

GENESIS ITU

Grok Learning: How to Use AI

A practical printable workbook for everyday AI chat

Coach: Scout

Learn to use AI for study, work, writing, and research — without getting fooled, without giving up your privacy, and without letting the tool do your thinking for you.

Zarco AI Systems LLC · Clean · Family-safe · Printable
Companion course: </classroom/grok-learning.html>

How to use this workbook

This book is written to be printed or read on screen. Work one chapter at a time. Open any AI chat you have access to (Grok, Claude, ChatGPT, or similar). The skills transfer. Write in the margins. Keep a personal prompt list at the back.

House rules: Professional and family-safe language only. Do not paste passwords, customer data, or private family details into any chat. You remain responsible for what you send and what you use.

Related Genesis courses: AI Fundamentals (concepts) · Grok Learning (this book — daily use) · LLM Engineering (build apps).

Chapter 1 — What AI chat actually is

Definition. An AI chat is a software assistant that generates text from patterns in data it was trained on. It is not a person, not a search engine with perfect memory, and not a substitute for your judgment.

- Strengths: drafting, explaining, brainstorming, structuring notes
- Weaknesses: can invent facts, can be outdated, can sound confident when wrong
- Practice: Ask “In three sentences, what are you good at and what should I double-check?”

Chapter 2 — Your first good prompt

A strong prompt usually includes four parts: **goal**, **context**, **constraints**, and **format**.

- Weak: Help me with networking.
- Stronger: I am studying CompTIA Network+. Explain subnetting for beginners in five short bullets, then one practice question.
- Template: Goal / Context (I am a ...) / Constraints / Format (bullets, table, steps)
- Practice: Write one prompt for something you need this week; run it; rewrite once.

Chapter 3 — Ask better follow-ups

Good AI use is a short conversation, not one giant dump. After the first answer, push for clarity.

- “Give me a simpler version.”
- “Show two examples.”
- “What did you assume that might be wrong?”
- “Turn this into a checklist.”
- “Quiz me in five questions.”

Chapter 4 — Study & homework the right way

AI can teach. It should not replace learning. Attempt the problem first. Ask for the **why**, not only the final answer. Check against your textbook or notes.

- Academic honesty: do not submit AI text as your own unless school rules allow it.
- Practice: “I tried this problem: [attempt]. Do not give the full solution yet. Tell me where my reasoning is weak.”

Chapter 5 — Write emails, essays & summaries

Use AI for structure and a first draft. Then rewrite in your voice. Never paste blindly into email, school, or work.

- Ask for an outline before a full draft.
- Ask it to shorten, not only expand.
- Ask for a professional tone without hype.
- Read every line before you send.

Chapter 6 — Research without getting fooled

Definition. A hallucination is a confident-sounding statement that is not true. AI tools can invent names, dates, quotes, and citations.

- Treat AI as a lead generator, not a final authority.
- Verify with primary sources and official docs.
- Practice: Ask for three facts on a topic you know; mark true / false / unsure.

Chapter 7 — Work tasks: plans, lists & decisions

AI is strong at breaking projects into steps, comparing options, and building templates. You still own the decision.

- Useful: weekly plan, agenda, pros/cons, risk list, interview practice, study schedule.
- Practice: 7-day study plan, 45 minutes/day, one rest day.

Chapter 8 — Privacy, safety & clean use

Do not paste passwords, API keys, customer records, medical details, or other people's private data. Genesis/ReachBook standards: family-safe, no harmful content.

- Review your last three chats: would you show them on a shared screen?
- You are responsible for what you send and publish.

Chapter 9 — Grok, Claude, ChatGPT — when to use which

Tools differ in tone and features. Clear prompting transfers across all of them. Pick the tool for the job; keep the same discipline: clear goal, verify facts, protect privacy, edit the draft.

- You do not need every tool — you need a reliable habit with one or two.

Chapter 10 — Capstone: your personal AI playbook

Build and save five go-to prompts, one weekly workflow, and a short list of what you will never paste into a chat.

- ■ Prompt with goal + context + format
- ■ Verify important facts

- ■ Protect private data
- ■ Edit drafts into your voice
- ■ Personal prompt list saved

Congratulations on finishing the workbook. Keep learning on Genesis. Keep community on ReachBook. Jobs on NodePath and REACH.

— Coach Scout · Genesis ITU · Zarco AI Systems LLC

Appendix — Prompt recipes (print this page)

Explain

Explain [topic] for a beginner in plain language. Define any term the first time you use it. End with 3 review questions.

Study check

I attempted this: [work]. Do not give the full answer. Point out weak steps and what concept to review.

Email draft

Draft a professional email: purpose [], audience [], tone polite and direct, under 150 words. I will edit it.

Summary

Summarize the following in 5 bullets, then one sentence “so what.” Flag anything uncertain: [paste text]

Plan

Break this goal into a 7-day plan with 45-minute blocks: [goal]. Include one rest day.

Decide

List pros and cons of [option A] vs [option B] for someone whose priority is [priority]. Do not choose for me.