



AI LITERACY. HUMAN JUDGEMENT.

BRIGHT

Your Everyday AI Workshop Companion

Pete Collins' AI Awareness Workshop

**Clear instructions.
Confident questions.
Human responsibility.**

Practical skills for everyday writing, planning, learning and organising. Learn to use AI with purpose and judge the result.

B

Brand

R

Role

I

Instruction

G

Goal

H

How

T

Target

10 useful tools / 4 worked examples / 40 AI terms

Seven-day practice plan, worksheets and a BRIGHT desk reference.

02 / INTRODUCTION & EXECUTIVE SUMMARY

Start here

You do not need to become a programmer to use AI well. You need to explain the task, supply appropriate context and decide whether the answer is good enough to use.

AI assistants can help draft text, organise information and explain ideas. They can also produce fluent errors. Use them to support your judgement, with checks proportionate to the consequences of a mistake. [1, 13]

What you should be able to do

- Choose a suitable tool for one everyday task.
- Write and improve a prompt using all six BRIGHT elements.
- Identify facts, figures and assumptions that need checking.
- Complete a useful task and record what you learned.

How to use the pack

If you want to...	Go to
Learn the method	Pages 3-5: framework, template and workflow
Try a real example	Pages 6-9: email, planning, learning and meeting notes
Choose a tool and use it responsibly	Pages 10-12: tools and checks
Understand a term	Pages 13-16: 40-term glossary
Practise and review	Pages 17-18: seven-day plan and review sheet
Check sources or keep a desk aid	Page 19: references • Page 20: quick reference

Your first 10 minutes

Choose a low-risk task with no confidential information. Use page 4 to write your prompt. Read the output, improve one weakness and check anything you intend to rely on.

Workshop approach: demonstrate one example together, try a similar task individually, then compare the changes you made. Keep a copy of your first prompt and final result.

03 / THE BRIGHT FRAMEWORK

Six parts of a clear brief

BRIGHT helps you organise a request. Use as much detail as the task needs; a simple task may only need a short sentence for each part.

B**Brand | Who am I, and what is the situation?**

I coordinate a small community workshop.

R**Role | What perspective would help?**

Act as a clear, professional writing assistant.

I**Instruction | What exactly should AI do?**

Draft an email asking attendees to confirm attendance.

G**Goal | What would a useful result achieve?**

I need confirmed numbers to prepare materials.

H**How | What tone, format, detail and length do I need?**

Friendly British English; under 120 words; clear next step.

T**Target | Who will read or use the result?**

Adults attending their first workshop.

Brand is your context. You do not need a business. It can mean “who I am and the situation I need help with”.

Role is a perspective, not a qualification. Calling AI an expert does not make its output authoritative. BRIGHT does not guarantee accuracy and is not presented as a scientifically validated method.

04 / REUSABLE WORKSHEET

Build your own BRIGHT prompt

Copy these six labels into an approved AI tool, or write your answers below. Use fictional information while learning.

B - Brand | I am... The situation is...

R - Role | Act as a...

I - Instruction | Please create / explain / organise...

G - Goal | A useful result will help me...

H - How | Use this tone, format, length and level of detail...

T - Target | The result is for...

Add the boundary that matters

Use only the facts I provide. Flag missing information rather than guessing. Ask a clarifying question if a missing detail would materially change the answer. Prepare a draft for my review; do not send or publish it.

Before you press send

Check that you have stated a task, an outcome and an audience. Remove details you are not authorised to share. If a particular date, number or phrase must stay unchanged, say so explicitly. [1, 13]

05 / YOUR EVERYDAY WORKFLOW

From request to reliable use

This is a repeatable process. Stop or seek help if you cannot verify an important claim.



Return loop: if checks reveal a problem, revise the prompt and inspect the new answer. Repeating the same claim does not verify it.

Three questions before use

Is it accurate enough for this task? Is it appropriate for the audience? Am I authorised to use and share it?
For safety, health, legal or financial decisions, obtain the appropriate professional or authoritative check.

06 / WORKED EXAMPLE 01 / WRITING AND COMMUNICATION

Write a professional email

Vague prompt: Write me an email.

Improved prompt: copy the six parts below. The labels annotate what each part contributes.

B - Brand: I coordinate a fictional community workshop on 12 October 2026, 10:00-12:00, at North Room.

R - Role: Act as a professional writing assistant.

I - Instruction: Draft an email asking registered attendees to confirm whether they can attend by 8 October.

G - Goal: I need attendance numbers so I can prepare materials.

H - How: Use friendly British English, a subject line and fewer than 120 words. Keep the dates, time and venue unchanged. Do not invent names or contact details. Draft only.

T - Target: Adults attending their first AI awareness workshop.

Illustrative answer

Subject: Please confirm your workshop attendance

Hello,

Please confirm by 8 October whether you can attend our AI awareness workshop on 12 October 2026, from 10:00 to 12:00, at North Room. Your reply will help us prepare the right number of materials.

Thank you.

Your check: Check all dates, the venue and the reply request against your brief. Add the correct sender details yourself.

Useful follow-up: "Make the opening warmer, but keep every factual detail unchanged."

Try it: Change the audience to colleagues and compare the tone. Which version would you actually send?

My improvement or check:

07 / WORKED EXAMPLE 02 / ORGANISATION AND PRIORITIES

Plan a manageable week

Vague prompt: Plan my week.

Improved prompt: copy the six parts below. The labels annotate what each part contributes.

B - Brand: I work Monday to Friday. This fictional plan covers work hours only: 09:00-17:00, with lunch 12:30-13:30.

R - Role: Act as a practical planning assistant.

I - Instruction: Schedule a six-hour report due Thursday at 15:00, two hours of learning and 30 minutes of email each day. Fixed meetings: Monday 10:00-11:00 and Wednesday 14:00-15:00.

G - Goal: Finish the report on time without overfilling the week.

H - How: Use a Monday-Friday table. Split the report into three two-hour blocks. Keep at least one hour free daily. Flag clashes and leave remaining time unallocated.

T - Target: Me, using the plan as a draft to check against my actual calendar.

Illustrative answer excerpt

Possible report blocks: Monday 13:30-15:30; Tuesday 09:00-11:00; Wednesday 09:00-11:00. This totals six hours before Thursday's deadline. A full response should also show meetings, learning, email and free time.

Your check: Count the hours and check overlaps, lunch and deadlines. This excerpt is not the complete weekly timetable.

Useful follow-up: "Wednesday morning is now unavailable. Move that report block without breaking any other constraint, then check the timetable again."

Try it: Add one genuine commitment using only information safe to share. Can you still protect the daily free hour?

My improvement or check:

08 / WORKED EXAMPLE 03 / LEARNING AND CHECKING UNDERSTANDING

Understand something unfamiliar

Vague prompt: Explain cloud storage.

Improved prompt: copy the six parts below. The labels annotate what each part contributes.

B - Brand: I am an adult beginner who saves files on a laptop and wants to understand cloud storage.

R - Role: Act as a patient digital-skills tutor.

I - Instruction: Explain cloud storage and how it differs from saving only on my device.

G - Goal: Help me explain the difference in my own words and identify one practical caution.

H - How: Use British English, no more than 250 words, one analogy and one everyday example. Define technical terms. Explain that syncing and backup are not always the same. End with three questions; wait for my answers.

T - Target: A non-technical adult learning for personal use.

Illustrative answer excerpt

Think of cloud storage as keeping files in an online filing cabinet managed by a service provider. You can usually reach those files from different devices when you sign in. Synchronising keeps copies updated, but deleting a file may also delete synced copies. Check the service's recovery and backup options.

Your check: Check specific product behaviour against its official help pages. The analogy explains an idea; it does not describe every service.

Useful follow-up: "I still confuse sync with backup. Use a different example, then ask me one question to check my understanding."

Try it: Close the chat and explain the idea aloud without reading. Reopen it to identify gaps, not just to collect another summary.

My improvement or check:

09 / WORKED EXAMPLE 04 / SUMMARISING AND STRUCTURED OUTPUT

Turn notes into actions

Vague prompt: Summarise this meeting.

Improved prompt: copy the six parts below. The labels annotate what each part contributes.

B - Brand: I am organising a fictional community event. Notes: Alex will check room availability by 6 October. Priya will draft the invitation; no deadline agreed. Printing options were discussed but no decision made.

R - Role: Act as a careful meeting-notes assistant.

I - Instruction: Extract agreed actions into a table with action, owner, deadline and source wording. List unresolved points separately.

G - Goal: Create a draft action log for participants to confirm.

H - How: Use only the notes. Mark absent details “Not agreed”. Do not turn discussion into a decision or invent commitments.

T - Target: The event organisers reviewing what they agreed.

Illustrative answer

Action	Owner	Deadline	Source wording
Check room availability	Alex	6 October	Alex will check room availability by 6 October.
Draft the invitation	Priya	Not agreed	Priya will draft the invitation; no deadline agreed.

Unresolved: printing options were discussed; no decision was recorded.

Your check: Compare every row with the notes. Confirm that missing dates remain missing and that discussion has not become an agreed action.

Useful follow-up: “Show the exact words supporting each action. Separate any suggestion you have added from the agreed record.”

Try it: Add a note saying “Sam may help with printing”. Check that the AI does not assign Sam a firm action.

10 / TOOL SELECTION / 01-05

Ten useful AI tools

An editorial shortlist for beginners, not a performance ranking. Select by task, ease of use, access and whether your organisation permits it. Research checked 1 October 2026.

Tool, website & access	Main purpose	Get the best benefit	Why selected
01 ChatGPT chatgpt.com Free and paid plans; limits apply. [1, 2]	General writing, explanations and planning.	Give one clear task, a sample of your preferred style and a checkable outcome. Refine the draft.	A flexible place to practise BRIGHT across everyday tasks.
02 Microsoft Copilot copilot.cloud.microsoft Free personal access; work features depend on licence. [3, 4]	Writing, web questions and summaries.	Confirm which account is active. Ask for a draft with facts and assumptions separated.	A familiar entry point for learners who already use Microsoft tools.
03 Claude claude.ai Free and paid plans; limits apply. [5]	Drafting, editing and working through text.	Supply a non-sensitive draft. Ask it to improve clarity while preserving meaning and facts.	Useful for practising careful editing and comparing versions.
04 Google Gemini gemini.google.com Free with a Google Account; paid options. [6]	Everyday assistance, ideas and learning.	Explain your starting knowledge, ask for an example and answer its follow-up questions.	Accessible starting point for people familiar with Google services.
05 Perplexity perplexity.ai Core search is free; advanced access varies. [8]	Finding web information with source links.	Specify country, date range and official sources. Open the citations and check the claims.	Makes source-checking an obvious part of the learning task.

Start with one: use an approved general assistant for the four practice examples. Add a specialist tool only when you have a clear task for it.

11 / TOOL SELECTION / 06-10

Ten useful AI tools / continued

An editorial shortlist for beginners, not a performance ranking. Select by task, ease of use, access and whether your organisation permits it. Research checked 1 October 2026.

Tool, website & access	Main purpose	Get the best benefit	Why selected
06 Gemini Notebook notebook.google.com Formerly NotebookLM. Free access has limits. [7, 15]	Questions and summaries grounded in supplied sources.	Add a public document. Ask a precise question, then inspect the cited passage in context.	Helps learners compare an AI answer with the material it draws on.
07 Canva AI canva.com/canva-ai Some AI tools on Free; extra features on paid plans. [9]	Drafting visual designs and supporting text.	Specify audience, size, exact wording and layout. Check spelling, contrast and export quality.	Combines AI support with an editable design workspace.
08 Grammarly grammarly.com Free plan; advanced rewriting features vary by plan. [10]	Writing feedback and language improvements.	Review suggestions one at a time. Keep your meaning and reject unsuitable changes.	Makes everyday editing a practical learning opportunity.
09 DeepL Translator deepl.com/en/translator Free translator; paid features and limits vary. [11]	Translating text between supported languages.	Use short, clear text. Check names, dates and important meanings with a competent speaker.	A focused tool for everyday multilingual communication.
10 Adobe Firefly adobe.com/uk/products/firefly.html Free and paid access; generative credits apply. [12]	Generating and editing creative imagery.	Describe subject, composition and style. Inspect the result and check usage terms before publishing.	A practical way to explore visual prompting and iterative improvement.

Before signing up: check current limits, terms and account requirements. Names and features change. Free access does not mean unlimited use or permission to upload workplace information.

12 / RESPONSIBLE EVERYDAY USE

Keep judgement in the loop

Use these checks alongside your employer's policies. An approved tool still needs an appropriate task, suitable data and human review.

Risk to recognise	What it looks like	What to do
Fluent errors [13]	A confident answer gives the wrong date or total.	Compare with the original record. Recalculate important numbers independently.
Invented references [13]	A convincing-looking source cannot be found or does not support the claim.	Open the source. Check author, date, wording and relevance; do not trust the citation alone.
Privacy and confidentiality [13, 14]	A prompt includes client details, health information or an internal document.	Use fictional examples for practice. Share real data only through authorised processes; use the minimum needed.
Bias and assumptions [13, 14]	An answer assumes someone's ability or suitability from their background.	Ask what assumptions were made. Check fairness and relevant evidence; retain human responsibility.
Unintended actions	A connected assistant can send, edit or publish.	Ask for a draft first. Review the destination, content and permissions before authorising action.

Copilot: check the account, not just the name

Microsoft's personal and organisational Copilot experiences have different access and contractual arrangements. For eligible organisational use, Microsoft states that prompts and responses are not used to train foundation models. Subscription controls vary, and web queries have separate data-handling terms. Confirm the active work account and your employer's approval. [3, 4]

When the consequences matter

For medical, legal, financial, employment or safety decisions, use AI to help organise questions or explain material. Verify against current authoritative guidance and involve the appropriate qualified professional. Do not let an unverified answer determine a consequential decision.

Be transparent: follow any requirement to disclose AI assistance. Check rights and permissions for uploaded and generated material. Removing names alone may not make information anonymous.

AI terms: The basics

Practical explanations for everyday use. You do not need to memorise them; return when a term appears in a tool or conversation.

01 Artificial intelligence (AI)

Computer systems that perform tasks such as recognising patterns, generating content or making predictions. A writing assistant is one use of AI.

02 Machine learning

A way of developing systems that learn patterns from data rather than relying only on hand-written rules. An email filter learns signals associated with spam.

03 Generative AI

AI that produces content such as text, images, audio or code. It can draft a paragraph from your brief.

04 Model

The trained computational system behind an AI capability. One app may offer several models with different strengths.

05 Large language model (LLM)

A model trained on large amounts of data to process and generate language. It can produce fluent text that still needs checking.

06 Chatbot

A conversational interface that responds to messages. You type a question and receive a reply.

07 AI assistant

An application that uses AI to help with tasks. It may combine chat with files, search or other tools.

08 Prompt

The request and information you give an AI system. "Summarise these notes in five bullets."

09 Prompting

Writing and refining requests to guide the system's response. Adding an audience can change the explanation.

10 Context

Background information relevant to the task. State that the reader is a beginner, not a specialist.

AI terms: Giving clear instructions

Practical explanations for everyday use. You do not need to memorise them; return when a term appears in a tool or conversation.

11 Instruction

A direction telling the system what to do. “List only actions explicitly agreed in the notes.”

12 Role prompt

A request to adopt a perspective or style of working. “Act as an editor” is guidance, not a qualification.

13 Constraint

A boundary the result should respect. Keep the answer under 150 words.

14 Output

The result produced by the system. A draft email, table or generated image.

15 Iteration

Repeating a task with changes to improve the result. Ask for a clearer second draft and compare it.

16 Few-shot prompting

Including a few examples to show the pattern you want. Provide two sample headings before requesting more.

17 Token

A unit of data processed by a model; for text it may be a word fragment or punctuation. Usage limits often count tokens, not whole words.

18 Context window

The amount of information a model can consider in one operation. A long conversation may exceed what it can use at once.

19 Training data

Material used during the process of building a model's learned patterns. A model's learned knowledge may contain gaps or errors.

20 Knowledge cut-off

A date associated with the coverage of a model's training knowledge. Recent events may require current external sources.

AI terms: Checking and governing results

Practical explanations for everyday use. You do not need to memorise them; return when a term appears in a tool or conversation.

21 Inference

Running a trained model to produce a result from an input. Generating an answer is inference, not necessarily new training.

22 Hallucination

An AI-generated statement that is false or unsupported, even when it sounds plausible. It invents a report title or a meeting decision.

23 Bias

A systematic tendency that can distort results or treat groups unfairly. A suggested shortlist relies on stereotypes.

24 Grounding

Linking a response to supplied material or retrieved information. Ask for answers based on a specific public report.

25 Retrieval-augmented generation (RAG)

A method that retrieves relevant information and supplies it to a model when generating an answer. A workplace assistant searches an approved knowledge base.

26 Citation

A reference pointing to a claimed source. Open it: a citation does not prove the claim is correct.

27 Verification

Checking a claim or result against suitable evidence. Confirm a date on the original official page.

28 Human oversight

People monitoring, reviewing and controlling AI use. A person checks a draft before it reaches a customer.

29 Personal data

Information relating to an identified or identifiable person. Names and linked contact details can be personal data.

30 Data minimisation

Using only the personal information necessary for a purpose. Do not upload an entire customer file to draft a generic reply.

AI terms: Capabilities and connections

Practical explanations for everyday use. You do not need to memorise them; return when a term appears in a tool or conversation.

31 Multimodal AI

AI that works with more than one type of input or output. It may accept text and images in the same request.

32 Speech recognition

Converting spoken language into machine-readable text. Check a transcript for misheard names and numbers.

33 Optical character recognition (OCR)

Extracting text from an image or scan. A scanned receipt becomes text; errors may remain.

34 Text-to-image generation

Creating an image from a written description. Describe the subject, style and composition.

35 AI agent

An AI system that can take steps and use tools towards a goal. A connected assistant may edit files; check permissions.

36 Automation

A process that runs steps with reduced manual intervention. A scheduled reminder is automation and may use no AI.

37 Application programming interface (API)

A defined way for software systems to exchange requests and results. A business app can request an AI-generated summary.

38 Integration

A connection allowing one application to work with another. Connecting a calendar may expose data or enable actions.

39 Prompt injection

Instructions in untrusted content that try to redirect an AI system away from its intended task. A webpage tells an assistant to ignore your request.

40 Deepfake

AI-generated or manipulated media that convincingly imitates a person or event. Verify an unexpected voice request through a known contact route.

17 / 10-15 MINUTES A DAY

Seven days of useful practice

Use one approved tool to begin. Each day should produce something small that you can inspect, correct and keep.

Day	Activity	Evidence of learning
01	Choose a low-risk task. Try a short prompt, then add the six BRIGHT elements.	Save both prompts and identify one useful difference.
02	Adapt the email example to a fictional event. Change the audience and tone.	Check that all dates and details survive the rewrite.
03	Build a small weekly plan with deadlines, fixed commitments and spare time.	Check totals and clashes. Correct at least one unrealistic assumption.
04	Ask for an explanation of an unfamiliar topic. Answer follow-up questions.	Explain the idea without the chat and verify one important point.
05	Convert the fictional notes on page 9 into a table. Add an ambiguous note.	Check that uncertainty is flagged and no commitment is invented.
06	Try one specialist tool from pages 10-11 using public or fictional material.	Explain why it suits the task and what still needs a human check.
07	Complete your own task from a blank BRIGHT template. Use page 18 to review it.	Keep the prompt, corrected output and the evidence used to check it.

A simple test of progress

Can you explain why you chose the tool, what information you shared, what you changed and how you checked the result? If you cannot, repeat a smaller task before adding complexity.

When the answer disappoints

Correct: "You assumed X; the correct detail is Y."

Verify: "Which claims need checking? Give original sources and flag anything you cannot substantiate."

Adjust: "Keep the meaning, use plain English and reduce this to 120 words."

18 / REUSABLE REVIEW SHEET & CONCLUSION

Review what changed

Complete this after a task. Use a printed copy or your PDF reader's annotation tools. Keep your prompt and checked result with it.

Date: _____ Tool / account type: _____

What task did I attempt?

What did AI help me do?

What did I need to correct?

How did I check the result?

Did it save time or improve quality?

What will I change next time?

Confidence: before ____ / 5 after ____ / 5

1 = need step-by-step support; 3 = can try with checks; 5 = can work independently and explain my checks.

Evidence matters: confidence alone does not demonstrate competence. Record what you actually completed and verified. For time saved, include prompting, corrections and checking time; label any comparison as an estimate.

Your next step

Choose one recurring task and practise BRIGHT again this week. Keep the useful prompt, record its limits and improve it when the task changes. Progress means producing work you can explain and stand behind.

Continue with Generation of the Algorithm

Visit generationofthealgorithm.com for the book and learning resources. Use the **Connect section** for LinkedIn, TikTok and Instagram.

19 / REFERENCES

Sources and edition notes

Official sources checked on 1 October 2026. Select a source title to open it. Numbers in the guide refer to this list.

- [1] **OpenAI** - Prompting
- [2] **OpenAI** - Plans and usage information
- [3] **Microsoft** - Free Copilot and Microsoft 365 account differences
- [4] **Microsoft Learn** - Enterprise data protection
- [5] **Anthropic** - Claude plans and features
- [6] **Google** - Gemini UK overview and access
- [7] **Google Help** - Add or discover sources in Gemini Notebook
- [8] **Perplexity** - Product overview and core search access
- [9] **Canva** - Canva AI overview and access
- [10] **Grammarly** - Plans and writing features
- [11] **DeepL** - Translator overview and free access
- [12] **Adobe** - Firefly capabilities and access
- [13] **NCSC** - ChatGPT and large language models: what is the risk?
- [14] **ICO** - Guidance on AI and data protection
- [15] **Google Workspace** - Gemini Notebook: source-based answers and citations

How the selection was made

The ten tools were selected for everyday usefulness, an accessible starting point and a clear beginner use case. Feature and access descriptions draw on official documentation. The “why selected” column is editorial judgement, not a comparative performance test.

Availability, names, limits and account protections can change. Verify the current plan and your organisation's requirements before adopting a tool. Exact prices and usage quotas are intentionally omitted. Microsoft documentation now uses Copilot / Copilot Chat for organisational products; older Microsoft 365 names may still appear. Google's current documentation uses Gemini Notebook.

ICO guidance is under review following legislative changes; check its current status. This introductory guide does not replace workplace policy or qualified advice. Examples are illustrative. BRIGHT is a practical framework, without a claim of scientific validation or guaranteed accuracy.

20 / ONE-PAGE QUICK REFERENCE

BRIGHT at your desk

Use this page before, during and after an everyday AI task.

B Brand - Who am I, and what is the situation?

R Role - What perspective would help?

I Instruction - What exactly should AI do?

G Goal - What would a useful result achieve?

H How - What tone, format, detail and length do I need?

T Target - Who will read or use the result?

A prompt you can reuse

Copy, fill and send

I am [context]. Act as [helpful role]. Please [specific task] so that [goal]. Use [tone, format, length and detail]. The result is for [audience]. Preserve [essential facts]. Flag missing information and assumptions. Prepare a draft for my review.

Before you send

Use an approved account. Share only information you are authorised to use. Give one clear task and the details that would change the answer.

Before you use the answer

Check facts, figures, sources, omissions and suitability. Correct errors and inspect the revised result. Open citations yourself. Get appropriate professional review when the consequences require it.

If the answer needs work

"You misunderstood this part..."

"Use only the information I supplied..."

"What is uncertain, and how can I verify it?"

"Keep the meaning but change the tone / length / format..."

Clear instructions help. Human judgement remains essential.