AI Prompting for Scholarship Review

Everyday language, clear examples, and practice in ChatGPT

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Open awareness self-check

My starting point

Eight short situations, a score, and a graph



Choose an answer

Eight everyday situations about using AI carefully.

Score and graph

Find out which topics need more attention.

Read your suggestions

Get clear ways to improve based on your answers.

What generative AI does

It creates a draft from your request and the information available to it.



Your request

Say what you want AI to help you do.

Useful information

Add the facts or files the task needs.

A draft to check

Compare the answer with the original.

Words for our first chat

A prompt is simply your request.

Word	Everyday meaning
Chatbot	The app you talk with, such as ChatGPT
Model	The AI system the app uses to create an answer
Prompt / input	Your request and the information you give it
Response / output	The answer or draft you receive

Open practice activity

A first request

One small job using a made-up note



The supplied note

“Applications close October 1.”

The request

“Write a friendly one-sentence reminder.”

Your check

Keep October 1. Add no new rules or promises.

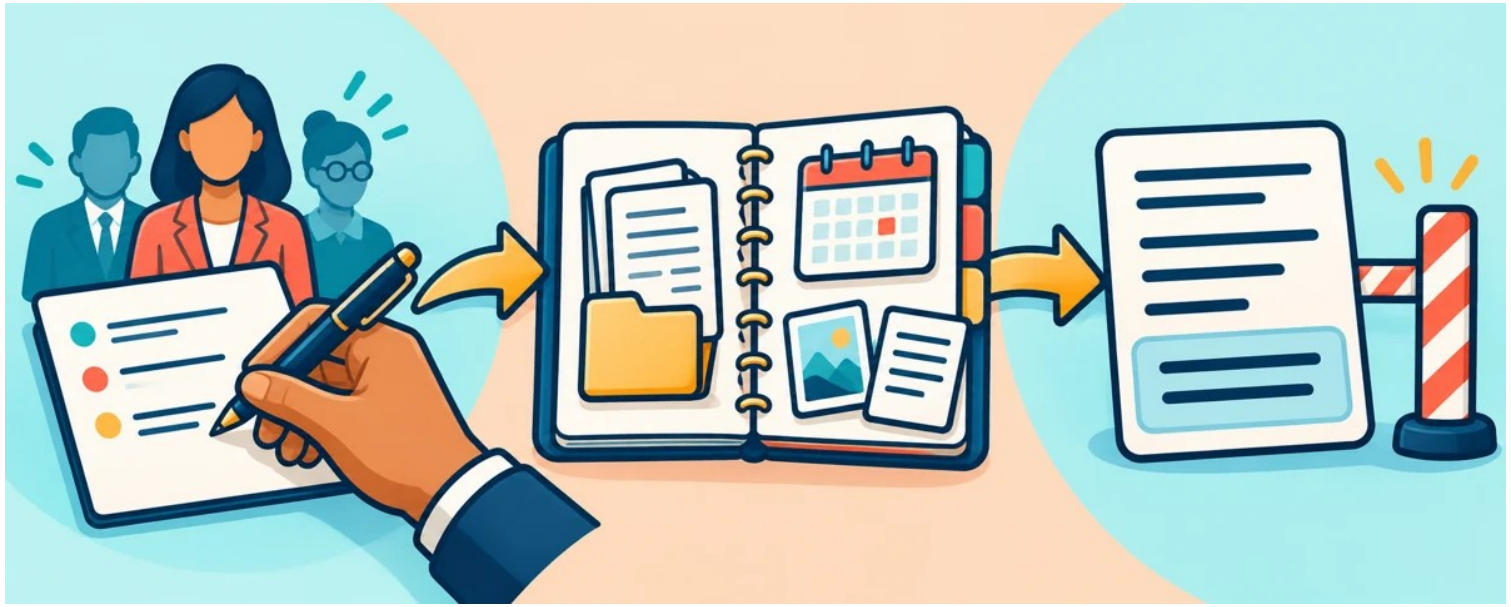
Useful background information

Context means the information that helps AI do the job.

Detail	Our reminder example
Audience: who will read it	Students applying for a scholarship
Tone: how it should sound	Friendly and direct
Source: where facts come from	The supplied deadline note
Limit: what it must avoid	No invented dates, links, or promises

A clearer request

The same job with the useful details included



Job and audience

Write a friendly reminder for scholarship applicants.

Facts to use

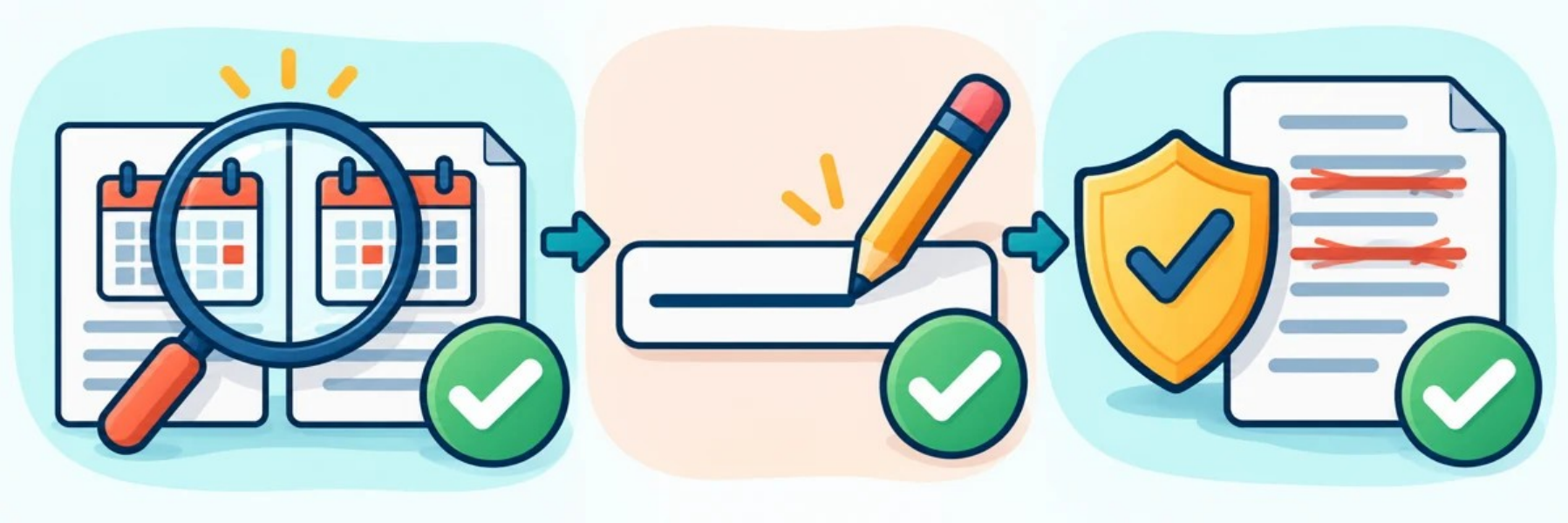
Use only: “Applications close October 1.”

Format and limits

One sentence. No extra links or promises.

What a good answer looks like

Evaluation criteria are the checks we choose in advance.



Correct date

October 1 stays unchanged.

Right format

The answer is one sentence.

No added facts

No extra rules, links, or promises.

Improving a request

A short practice cycle

Step	What I do
1. Choose the task	Name one result I need
2. Write a request	Add the facts and limits that matter
3. Try and check	Compare the answer with my checks
4. Improve and save	Fix a problem; keep the useful request

Examples and follow-up requests

You can show the style you want and ask for a change.



Show an example

An example makes the style you want clearer.

Ask for a change

“Make it warmer. Keep one sentence.”

Keep the facts

“Keep October 1 unchanged.”

AI can add a false detail

A confident answer still needs a fact check.



Original statement

“I ran 12 tutoring sessions.”

AI added a claim

“Grades improved by 20%.”

Your correction

Remove the added claim. Check the other details.

Files in the practice packet

File endings tell us what kind of file we are opening.

Ending	What it means here
.csv	A simple table, such as the application records
.md	Plain text with simple headings; called Markdown
.txt	Plain text, such as a saved prompt
.pdf	A document with a fixed page layout

A person owns the decision

AI can prepare a checklist. Staff check it and decide.



Check permission

Use the account and information your organization allows.

Share less information

Removing names may leave identifying details.

Staff decide

Staff check the records, scores, and final decisions.

Applicant codes in our examples

A17, A18, and A19 are made-up labels used instead of names.



A code replaces a name

A17, A18, and A19 are made-up applicant labels.

The code connects files

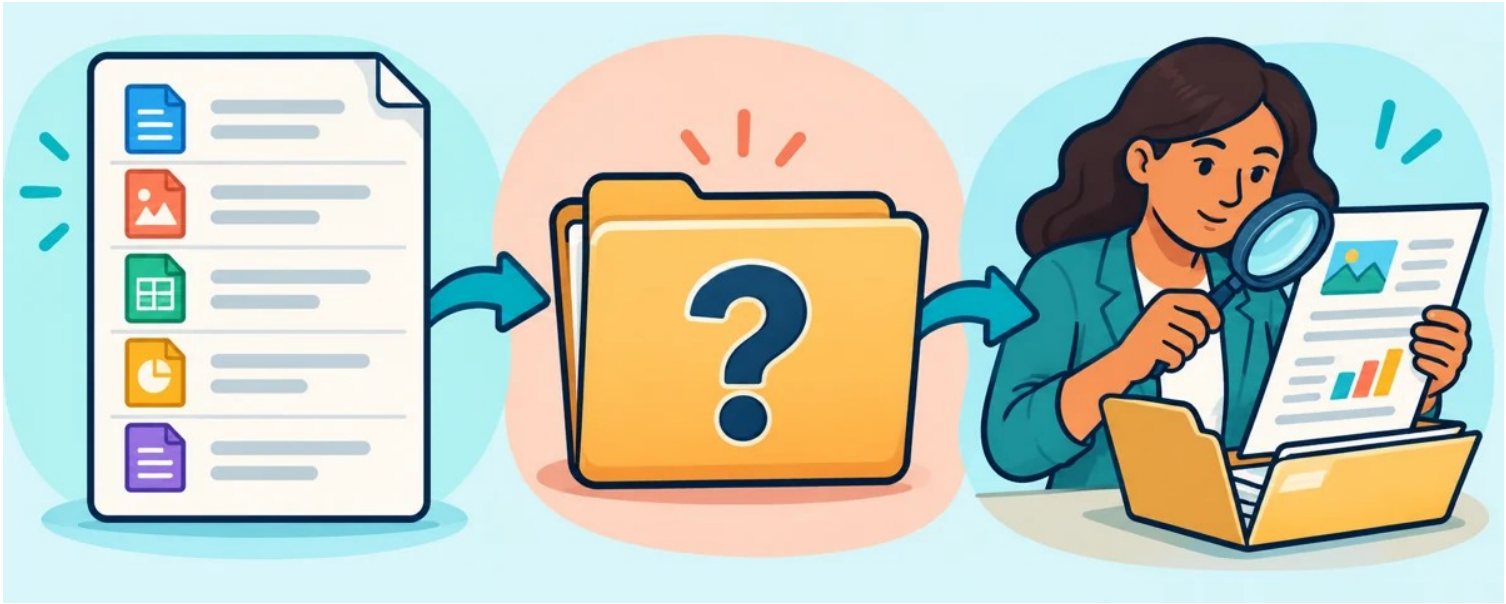
A17-transcript.pdf belongs to applicant A17.

Protect other details

A code alone does not make real data anonymous.

A manifest is a file list

A listed file name tells us what to look for.



The file list

Our list names pretend PDF files.

The actual document

Those pretend PDFs are not included.

Staff check the file

Check the contents before relying on them.

Words in a scoring guide

A rubric describes how to award points.

Word	What it means
Criterion	The part we are judging, such as community contribution
Anchor	The description of what earns a particular score
Evidence	The original words or facts supporting a score
Provisional score	A suggested score for a person to check

Our three ChatGPT demonstrations

One task at a time, with a person checking the answer

Task	What AI prepares	What staff check
Organize files	A list for each applicant	Every item on the original file list
Check office records	Missing items and late dates	Actual records and any exceptions
Use a scoring guide	Quotes and a suggested score	Original words and the scoring rule

Open the three demonstrations

Open practice activity

Starting the practice in ChatGPT

A fresh chat is enough for these exercises.



Start a fresh chat

A Project is optional for getting started.

Add the task materials

Add the instructions and only the named files.

Run and check

Paste the prompt. Compare the answer with the files.

Open practice activity

Demo 1: organizing application files

The job is to make the file list easier to inspect.



Use two source tables

manifest.csv and applications.csv

Group by applicant code

Keep A17, A18, A19, and all 12 listed entries.

Check the inventory

Staff verify the actual documents and any gaps.

Demo 1: checking the file list

Prepared teaching example; compare your actual answer with the files.

Code	What the list shows	Staff follow-up
A17	Statement, transcript, reference	Open and check the documents
A18	No reference listed	Check the actual records
A19	No transcript listed; extra-time request	Check records and the request

Open practice activity

Demo 2: checking office records

AI can flag a missing item or late date for staff.



Read the rules

Fictional deadline: October 1, 2026.

Compare with rules

Flag a missing listing or a late recorded date.

Ask staff to review

A person decides exceptions and next steps.

Demo 2: the late application

A19 is the applicant code for this made-up case.

Original record	What it tells us
Recorded date: October 2	After the October 1 deadline
Extra time requested	Staff need to review the request
No transcript on the list	Staff need to check the actual records

A staff member applies the rules and records the reason.

The community contribution scoring guide

Each anchor describes what earns that score.

Anchor	Community contribution evidence
0	No relevant activity described
1	Activity named, but applicant role unclear
2	Specific applicant contribution
3	Specific contribution and a supported result

Open practice activity

Demo 3: matching words to the guide

A suggested score needs a quote and a reason.



Find the original words

Quote the statement and show where to find it.

Use the scoring guide

Suggest a score using the supplied descriptions.

Staff check the match

Explain missing information. Staff own the score.

The same work earns the same contribution score

Prepared teaching comparison

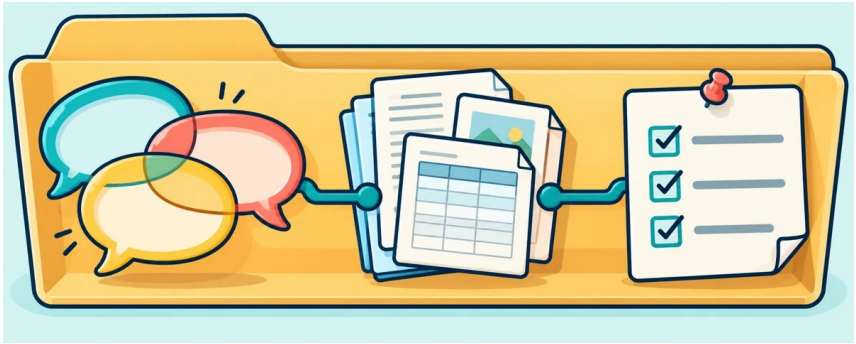
Code	Statement summary	Suggested score
A17	12 tutoring sessions; recruited 2 volunteers	2 of 3
A18	12 tutoring days; got 2 volunteers to help	2 of 3

Both describe a specific contribution.

Neither excerpt supplies a supported result.

A ChatGPT Project

A place to keep related chats, files, and instructions together



One chat	A Project
Useful for a single task	Useful when related work continues
Supply the task information	Keep shared practice files available
Give instructions for this chat	Add instructions for the Project

Open practice activity

Instructions for repeated work

Instructions are the rules I want AI to follow.



Use the supplied files

Do not invent missing information.

Show the evidence

Quote the original and say where to find it.

Staff decide

Saved instructions still need human checks.

A skill is a reusable recipe

It saves the steps for a task I expect to repeat.

Recipe part	Evidence-review example
Ingredients	An applicant excerpt and the scoring guide
Steps	Quote, compare, explain a gap
Check before use	Try examples where I know the answer

Explore the reusable evidence-review skill

Open practice activity

Fair rules for applicant use of AI

Applicants need clear expectations before they apply.



Publish clear rules

Say what help is allowed and what to disclose.

A flag needs a check

An “AI-written” flag can be wrong.

Review fairly

Staff follow the rules and let the applicant explain.

Open awareness self-check

My next small practice task

One request I can check myself



Choose one small task

Use a made-up note or one practice file.

Try it and check

Decide what must stay accurate.

Save what you learn

Keep the useful request and note what you fixed.

Practice and reference materials

The participant page brings the materials together.

Presentation PDF and a plain-language word guide

Copyable ChatGPT prompts and made-up practice files

Awareness self-check and further examples

Open AI Prompting Practice