

1. Check that the paper and memo match the correct curriculum, subject, level, year and examination session.
2. Choose a section and set your conditions. Put away notes and do not ask AI for answers or hints.
3. Complete each question yourself. Record your time and show the working or reasoning the subject requires.
4. Mark against the official memo or mark scheme. Use AI to explain the marking, but treat the official source as the authority.
5. Log the topic, marks lost and error type: knowledge, method, interpretation, communication, accuracy or timing.
6. Correct the answer, practise a similar question and retry the weak area later without help.

Try this prompt

> *Help me use this past paper as training. I am a Grade [grade or level] learner following [curriculum] in [subject]. This is the [year and session] paper. I have attached the matching official memo or mark scheme. First check whether the files appear to match and ask me which section I want to attempt. Do not reveal answers before I submit my work. Compare my answer and working with the official marking guidance. Show where marks were earned or lost, flag anything uncertain and ask me to correct the answer. Keep an error log with the question, topic, error type, marks lost and next action. Create a similar practice question for each weakness. Finish with a fresh timed mini-test and give feedback only at the end.*

Keep the chat going Try: Which instruction word did I miss? Where was my method wrong? Help me interpret this memo. Give me a similar question. Add this to my error log.

Now you try	Complete the question and mark it honestly before using AI to analyse the result.
Check your learning	Retry the weak skill on a different question, then explain what you changed.
Skills you build	Exam technique, analysis, accuracy, time management, resilience and self-correction.
Your 4D focus	Use all four Ds. Focus here on Description and Diligence.

Remember A past paper is practice, not a prediction of the next exam. Remove names or personal details from any scanned work you upload.

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Complete an Assignment

I want to	Complete an assignment with original thinking, trustworthy evidence and responsible AI support.
Best tool to try	ChatGPT or Gemini as a thought partner and feedback coach.
Another option	Microsoft Copilot or Gemini Notebook with approved source material attached.

Use the 4Ds for every assignment

Delegation	Choose a permitted AI job: explain, question, brainstorm, challenge, organise or give feedback.
Description	Share the task, marking guide (rubric), school rules, trusted sources, your ideas and the help you need.
Discernment	Judge every suggestion, verify claims and sources, and reject weak, biased or irrelevant output.
Diligence	Keep evidence of your process, make your own changes, cite sources and disclose AI use when required.

Follow these steps

1. Read the task, marking guide and your school's AI rules. Identify the instruction words, requirements and limits.
2. Think first. Write what you already know, your early viewpoint and the questions you need to investigate.
3. Use AI to question or challenge your thinking. Research with trusted sources and verify every important claim.
4. Create your plan, then write your own first draft. Do not copy an AI answer into the assignment.
5. Ask AI for feedback against the marking guide. Decide which suggestions are useful and make the changes yourself.
6. Fact-check, cite sources, disclose AI use if required and submit only work you understand and can explain.

Try this prompt

> *Act as my thought partner, not my ghostwriter. I am a Grade [grade or level] learner following [curriculum] in [subject]. My task, marking guide and school AI rules are [attach or paste]. My initial ideas are [ideas], and my trusted sources are [sources]. First ask me to explain the task and possible approach in my own words. Question my ideas and help me compare my plan with the marking guide. Do not write the final assignment. After I upload my own draft, give feedback on my reasons, evidence, structure, clarity and the marking guide without rewriting it. Flag claims and sources I must verify. Finish by asking me to explain my changes and help me prepare an AI-use statement if required.*

Keep the chat going Try: Question this idea. What evidence is missing? Which part of the marking guide have I not met? Ask me to defend my decision. Point to a paragraph I should improve.

Now you try	Make the decisions, write the draft and complete every final change yourself.
Check your learning	Put the assignment away and explain your argument, evidence and process without AI.
Skills you build	Critical thinking, research, problem-solving, judgement, writing and communication.
Your 4D focus	Use all four Ds together throughout the assignment.

Academic integrity If your school does not allow AI for this task, do not use it. Never invent sources or citations. Remove personal information before uploading.

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About the Creator

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Graeme is a former teacher with experience in business. He now provides practical AI training for educators and organisations through Gen AI Innovation™.

He created this toolkit to help young people use AI to understand, practise and think more clearly—not to hand their learning over to a chatbot. The 4D Fluency Framework and GCSE prompt method show how to choose a useful AI job, describe what you need, judge the response and take responsibility for your work.

A note to learners

You do not need to master every tool. Start with one challenge, try a prompt, explain what you learnt in your own words and check it against your trusted school material. That is how this guide becomes useful.

Use responsibly Follow your school's AI policy, protect your personal information and complete assessed work yourself. If AI is not permitted for a task, do it without AI.

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