



# Common Situations & AI Prompts

## (AIGuide 2)

A Practical Global Guide to Asking Better Questions

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# PURPOSE OF THIS GUIDE

Artificial intelligence is increasingly used not only to generate information, but to help people think through everyday situations, decisions, and challenges.

Many people turn to AI for help — at work, at home, in study, or when navigating unfamiliar processes — yet are often disappointed by the results they receive. In most cases, this is not because AI is incapable, but because the **question was unclear, incomplete, or poorly framed**.

This guide exists to help people bridge that gap.

It focuses on **common real-world situations** where people may benefit from AI assistance, and shows **how to ask better questions** in those situations.

It is written for:

- individuals who want practical help without technical complexity
- professionals seeking clearer, more reliable AI support
- students and educators learning how to interact effectively with AI
- leaders and organisations aiming to encourage responsible AI use
- everyday users who want AI to be more useful and less frustrating

Our aim is simple:

to help people think more clearly about their situation — and ask AI in a way that leads to more useful, trustworthy responses.

# GLOBAL PERSPECTIVE

## A note on scope and neutrality

Artificial intelligence is used across countries, cultures, industries, and languages. The situations in which people seek AI assistance are shaped by local context, but many underlying challenges are shared globally.

This guide is written from a **global and neutral perspective**.

To ensure relevance beyond any single region or viewpoint, the scenarios in this booklet were informed by a **broad global survey of AI usage patterns**, conducted by prompting and analysing responses from multiple AI systems operating across different regions and linguistic contexts.

This process helped to:

- surface common, real-world situations people are already asking AI about
- identify gaps in typical coverage (such as caregiving, public services, scams, and non-native language use)
- confirm that recurring challenges are not limited to one country, culture, or profession

All inputs were consolidated, normalised, and editorially controlled under AISF governance. Final scenario selection, structure, and guidance reflect **human editorial judgment**, not automated aggregation.

The result is a guide intended to remain useful whether you are reading it at home, in a workplace, in education, or in a public-facing role.

# EDITORIAL STANDARD

Our commitment to usefulness

Every scenario in this guide follows one guiding principle:

**Never assume the reader already knows how to ask AI well.**

All entries are written to:

- avoid technical or academic jargon
- describe situations people can recognise from real life
- explain why the situation is difficult, not just what is happening
- encourage thoughtful framing rather than “prompt tricks”
- show how better questions lead to better outcomes

This guide is not written for engineers alone.

It is written for people navigating everyday complexity.

# HOW TO USE THIS GUIDE

This guide is designed to be flexible and practical.

You may:

- read it sequentially to build confidence in asking AI better questions, or
- dip into specific scenarios that match your current situation

Each scenario is presented in five parts:

## **Situation**

Describes a real-world context people commonly face.

## **What people usually try to ask AI**

Shows typical vague or incomplete questions that often lead to poor results.

## **Why this situation is challenging**

Explains the emotional, practical, or contextual difficulties involved.

## **AISF-recommended way to ask**

Guides the reader on how to frame the situation more clearly and thoughtfully.

## **Example prompt (adapt as needed)**

Provides a starting point that can be adjusted to personal circumstances.

The example prompts are **illustrative**, not prescriptive. They are designed to help you think — not to limit what you ask.

# VERSION & GOVERNANCE

## Edition and maintenance

This booklet is published as part of the public-education work of **AI Sourced Facts (AISF) Pte. Ltd.**

**Current edition:** Version 1.0

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This is a living reference.

As patterns of AI use evolve, future editions may:

- add new scenarios
- update guidance
- reflect changes in how people interact with AI

Earlier editions will be preserved as historical snapshots to ensure transparency and continuity.

# AISF UNIVERSAL DISCLAIMER

This publication is provided for informational and educational purposes only.

It presents a structured and time-bound analysis based on information available at the time of writing. The content reflects observed patterns, interpretations, and perspectives and does not constitute definitive, authoritative, or universally accepted conclusions.

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- operational or strategic recommendations

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## CATEGORY FRAMEWORK & EXPLANATION

To help readers navigate a large number of scenarios, this guide groups situations into practical categories based on everyday contexts rather than technical AI domains.

These categories are **navigation aids**, not rigid boundaries. Many real-world situations naturally overlap.

The categories used in this guide reflect how people actually experience problems and seek help, such as:

- personal and family life
- work and professional settings
- learning and skill development
- money, purchases, and services
- public systems and paperwork
- information credibility and sense-making
- community and organisational activity

This framework helps readers:

- quickly find relevant scenarios
- understand the broader context of their situation
- see how different challenges relate to one another

# Common Situations / Scenarios

## Personal Life & Household

1. Sorting out household chores fairly
2. Resolving a neighbour issue (noise, pets, parking) without conflict
3. Feeling overwhelmed by too many obligations
4. Creating a simple household schedule (school, errands, work shifts)
5. Handling a misunderstanding with a friend
6. Writing a polite refusal to a request you can't take on
7. Making a choice between two personal options
8. Turning messy notes into clear next steps
9. Responding to a suspicious message sent to your child/teen
10. Setting boundaries with someone who repeatedly pressures you
11. Handling a dispute about shared bills or expenses
12. Planning a household "reset" after chaos

## Food, Cooking & Routines

13. Cooking with limited or random ingredients
14. Planning meals on a tight budget
15. Adjusting meals for allergies or dietary restrictions
16. Cooking for picky eaters
17. Quick meals when time or energy is low
18. Using leftovers safely and creatively
19. Planning groceries to reduce waste
20. Building a simple daily routine (sleep, meals, exercise)

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23. Managing screen time expectations
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26. Navigating school issues such as bullying
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28. Communicating with teachers or school
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31. Preparing for a difficult family conversation (boundaries, finances, living arrangements)
32. Coordinating shared custody logistics
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79. Handling conflict with a colleague
80. Breaking a large project into steps
81. Preparing for a meeting outside your expertise
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85. Organising scattered work files or notes into a usable outline
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- 118. Spotting potentially fraudulent offers
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- 130. Planning a low-cost local weekend
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- 142. Understanding a contract clause
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- 144. Understanding what “required” vs. “optional” mean in policy documents
- 145. Understanding steps to recover after identity document loss (passport/ID)
- 146. Understanding what to do after receiving a fine or notice
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155. Identifying what information is missing before making a judgement
156. Distinguishing fact, opinion, and interpretation
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## Category 1 — Personal Life & Household

### Scenario 1 — Sorting out household chores fairly

#### Situation

You live with other people and household chores are not being shared evenly. Some tasks are consistently left undone, while others fall repeatedly on the same person. Over time, frustration and resentment may be building, even if no one has openly addressed the issue yet.

#### What people usually try to ask AI

People often ask vague questions such as “How do I divide chores?” or “Make a chores list,” without explaining who lives in the household, what chores exist, or why the situation feels unfair.

#### Why this situation is challenging

Chores are tied to emotions, expectations, and ideas of fairness, not just task lists. People may worry about sounding controlling, lazy, or unreasonable. Different schedules, energy levels, or personal standards mean that “equal” effort can look very different to each person, making simple solutions ineffective.

#### AISF-recommended way to ask

Explain who lives in the household, what chores need to be done, and any constraints such as work hours, caregiving duties, or health issues. Ask for help designing a fair and sustainable system, such as rotating tasks or balancing effort, rather than asking AI to decide who is right.

#### Example prompt (adapt as needed)

“I live with two other adults, and chores don’t feel evenly shared. We all work different hours, and some tasks keep getting missed, which is creating tension. Can you help me think through fair ways households usually divide or rotate chores without causing conflict?”

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### Scenario 2 — Resolving a neighbour issue (noise, pets, parking) without conflict

#### Situation

A neighbour’s behaviour, such as noise, parking, pets, or use of shared spaces, is bothering you. You want to address the issue, but you are concerned about escalating the situation or damaging an ongoing relationship with someone you live near.

#### What people usually try to ask AI

People often ask, “What should I say to my neighbour?” or “Write a complaint,” without explaining the specific issue, how serious or frequent it is, or whether they want a friendly conversation or a more formal approach.

**Why this situation is challenging**

Neighbour disputes can escalate quickly and become long-term sources of stress. People may fear confrontation, retaliation, or awkwardness in future encounters. Even reasonable concerns can backfire if raised with the wrong tone or at the wrong time.

**AISF-recommended way to ask**

Describe the specific behaviour, how often it occurs, and what outcome you are hoping for. Ask for help planning a calm, respectful message or conversation that reduces defensiveness and focuses on resolution rather than blame.

**Example prompt (adapt as needed)**

“My neighbour often makes noise late at night, and it’s affecting my sleep. I want to raise the issue calmly without starting a dispute. Can you help me think through how to approach the conversation and what tone usually works best?”

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**Scenario 3 — Feeling overwhelmed by too many obligations****Situation**

You have work, family, social, and personal commitments all competing for your time. You feel stretched thin, constantly behind, or unable to keep up, even when you are trying your best.

**What people usually try to ask AI**

People often ask, “Help me manage my time,” or “Make me a schedule,” without explaining what their commitments are, which ones are fixed, or what is actually causing the stress.

**Why this situation is challenging**

Feeling overwhelmed is not just a scheduling issue. Guilt about saying no, fear of disappointing others, and difficulty prioritising can make everything feel urgent. A tightly packed timetable may ignore emotional limits or energy levels and quickly become unsustainable.

**AISF-recommended way to ask**

List your main commitments, explain which are fixed and which are flexible, and describe what feels most stressful. Ask for help identifying priorities, trade-offs, or ways to reduce pressure, rather than just asking for a detailed schedule.

**Example prompt (adapt as needed)**

“I’m juggling work, family responsibilities, and social commitments, and everything feels urgent. Can you help me list what’s fixed versus flexible and think through where I might reduce pressure or adjust expectations?”

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## Scenario 4 — Creating a simple household schedule (school, errands, work shifts)

### Situation

You are trying to organise daily household life, such as school drop-offs, work hours, errands, and shared responsibilities, but things feel uncoordinated and stressful.

### What people usually try to ask AI

People often ask, “Make a daily schedule,” without explaining who is involved, which times are fixed, or where conflicts usually occur.

### Why this situation is challenging

Household schedules must work for multiple people and real-world constraints. Ignoring commute times, fatigue, or existing habits often leads to plans that look good on paper but fail in practice.

### AISF-recommended way to ask

Explain who the schedule is for, what activities are fixed, and what flexibility exists. Ask for a simple, realistic structure that can adapt over time, rather than a perfect hour-by-hour plan.

### Example prompt (adapt as needed)

“Our household includes two adults and one child, with school drop-offs, work hours, and errands. Nothing feels coordinated. Can you help me think through a simple, realistic household schedule that we can adjust as needed?”

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## Scenario 5 — Handling a misunderstanding with a friend

### Situation

A conversation or message with a friend has been misunderstood, leading to tension, awkwardness, or silence. You are unsure how to respond or how to repair the relationship without making things worse.

### What people usually try to ask AI

People often ask, “What should I say?” or “Write an apology,” without explaining what was said, how the friend reacted, or what outcome they hope for.

### Why this situation is challenging

Friendships involve emotions, shared history, and unspoken expectations. People worry about sounding defensive, admitting fault incorrectly, or reopening conflict. A poorly worded message can deepen the misunderstanding.

### AISF-recommended way to ask

Describe what happened, what you think the misunderstanding might be, and whether your goal is to apologise, clarify, or reopen communication. Ask for help finding wording that is calm, honest, and respectful of the relationship.

**Example prompt (adapt as needed)**

“I had a conversation with a friend that seems to have been misunderstood, and now things feel tense. I want to clarify or apologise without making it worse. Can you help me think through wording that’s calm and respectful?”

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**Scenario 6 — Writing a polite refusal to a request you can’t take on****Situation**

Someone has asked you to take on a task or commitment at work, within your family, or socially, but you are not able to do so. You want to decline without damaging the relationship or creating unnecessary tension.

**What people usually try to ask AI**

People often ask, “Write a polite refusal” or “Help me say no nicely,” without explaining who is making the request, why they are declining, or how formal or sensitive the relationship is.

**Why this situation is challenging**

Saying no can bring feelings of guilt, fear of conflict, or worry about being seen as unhelpful. People may over-explain or apologise excessively, which can weaken boundaries or invite debate instead of clarity.

**AISF-recommended way to ask**

Explain the context of the request, the relationship involved, and the tone you want to maintain. Ask for help expressing a clear, respectful boundary without inventing excuses or justifying yourself unnecessarily.

**Example prompt (adapt as needed)**

“I need to decline a request from a colleague to take on extra work. I want to be clear and respectful without giving a long justification. Can you help me draft a short, professional response that sets a boundary?”

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**Scenario 7 — Making a choice between two personal options****Situation**

You are deciding between two meaningful options, such as moving versus staying, changing jobs versus remaining where you are, or committing versus waiting. Both options have advantages and drawbacks, and the decision feels heavy.

**What people usually try to ask AI**

People often ask, “Which should I choose?” or “What’s the better option?” without explaining their values, constraints, or fears.

**Why this situation is challenging**

Personal decisions involve uncertainty and emotional weight. People may want certainty or

reassurance, even though no option is risk-free. Handing the decision to AI can feel tempting when the stakes feel high.

**AISF-recommended way to ask**

Describe each option clearly, explain what matters most to you, and note any non-negotiable constraints. Ask AI to help clarify trade-offs or questions to consider, rather than to make the decision for you.

**Example prompt (adapt as needed)**

“I’m choosing between two options: one offers stability but limited growth, the other more uncertainty but potential opportunity. My priorities are financial security and family time. Can you help me compare the trade-offs and identify questions I should think through?”

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**Scenario 8 — Turning messy notes into clear next steps****Situation**

You have notes from meetings, conversations, or personal planning that are scattered and unclear. You are unsure what actions to take next or what information actually matters.

**What people usually try to ask AI**

People often paste notes and say, “Organise this,” without explaining what outcome they want or who the actions are for.

**Why this situation is challenging**

Notes often mix ideas, decisions, reminders, and unfinished thoughts. Without context, it can be difficult to tell what is urgent, what is optional, and what can be ignored.

**AISF-recommended way to ask**

Explain what the notes relate to and what you want to achieve, such as a task list, follow-ups, or priorities. Ask for help identifying actions rather than just formatting the text.

**Example prompt (adapt as needed)**

“These notes are from a planning meeting and include ideas, decisions, and open questions. I need to identify clear next steps and who they belong to. Can you help me extract and organise the actionable items?”

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**Scenario 9 — Responding to a suspicious message sent to your child/teen****Situation**

Your child or teenager has received a message that feels inappropriate, manipulative, or unsafe. You are concerned about their safety and unsure how to respond as a parent.

**What people usually try to ask AI**

People often ask, “What should I do?” without describing the message, how it was received, or the child’s age and reaction.

**Why this situation is challenging**

Parents want to protect children without overreacting or damaging trust. Online risks change quickly, and it can be difficult to know when to intervene directly versus when to guide and monitor.

**AISF-recommended way to ask**

Explain what the message contains, how your child received it, and your main concerns. Ask for help thinking through safe, supportive next steps rather than immediate judgement.

**Example prompt (adapt as needed)**

“My teenager received a message from someone they don’t know asking personal questions. I want to protect them without overreacting. Can you help me think through how parents usually handle situations like this safely?”

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**Scenario 10 — Setting boundaries with someone who repeatedly pressures you****Situation**

Someone keeps pressuring you to agree to something you are uncomfortable with, despite your hesitation or previous refusals.

**What people usually try to ask AI**

People often ask for a script to shut the person down quickly, without explaining the relationship or the ongoing pattern.

**Why this situation is challenging**

Setting boundaries can trigger guilt, fear of conflict, or concern about damaging relationships. Repeated pressure can wear down confidence and make it harder to respond calmly.

**AISF-recommended way to ask**

Explain the relationship, what the pressure looks like, and what boundary you want to set. Ask for help expressing a firm but respectful boundary that you can repeat if needed.

**Example prompt (adapt as needed)**

“Someone keeps pressuring me to agree to something I’m not comfortable with. I want to set a clear boundary without escalating conflict. Can you help me think through how to say this respectfully?”

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**Scenario 11 — Handling a dispute about shared bills or expenses****Situation**

There is disagreement about how shared costs, such as rent, utilities, or groceries, should be divided. Tension is growing around perceptions of fairness.

**What people usually try to ask AI**

People often ask who is “right” or who should pay more, without explaining the arrangement or context.

**Why this situation is challenging**

Money is closely tied to fairness, stress, and personal values. Even small differences can feel significant, and discussions can quickly become emotional or defensive.

**AISF-recommended way to ask**

Explain the current arrangement, the disagreement, and what outcome you are hoping for. Ask for help understanding common approaches and how to communicate options calmly.

**Example prompt (adapt as needed)**

“There’s a dispute about how shared expenses are divided in our household. Can you help me think through fair ways people usually resolve situations like this and how to discuss it constructively?”

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**Scenario 12 — Planning a household “reset” after chaos****Situation**

Your household feels disorganised after a stressful or busy period, such as illness, travel, or major life changes. Routines have broken down, and things feel overwhelming.

**What people usually try to ask AI**

People often ask for a perfect routine or complete overhaul without acknowledging fatigue or limits.

**Why this situation is challenging**

Burnout and low energy make big changes hard to sustain. Trying to fix everything at once can increase frustration rather than restore stability.

**AISF-recommended way to ask**

Explain what feels most chaotic and what matters most to stabilise first. Ask for help creating a simple, realistic reset plan rather than a full transformation.

**Example prompt (adapt as needed)**

“Our household has been chaotic lately after a stressful period, and routines have fallen apart. Can you help me think through simple steps to reset and re-establish basic routines?”

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## Category 2 — Food, Cooking & Routines

### Scenario 13 — Cooking with limited or random ingredients

#### Situation

You want to prepare a meal using ingredients you already have at home, but they do not obviously go together. You may be trying to avoid extra shopping or waste while still making something edible and satisfying.

#### What people usually try to ask AI

People often ask, “What can I cook with this?” and list ingredients, without mentioning dietary needs, cooking skill level, available equipment, or time constraints.

#### Why this situation is challenging

Ingredients alone do not determine whether a meal is realistic. Allergies, preferences, confidence in cooking, and time pressure all affect what will actually work. Suggestions that ignore these factors can feel impractical or discouraging.

#### AISF-recommended way to ask

List the ingredients you have and explain any constraints such as allergies, available equipment, cooking skill, or time. Ask for flexible ideas rather than one fixed recipe.

#### Example prompt (adapt as needed)

“I have chicken, rice, onions, and a few basic spices. I need something simple that takes under 30 minutes and doesn’t require special equipment. Can you suggest a few meal ideas I could adapt?”

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### Scenario 14 — Planning meals on a tight budget

#### Situation

You need to plan meals for a week while keeping costs low, often due to financial pressure or rising living expenses. You want meals that are filling and practical without overspending.

#### What people usually try to ask AI

People often ask for “cheap meals” without explaining household size, dietary needs, or what food is realistically available locally.

#### Why this situation is challenging

Budget meal planning requires balancing cost, nutrition, time, and energy. Advice that ignores local prices or personal circumstances may look good on paper but be hard to follow.

#### AISF-recommended way to ask

Explain how many people you are cooking for, any dietary restrictions, and the level of budget pressure. Ask for planning support and ingredient reuse ideas rather than just recipes.

**Example prompt (adapt as needed)**

“I need to plan meals for two adults for a week on a limited budget. We don’t have dietary restrictions but want simple, filling meals. Can you help me think through affordable meal ideas and how to reuse ingredients across the week?”

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**Scenario 15 — Adjusting meals for allergies or dietary restrictions****Situation**

You need to prepare meals for yourself or others who have allergies, intolerances, or dietary restrictions, and you want to avoid mistakes that could cause harm.

**What people usually try to ask AI**

People often ask for “allergy-safe recipes” or substitution advice without clearly stating the allergy, its severity, or concerns about cross-contamination.

**Why this situation is challenging**

Food restrictions can have serious health implications. People may feel anxious about hidden ingredients, incorrect substitutions, or relying on advice that does not match their specific context.

**AISF-recommended way to ask**

Clearly state the allergy or restriction, how strict it is, and the cooking environment. Ask for general guidance and reminders rather than guarantees.

**Example prompt (adapt as needed)**

“I’m cooking at home for someone with a nut allergy. The kitchen is shared, but I clean surfaces carefully. Can you help me think through meal ideas and common ingredients to avoid?”

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**Scenario 16 — Cooking for picky eaters****Situation**

You are preparing meals for someone who is selective about food, such as a child or family member, and mealtimes are becoming stressful.

**What people usually try to ask AI**

People often ask what to cook for a picky eater without explaining what foods are refused, what is acceptable, or whether nutrition or convenience is the main concern.

**Why this situation is challenging**

Picky eating can involve habits, sensory sensitivities, or emotional dynamics. Repeated food rejection can feel discouraging, and advice that ignores these realities may not work.

**AISF-recommended way to ask**

Describe what foods are usually accepted or refused, any nutritional concerns, and how much flexibility you have. Ask for ideas that work within those limits.

**Example prompt (adapt as needed)**

“I’m cooking for a child who avoids most vegetables and strong flavours. I want meals that are filling and low stress. Can you suggest ideas or small adjustments that might work?”

---

**Scenario 17 — Quick meals when time or energy is low****Situation**

You need to eat but have very little time or energy to cook, such as after a long day or during illness.

**What people usually try to ask AI**

People often ask for quick meal ideas without explaining how low their energy is, what equipment is available, or dietary needs.

**Why this situation is challenging**

Low energy reduces motivation and decision-making capacity. Advice that assumes preparation or complex steps may not be usable in the moment.

**AISF-recommended way to ask**

Explain how much time and energy you realistically have and what equipment is available. Ask for simple, flexible ideas.

**Example prompt (adapt as needed)**

“I have very low energy and only 10–15 minutes to make food. I have basic kitchen equipment. Can you suggest simple meal ideas that don’t require much effort?”

---

**Scenario 18 — Using leftovers safely and creatively****Situation**

You have leftovers in the fridge and want to reuse them without wasting food or risking food safety.

**What people usually try to ask AI**

People often ask what to make with leftovers without mentioning how old the food is or how it was stored.

**Why this situation is challenging**

Food safety guidelines can be confusing, and people worry about spoilage. At the same time, eating the same meal repeatedly can feel unappealing.

**AISF-recommended way to ask**

Explain what leftovers you have, roughly how long they have been stored, and whether they were refrigerated properly. Ask for general ideas and safety reminders.

**Example prompt (adapt as needed)**

“I have cooked rice and roasted vegetables from two days ago that were refrigerated. I want to reuse them safely in a different meal. Can you suggest ideas and remind me what safety checks to keep in mind?”

---

**Scenario 19 — Planning groceries to reduce waste****Situation**

You want to buy groceries more intentionally so food is used rather than thrown away.

**What people usually try to ask AI**

People often ask for a grocery list without explaining cooking habits, household size, or what usually goes to waste.

**Why this situation is challenging**

Food waste often comes from over-buying or unrealistic meal plans. Generic lists may not match real routines.

**AISF-recommended way to ask**

Describe how many people you shop for, how often you cook, and which foods commonly go unused. Ask for planning guidance rather than a fixed list.

**Example prompt (adapt as needed)**

“I shop for one adult and cook about three times a week. Fresh vegetables often go bad. Can you help me think through a grocery plan that reduces waste?”

---

**Scenario 20 — Building a simple daily routine (sleep, meals, exercise)****Situation**

You want a basic daily routine to support sleep, meals, work, and rest, but strict schedules have not worked for you in the past.

**What people usually try to ask AI**

People often ask for a daily routine without explaining energy levels, work hours, or past difficulties sticking to plans.

**Why this situation is challenging**

Rigid routines often fail when they ignore fatigue, caregiving demands, or mental health constraints. Repeated failure can feel discouraging.

**AISF-recommended way to ask**

Explain your fixed commitments, energy patterns, and what has not worked before. Ask for a flexible structure rather than a strict timetable.

**Example prompt (adapt as needed)**

“I want a simple daily routine that supports meals and sleep, but my work hours vary and my energy is inconsistent. Can you help me outline a flexible structure?”

---

## Category 3 — Family, Parenting & Caregiving

### Scenario 21 — Toddler sleep problems and bedtime routines

#### Situation

A toddler is having trouble falling asleep, staying asleep, or following a consistent bedtime routine. This leaves both the child and caregiver tired and can affect daytime behaviour and family stress levels.

#### What people usually try to ask AI

People often ask, “How do I get my toddler to sleep?” without explaining the child’s age, current routine, sleep environment, or what has already been tried.

#### Why this situation is challenging

Toddler sleep is influenced by development, habits, environment, and family routines. Caregivers may feel judged or desperate for quick fixes, even though consistency and context matter more than single techniques.

#### AISF-recommended way to ask

Explain the child’s age, current sleep pattern, bedtime routine, and any recent changes. Ask for help understanding possible factors and gentle adjustments rather than guaranteed solutions.

#### Example prompt (adapt as needed)

“My two-year-old struggles to fall asleep and wakes during the night. We have a bedtime routine, but it doesn’t always work. Can you help me think through possible reasons and gentle changes we could try?”

---

### Scenario 22 — Handling tantrums or difficult behaviour in public

#### Situation

A child has strong emotional reactions or tantrums in public places, leaving you unsure how to respond in the moment.

#### What people usually try to ask AI

People often ask how to stop tantrums without explaining the child’s age, triggers, or what behaviour is most concerning.

#### Why this situation is challenging

Public settings add pressure and embarrassment. Caregivers may feel judged while trying to support the child’s emotions and maintain safety at the same time.

#### AISF-recommended way to ask

Describe the child’s age, common triggers, and what usually happens. Ask for ideas that focus on emotional regulation and safety rather than immediate compliance.

**Example prompt (adapt as needed)**

“My three-year-old has loud tantrums in shops when frustrated. I want to respond calmly without escalating things. Can you help me think through practical ways to handle these situations?”

---

**Scenario 23 — Managing screen time expectations****Situation**

You want to set reasonable screen time limits for a child or teenager without constant arguments or power struggles.

**What people usually try to ask AI**

People often ask how much screen time is allowed without explaining the child’s age, school demands, or current habits.

**Why this situation is challenging**

Screens support entertainment, learning, and social connection. Limits can feel unfair to children and emotionally charged for caregivers trying to balance structure and flexibility.

**AISF-recommended way to ask**

Explain the child’s age, typical screen use, and main concerns. Ask for help thinking through boundaries and conversations rather than strict rules alone.

**Example prompt (adapt as needed)**

“I want to set healthier screen time boundaries for my ten-year-old without constant arguments. Can you help me think through reasonable limits and how to explain them clearly?”

---

**Scenario 24 — Supporting homework without “doing it for them”****Situation**

A child needs help with homework, but you want to support learning without completing the work on their behalf.

**What people usually try to ask AI**

People often paste the homework question directly without explaining the child’s age, level, or where they are stuck.

**Why this situation is challenging**

Caregivers want children to succeed while avoiding dependence or crossing school expectations. Explaining concepts without giving answers takes patience.

**AISF-recommended way to ask**

Explain the subject, the child’s level, and what they find confusing. Ask for explanations or guiding questions instead of solutions.

**Example prompt (adapt as needed)**

“My child is struggling with a maths concept, but I don’t want to give the answer. Can you help me explain the idea simply so I can guide them?”

---

**Scenario 25 — Concerns about a child’s development milestones****Situation**

You are unsure whether a child’s development is on track and want to understand what is typical versus what may need attention.

**What people usually try to ask AI**

People often ask if something is normal without stating the child’s age or specific behaviours.

**Why this situation is challenging**

Development varies widely, and comparisons can increase anxiety. Online information may conflict, making it hard to know when to seek help.

**AISF-recommended way to ask**

Describe the child’s age, behaviours you are noticing, and any context. Ask for general information and guidance on questions to raise with professionals.

**Example prompt (adapt as needed)**

“My two-year-old isn’t speaking as much as other children I see. Can you explain what’s typical at this age and when families usually seek professional advice?”

---

**Scenario 26 — Navigating school issues such as bullying****Situation**

A child is experiencing difficulties at school, such as bullying or social exclusion, and you are unsure how to respond.

**What people usually try to ask AI**

People often ask what to do about bullying without explaining severity, frequency, or school involvement.

**Why this situation is challenging**

School issues affect emotional safety and self-esteem. Caregivers may feel protective, angry, or unsure how to escalate concerns.

**AISF-recommended way to ask**

Explain what has happened, what the child has shared, and what steps have already been taken. Ask for help understanding options and preparing conversations.

**Example prompt (adapt as needed)**

“My child has told me they’re being teased repeatedly at school. I want to support them and decide next steps. Can you help me think through how to approach this?”

---

**Scenario 27 — Co-parenting communication after separation****Situation**

You need to communicate with a co-parent after separation about children, schedules, or decisions.

**What people usually try to ask AI**

People often ask for messages that defend their position or express frustration.

**Why this situation is challenging**

Past conflict and ongoing contact make tone especially important. Poor communication can escalate issues quickly.

**AISF-recommended way to ask**

Explain the topic, level of conflict, and desired outcome. Ask for help keeping communication clear and child-focused.

**Example prompt (adapt as needed)**

“I need to communicate with my co-parent about schedule changes. I want to keep it calm and focused on the children. Can you help me structure the message?”

---

**Scenario 28 — Communicating with teachers or schools****Situation**

You need to contact a teacher or school about a concern, request, or clarification.

**What people usually try to ask AI**

People often ask for an email without explaining tone, urgency, or relationship context.

**Why this situation is challenging**

School communication needs to be respectful and clear. Poor wording can lead to misunderstanding or defensiveness.

**AISF-recommended way to ask**

Explain the purpose of the message and the outcome you want. Ask for help organising points clearly.

**Example prompt (adapt as needed)**

“I need to email my child’s teacher about a learning concern. I want the message to be respectful and clear. Can you help me draft something appropriate?”

---

## Scenario 29 — Supporting an elderly parent with memory changes

### **Situation**

An elderly parent is showing signs of memory loss, and you are unsure how to support them day to day.

### **What people usually try to ask AI**

People often ask whether it is dementia without explaining behaviours or context.

### **Why this situation is challenging**

Memory changes can be emotional and frightening. Families may worry about overreacting or causing distress.

### **AISF-recommended way to ask**

Describe the behaviours you are noticing and your caregiving role. Ask for general guidance and supportive strategies.

### **Example prompt (adapt as needed)**

“My elderly parent is becoming forgetful and repeating questions. I want to support them respectfully. Can you explain what families usually do in situations like this?”

---

## Scenario 30 — Coordinating care schedules among family members

### **Situation**

Multiple family members share caregiving responsibilities, but schedules and expectations are unclear or uneven.

### **What people usually try to ask AI**

People often ask for a schedule without explaining availability or points of tension.

### **Why this situation is challenging**

Caregiving involves logistics, emotions, and fairness. Unclear roles can lead to resentment or burnout.

### **AISF-recommended way to ask**

Explain who is involved, what tasks need coverage, and where problems arise. Ask for help creating a clear, flexible structure.

### **Example prompt (adapt as needed)**

“Our family shares caregiving for an elderly relative, but responsibilities feel uneven. Can you help me think through a clearer way to organise tasks?”

---

## **Scenario 31 — Preparing for a difficult family conversation (boundaries, finances, living arrangements)**

### **Situation**

You need to have a serious conversation with family members about boundaries, finances, or living arrangements.

### **What people usually try to ask AI**

People often ask what to say without explaining relationships or emotions involved.

### **Why this situation is challenging**

Family history and emotions can quickly derail discussions. People fear conflict or long-term damage to relationships.

### **AISF-recommended way to ask**

Explain the topic, who is involved, and your hoped-for outcome. Ask for help structuring the conversation calmly.

### **Example prompt (adapt as needed)**

“I need to talk with my family about shared living arrangements and boundaries. Emotions are high, and I want to keep it respectful. Can you help me think through how to approach it?”

---

## **Scenario 32 — Coordinating shared custody logistics**

### **Situation**

Parents or caregivers need to coordinate schedules, handovers, and school events across households.

### **What people usually try to ask AI**

People often ask for schedules without context.

### **Why this situation is challenging**

Logistics intersect with emotions and fairness concerns.

### **AISF-recommended way to ask**

Explain who is involved and common friction points. Ask for help organising logistics clearly.

### **Example prompt (adapt as needed)**

“We’re coordinating shared custody schedules and school events. Can you help me think through a clear, practical way to organise this?”

---

### Scenario 33 — Talking to a child about a difficult event (age-appropriate)

**Situation**

A child needs to be told about a difficult or upsetting event, such as illness, loss, or major change.

**What people usually try to ask AI**

People often ask for exact wording without considering age or understanding.

**Why this situation is challenging**

Children process information differently depending on age and development. Too much detail can confuse or distress them.

**AISF-recommended way to ask**

Explain the child's age and the event. Ask for guidance on age-appropriate explanation.

**Example prompt (adapt as needed)**

"I need to explain a difficult event to my child in a way they can understand. Can you help me think through how to approach the conversation?"

---

### Scenario 34 — Creating a care plan checklist for an elderly relative after hospital discharge

**Situation**

An elderly relative has been discharged from hospital and needs organised follow-up care.

**What people usually try to ask AI**

People often ask what to do next without structure.

**Why this situation is challenging**

Multiple appointments, medications, and instructions can overwhelm families.

**AISF-recommended way to ask**

Explain care needs and responsibilities. Ask for help organising tasks into a checklist.

**Example prompt (adapt as needed)**

"My elderly relative was discharged from hospital and needs follow-up care. Can you help me create a simple checklist to organise appointments and tasks?"

---

### Scenario 35 — Managing medication schedules as a caregiver

**Situation**

You are responsible for managing medications for someone else.

**What people usually try to ask AI**

People often ask for reminders without organisation.

**Why this situation is challenging**

Missed or duplicated doses can have serious consequences.

**AISF-recommended way to ask**

Explain how many medications are involved and how complex the schedule is. Ask for organisational strategies.

**Example prompt (adapt as needed)**

“I’m managing several medications for someone I care for and worry about mistakes. Can you help me think through ways to organise schedules safely?”

---

**Scenario 36 — Communicating fairly with multiple siblings about care responsibilities****Situation**

Multiple siblings share caregiving responsibilities, but the workload feels uneven.

**What people usually try to ask AI**

People often ask who should do more.

**Why this situation is challenging**

Family dynamics and past patterns can complicate fairness discussions.

**AISF-recommended way to ask**

Explain the current roles and tensions. Ask for help structuring a fair conversation.

**Example prompt (adapt as needed)**

“My siblings and I share caregiving, but the load feels uneven. Can you help me think through how to raise this fairly?”

---

**Scenario 37 — Preparing questions for a school meeting about support needs****Situation**

You have a school meeting to discuss a child’s support needs.

**What people usually try to ask AI**

People often ask what to demand without preparation.

**Why this situation is challenging**

Meetings can feel intimidating and emotionally charged.

**AISF-recommended way to ask**

Explain the child's needs and meeting purpose. Ask for help organising questions.

**Example prompt (adapt as needed)**

“I have a school meeting about my child's support needs. Can you help me organise questions so I can advocate clearly?”

---

## Category 4 — Health, Well-being & Stress

### Scenario 38 — Interpreting basic lab results without medical training

#### Situation

You receive basic lab test results and want to understand, in general terms, what the numbers or medical terms usually relate to, either before or after speaking with a healthcare professional.

#### What people usually try to ask AI

People often paste the results and ask, “Is this bad?” or “What does this mean?” without explaining symptoms, reference ranges, or whether a professional has already commented.

#### Why this situation is challenging

Medical information can be confusing and anxiety-provoking. Numbers may appear alarming without context, and online explanations can be overly technical or contradictory, increasing worry rather than clarity.

#### AISF-recommended way to ask

Explain what type of test it is, what values are listed, and whether you have already received any explanation. Ask for plain-language information and questions to raise with a professional, not a diagnosis.

#### Example prompt (adapt as needed)

“I received blood test results with some values outside the reference range. I’m not looking for a diagnosis, but can you explain in plain language what these results usually relate to and what questions people often ask their doctor?”

---

### Scenario 39 — Deciding whether symptoms need urgent attention

#### Situation

You or someone you care for has symptoms, and you are unsure whether they require urgent medical attention or can be monitored for now.

#### What people usually try to ask AI

People often ask, “Is this serious?” without describing how long symptoms have been present, their severity, or any relevant health history.

#### Why this situation is challenging

People want reassurance but fear missing something important. Without medical training, it can be hard to judge warning signs, and both overreacting and underreacting feel risky.

#### AISF-recommended way to ask

Describe the symptoms, how long they have lasted, and any relevant background. Ask for general guidance on common warning signs and when people are usually advised to seek professional help.

**Example prompt (adapt as needed)**

“I’ve had chest discomfort on and off today and feel unsure what symptoms usually require urgent care. Can you explain general red flags and when people are advised to seek help?”

---

**Scenario 40 — Making sense of conflicting health advice online****Situation**

You encounter different or opposing health advice online and do not know which information to trust.

**What people usually try to ask AI**

People often ask which advice is correct without explaining the sources or what decision they are trying to make.

**Why this situation is challenging**

Health information varies widely in quality, and it can be difficult to judge credibility. Conflicting advice increases confusion and anxiety.

**AISF-recommended way to ask**

Explain what type of advice you are comparing and what decision you are trying to inform. Ask for help understanding how people evaluate sources and evidence.

**Example prompt (adapt as needed)**

“I’ve seen conflicting advice about diet changes for energy levels. Can you help me understand how people usually assess which health information is more reliable?”

---

**Scenario 41 — Understanding medication instructions and common side effects****Situation**

You have been prescribed medication and want to understand how to take it correctly and what side effects are commonly discussed.

**What people usually try to ask AI**

People often ask if the medication is safe without mentioning dosage instructions or guidance already provided.

**Why this situation is challenging**

Medication information can be technical, and fear of side effects may lead people to misuse or avoid treatment.

**AISF-recommended way to ask**

Explain what instructions you were given and what you are unsure about. Ask for plain-language explanations and reminders of when to consult a professional.

**Example prompt (adapt as needed)**

“I was prescribed a new medication and want to understand the instructions and common side effects in simple terms. Can you explain this generally and what concerns are usually worth discussing with a pharmacist or doctor?”

---

**Scenario 42 — Creating a beginner exercise routine safely****Situation**

You want to start exercising but are unsure how to begin safely and realistically.

**What people usually try to ask AI**

People often ask for a workout plan without explaining fitness level, injuries, or time constraints.

**Why this situation is challenging**

Overly ambitious plans can lead to injury or burnout. People may also feel intimidated or unsure where to start.

**AISF-recommended way to ask**

Describe your current activity level, any limitations, and what you want to improve. Ask for general guidance on safe starting points.

**Example prompt (adapt as needed)**

“I want to start exercising after a long break. I have limited time and mild knee discomfort. Can you help me think through a safe, realistic way to begin?”

---

**Scenario 43 — Improving sleep habits****Situation**

You are not sleeping well and want to understand how to improve sleep quality within real-life constraints.

**What people usually try to ask AI**

People often ask how to sleep better without explaining schedules, habits, or stress levels.

**Why this situation is challenging**

Sleep problems are influenced by routines, stress, environment, and health. Generic advice may not fit individual circumstances.

**AISF-recommended way to ask**

Explain your sleep pattern, daily schedule, and what you have already tried. Ask for help identifying realistic adjustments.

**Example prompt (adapt as needed)**

“I struggle to fall asleep and wake up tired. I work irregular hours and use screens at night. Can you help me understand practical changes that might improve my sleep?”

---

**Scenario 44 — Nutrition basics when confused by trends****Situation**

You feel overwhelmed by conflicting nutrition advice and are unsure what to follow.

**What people usually try to ask AI**

People often ask which diet is best.

**Why this situation is challenging**

Nutrition trends simplify complex science and often contradict one another, leading to confusion or guilt.

**AISF-recommended way to ask**

Explain your goals and constraints. Ask for general principles rather than strict rules or trends.

**Example prompt (adapt as needed)**

“I see conflicting nutrition advice everywhere. Can you explain basic nutrition principles in simple terms so I can make more balanced choices?”

---

**Scenario 45 — Managing stress and feeling overwhelmed (non-clinical coping ideas)****Situation**

You feel mentally or emotionally overwhelmed by everyday pressures and want practical ways to cope.

**What people usually try to ask AI**

People often ask how to stop feeling stressed without explaining causes or context.

**Why this situation is challenging**

Stress is personal and often linked to circumstances that cannot change quickly. Generic advice may feel unhelpful.

**AISF-recommended way to ask**

Describe what is contributing to the stress and what you hope to manage better. Ask for practical coping ideas rather than judgement.

**Example prompt (adapt as needed)**

“I’ve been feeling overwhelmed by work and family responsibilities. I’m not looking for therapy, just practical ways to manage stress day to day. Can you help?”

---

## Scenario 46 — Preparing questions for a healthcare appointment

### Situation

You have an upcoming healthcare appointment and want to make sure you ask the right questions.

### What people usually try to ask AI

People often ask what to ask the doctor without explaining the reason for the visit.

### Why this situation is challenging

Appointments can feel rushed, and people may forget concerns or struggle to prioritise questions.

### AISF-recommended way to ask

Explain the purpose of the appointment and main concerns. Ask for help organising questions clearly.

### Example prompt (adapt as needed)

“I have a doctor’s appointment about ongoing fatigue. I want to make the most of the visit. Can you help me organise questions I should consider asking?”

---

## Scenario 47 — Understanding a diagnosis term in plain language

### Situation

You have been given a diagnosis or medical term that you do not fully understand.

### What people usually try to ask AI

People often ask what the condition is without clarifying what level of detail they want.

### Why this situation is challenging

Medical terms can sound alarming, and overly detailed explanations may increase anxiety.

### AISF-recommended way to ask

State the term and what confuses you. Ask for a plain-language explanation and common next questions.

### Example prompt (adapt as needed)

“I was told I have a condition I don’t fully understand. Can you explain what it usually means in simple terms and what people often discuss with their doctor next?”

## Category 5 — Communication & Writing

### Scenario 48 — Drafting a sensitive email to a landlord or property manager

#### Situation

You need to contact a landlord or property manager about an issue such as repairs, rent concerns, or living conditions. The issue affects your living situation, but you may feel unsure how to raise it without causing tension or negative consequences.

#### What people usually try to ask AI

People often ask, “Write an email to my landlord,” without explaining the issue, the urgency, the tone they want, or what outcome they are hoping for.

#### Why this situation is challenging

There can be a perceived power imbalance between tenants and property managers. People may worry about being ignored, judged, or treated unfairly. Poorly worded messages can escalate conflict or delay resolution.

#### AISF-recommended way to ask

Explain the specific issue, the outcome you want, and the tone you want to maintain. Ask for help structuring a clear, respectful message rather than an emotional one.

#### Example prompt (adapt as needed)

“I need to email my property manager about an unresolved maintenance issue. I want to explain the problem clearly and ask for an update without sounding angry or confrontational. Can you help me structure a respectful message?”

---

### Scenario 49 — Asking for an extension from a teacher or professor

#### Situation

You need more time to complete an assignment due to illness, workload pressure, or personal circumstances.

#### What people usually try to ask AI

People often ask, “Write an extension request,” without explaining the situation, the academic context, or what information is appropriate to share.

#### Why this situation is challenging

Students may feel embarrassed or fear being judged. Over-explaining can feel uncomfortable, while providing too little context may seem careless or dishonest.

#### AISF-recommended way to ask

Briefly explain the reason and what you are requesting. Ask for help writing a concise, respectful message that fits an academic setting.

**Example prompt (adapt as needed)**

“I need to request a short extension for an assignment due to illness. I want to be honest and respectful without oversharing. Can you help me draft a concise request?”

---

**Scenario 50 — Writing a complaint to customer service****Situation**

You are unhappy with a product or service and want to raise a complaint in a way that leads to a resolution.

**What people usually try to ask AI**

People often ask, “Write an angry complaint,” without considering tone, clarity, or what outcome they want.

**Why this situation is challenging**

Strong emotions can lead to messages that sound aggressive or unclear, which may reduce the chance of a helpful response.

**AISF-recommended way to ask**

Explain what happened, what went wrong, and what resolution you are seeking. Ask for help writing a firm but calm message.

**Example prompt (adapt as needed)**

“I had an issue with a service and want to request a refund. I’m frustrated but want to keep the message professional and clear. Can you help me draft this complaint?”

---

**Scenario 51 — Apologising professionally after a mistake at work****Situation**

You made a mistake at work and need to apologise while maintaining professionalism and credibility.

**What people usually try to ask AI**

People often ask, “Write an apology,” without explaining the mistake, its impact, or who the message is for.

**Why this situation is challenging**

Apologies require balance. Too little responsibility can sound evasive, while too much can undermine confidence or trust.

**AISF-recommended way to ask**

Explain what went wrong, who was affected, and what you will do next. Ask for help expressing accountability and forward-looking action.

**Example prompt (adapt as needed)**

“I made a mistake at work that affected a deadline. I want to apologise clearly, take responsibility, and explain how I’ll prevent it happening again. Can you help me phrase this?”

---

**Scenario 52 — Clarifying expectations after vague or confusing feedback****Situation**

You receive feedback such as “be more proactive” or “improve quality” but don’t know what actions are expected.

**What people usually try to ask AI**

People often ask, “What does this feedback mean?” without explaining the role, context, or who gave the feedback.

**Why this situation is challenging**

Vague feedback can feel personal or discouraging. Without clarification, people may guess incorrectly and focus on the wrong changes.

**AISF-recommended way to ask**

Explain the setting, the feedback given, and your responsibilities. Ask for help interpreting possible meanings and preparing clarifying questions.

**Example prompt (adapt as needed)**

“I received feedback saying I should be ‘more proactive’ in my role, but I’m not sure what that means in practice. Can you help me interpret this and suggest questions I could ask?”

---

**Scenario 53 — Rewriting a message to avoid sounding rude****Situation**

You’ve written a message that may sound abrupt or harsh, and you want to soften the tone without changing your position.

**What people usually try to ask AI**

People often say, “Make this nicer,” without explaining the relationship or desired tone.

**Why this situation is challenging**

Written messages lack tone and context. Small wording choices can significantly affect how intent is perceived.

**AISF-recommended way to ask**

Explain who the message is for and what tone you want. Ask for help adjusting wording while keeping the original message intact.

**Example prompt (adapt as needed)**

“I wrote this message quickly and worry it sounds rude. It’s for a colleague I work with regularly. Can you help me rephrase it to sound clearer and more respectful?”

---

**Scenario 54 — Writing a short summary for someone senior (manager/executive)****Situation**

You need to summarise information for a manager or decision-maker who doesn’t have time for detail.

**What people usually try to ask AI**

People often ask, “Summarise this,” without explaining what the reader needs to know or decide.

**Why this situation is challenging**

Removing too much detail can lose context, while including too much defeats the purpose of a summary.

**AISF-recommended way to ask**

Explain who the summary is for and what it supports. Ask for a clear, high-level summary focused on relevance.

**Example prompt (adapt as needed)**

“I need to summarise this report for a senior manager who only needs the key points and risks. Can you help me condense it appropriately?”

---

**Scenario 55 — Turning bullet points into a coherent note or update****Situation**

You have bullet points that need to become a clear, readable message.

**What people usually try to ask AI**

People often ask to “rewrite this” without explaining the audience or purpose.

**Why this situation is challenging**

Structure and emphasis matter more than wording alone. Poor flow can confuse readers.

**AISF-recommended way to ask**

Explain who the message is for and what they need to understand or do.

**Example prompt (adapt as needed)**

“These bullet points need to become a short update for my team. Can you help turn them into a clear, logical message?”

---

## Scenario 56 — Checking tone differences: formal vs friendly vs neutral

### Situation

You're unsure what tone is appropriate for a particular message.

### What people usually try to ask AI

People often ask which tone is “correct” without explaining the relationship or context.

### Why this situation is challenging

Tone depends on expectations, hierarchy, and cultural norms. There is rarely a single correct choice.

### AISF-recommended way to ask

Explain who the message is for and your relationship with them. Ask to see how different tones would sound.

### Example prompt (adapt as needed)

“I’m writing to a colleague and unsure whether to be formal or friendly. Can you show how the same message might sound in different tones?”

---

## Scenario 57 — Editing for clarity when English is not your first language

### Situation

You’ve written something in English and want it to sound clear and natural.

### What people usually try to ask AI

People often ask, “Fix my English,” without explaining context or audience.

### Why this situation is challenging

Direct translations may sound unnatural, and tone can unintentionally feel blunt or overly formal.

### AISF-recommended way to ask

Explain who will read the text and the tone you want. Ask for clarity and natural phrasing, not perfection.

### Example prompt (adapt as needed)

“English isn’t my first language, and I wrote this email for work. Can you help make it clearer and more natural while keeping the same meaning?”

---

## Scenario 58 — Translating a message while preserving politeness or formality

### Situation

You need to translate a message into another language while maintaining an appropriate level of politeness or formality for the recipient.

### What people usually try to ask AI

People often ask for a direct translation without explaining the relationship, context, or expected tone.

### Why this situation is challenging

Different languages express politeness and formality in different ways. A literal translation can sound rude, overly formal, or inappropriate for the situation.

### AISF-recommended way to ask

Explain who the message is for, the relationship, and the tone you want to preserve. Ask for a translation that maintains intent rather than word-for-word accuracy.

### Example prompt (adapt as needed)

“I need to translate this message for a professional contact. The tone should be polite and respectful, not overly formal. Can you help translate it while preserving the intended tone?”

---

## Scenario 59 — Writing a difficult personal message

### Situation

You need to send a sensitive personal message to someone you have an emotional or close relationship with.

### What people usually try to ask AI

People often ask for exact wording without explaining the relationship or emotional context.

### Why this situation is challenging

Personal history and emotions strongly affect how messages are received. Poor wording can unintentionally hurt or escalate tension.

### AISF-recommended way to ask

Explain the relationship, the situation, and what outcome you hope for. Ask for help structuring the message so it is honest and respectful.

### Example prompt (adapt as needed)

“I need to send a difficult message to someone close to me. I want to be honest but kind. Can you help me think through wording that respects the relationship?”

---

## Scenario 60 — Asking for clarity when instructions conflict

### Situation

You receive instructions that conflict with each other and are unsure how to proceed.

### What people usually try to ask AI

People often ask which instruction they should follow.

### Why this situation is challenging

Following the wrong instruction can lead to mistakes, delays, or conflict with others.

### AISF-recommended way to ask

Explain the conflicting instructions, who they came from, and the context. Ask for help planning a clarification conversation rather than choosing on your own.

### Example prompt (adapt as needed)

“I’ve received conflicting instructions from two people. Can you help me think through how to ask for clarification without causing friction?”

---

## Scenario 61 — Consolidating feedback from multiple stakeholders

### Situation

You receive feedback from several people that overlaps, conflicts, or points in different directions.

### What people usually try to ask AI

People often ask for a simple summary without explaining what the feedback will be used for.

### Why this situation is challenging

Different stakeholders may prioritise different outcomes. Without structure, important themes or tensions can be missed.

### AISF-recommended way to ask

Explain the goal the feedback supports and who provided it. Ask for help grouping feedback into clear themes and noting differences.

### Example prompt (adapt as needed)

“I’ve received feedback from multiple stakeholders with overlapping and conflicting points. Can you help me consolidate this into clear themes?”

---

## Scenario 62 — Writing an incident or update note after a problem

### Situation

Something went wrong, and you need to document what happened for others.

**What people usually try to ask AI**

People often ask how to explain the issue defensively or avoid blame.

**Why this situation is challenging**

Incident notes need to be factual, neutral, and clear, especially when accountability matters.

**AISF-recommended way to ask**

Explain what happened and who will read the note. Ask for help structuring a neutral, factual explanation.

**Example prompt (adapt as needed)**

“There was an issue on a project and I need to write a factual update. Can you help me structure this clearly and neutrally?”

---

**Scenario 63 — Writing a refund or chargeback explanation****Situation**

You need to explain why you are requesting a refund or chargeback.

**What people usually try to ask AI**

People often ask for aggressive or emotionally charged wording.

**Why this situation is challenging**

Tone can influence whether the request is taken seriously or resolved smoothly.

**AISF-recommended way to ask**

Explain what happened and the outcome you want. Ask for help writing a clear, calm explanation.

**Example prompt (adapt as needed)**

“I’m requesting a refund and want to explain the issue clearly and calmly. Can you help me draft that explanation?”

---

## Category 6 — Learning & Study Support

### Scenario 64 — Explaining a confusing concept in a different way

#### Situation

You are trying to understand a concept, but the explanations you have encountered do not make sense to you, even after repeated reading or watching lessons.

#### What people usually try to ask AI

People often ask, “Explain this,” without saying which part is confusing or what they already understand.

#### Why this situation is challenging

People learn in different ways. An explanation that works for one person may not work for another, especially if examples or language do not match how the learner thinks.

#### AISF-recommended way to ask

Explain what you already understand and where the explanation breaks down for you. Ask for the concept to be explained in a different way, such as with an analogy or practical example.

#### Example prompt (adapt as needed)

“I’ve read explanations of this concept, but I still don’t understand how it works in practice. I understand the basics, but I get stuck when it’s applied. Can you explain it in a different way?”

---

### Scenario 65 — Identifying where you got stuck in a worked solution

#### Situation

You are reviewing a worked solution, but one step does not make sense and you cannot follow how the answer progresses.

#### What people usually try to ask AI

People often ask for the final answer instead of addressing the point of confusion.

#### Why this situation is challenging

If you don’t know where your understanding breaks down, it becomes difficult to learn or apply the method correctly in the future.

#### AISF-recommended way to ask

Identify the exact step that is unclear and explain what you understand up to that point. Ask for clarification of the transition rather than the result.

#### Example prompt (adapt as needed)

“I’m following this worked solution, but I don’t understand how it moves from step 3 to step 4. Can you explain what’s happening in that step?”

---

## Scenario 66 — Understanding what an assignment question is actually asking

### **Situation**

You are unsure how to interpret an assignment or exam question and are not confident about what is being requested.

### **What people usually try to ask AI**

People often paste the question and ask for a direct answer.

### **Why this situation is challenging**

Misunderstanding the question can lead to poor results, even when your subject knowledge is strong.

### **AISF-recommended way to ask**

Explain the question and what part of it is unclear. Ask for help breaking down the task and identifying what is expected, not for the answer itself.

### **Example prompt (adapt as needed)**

“I’m not sure what this assignment question is really asking me to do. Can you help me break it down and understand what the task involves?”

---

## Scenario 67 — Turning a broad topic into a manageable essay plan

### **Situation**

You have been given a broad topic but feel overwhelmed and don’t know how to start structuring an essay.

### **What people usually try to ask AI**

People often ask for a complete essay instead of help with planning.

### **Why this situation is challenging**

Starting without a clear structure can result in unfocused writing and wasted effort.

### **AISF-recommended way to ask**

Explain the topic, length, and any requirements. Ask for help outlining key ideas and a logical structure before writing.

### **Example prompt (adapt as needed)**

“I need to write an essay on this topic, but it feels too broad. Can you help me create a clear outline so I know what to focus on?”

---

## Scenario 68 — Creating practice questions for revision

### Situation

You want to test your understanding of a topic before an exam or assessment.

### What people usually try to ask AI

People often ask for answers or summaries instead of practice questions.

### Why this situation is challenging

Effective practice questions need to match the subject, level, and type of assessment.

### AISF-recommended way to ask

Explain the subject, difficulty level, and exam format. Ask for practice questions that gradually increase in difficulty.

### Example prompt (adapt as needed)

“I’m revising this topic for an exam and want practice questions to test my understanding. Can you create some questions at the right level?”

---

## Scenario 69 — Creating a study schedule around work or family demands

### Situation

You need to study while balancing work, caregiving, or other responsibilities that limit your time and energy.

### What people usually try to ask AI

People often ask for a generic study timetable without explaining constraints.

### Why this situation is challenging

Generic schedules ignore fatigue, unpredictable commitments, and realistic limits, making them hard to follow.

### AISF-recommended way to ask

Explain your availability, energy levels, and constraints. Ask for a realistic and flexible plan.

### Example prompt (adapt as needed)

“I’m studying part-time while working and caring for family. My available study time varies, and I get tired in the evenings. Can you help me plan a realistic study schedule?”

---

## Scenario 70 — Summarising several readings for exam revision

### Situation

You have multiple readings to revise and need to focus on what matters most for an exam.

**What people usually try to ask AI**

People often ask for full summaries without specifying focus.

**Why this situation is challenging**

Effective revision requires prioritising key themes and differences, not absorbing every detail.

**AISF-recommended way to ask**

Explain what the exam emphasises. Ask for help identifying main themes, contrasts, and key ideas.

**Example prompt (adapt as needed)**

“I have several readings for an exam. Can you help summarise the key themes and differences I should focus on for revision?”

---

**Scenario 71 — Improving an essay’s structure or argument****Situation**

You have written a draft essay, but the argument feels unclear or weak.

**What people usually try to ask AI**

People often ask the AI to rewrite the entire essay.

**Why this situation is challenging**

Rewriting can hide deeper problems with logic or structure rather than fixing them.

**AISF-recommended way to ask**

Explain what feels unclear and ask for feedback on structure, flow, or reasoning.

**Example prompt (adapt as needed)**

“I’ve written an essay draft, but the argument doesn’t feel strong. Can you help me identify where the structure or logic could be improved?”

---

**Scenario 72 — Studying in a non-native language****Situation**

You are studying in a language that is not your first and struggle to understand meaning in context.

**What people usually try to ask AI**

People often ask for direct translation only.

**Why this situation is challenging**

Meaning depends on context, tone, and subject-specific usage, not just word-for-word translation.

**AISF-recommended way to ask**

Explain the subject and what is unclear. Ask for explanation in simpler language or with examples.

**Example prompt (adapt as needed)**

“I’m studying in a language that isn’t my first and struggle with meaning in context. Can you help explain this passage more clearly?”

---

**Scenario 73 — Preparing for an interview or exam with unclear scope****Situation**

You are preparing for an interview or exam but are unsure which topics matter most.

**What people usually try to ask AI**

People often ask for predictions of exact questions.

**Why this situation is challenging**

Uncertainty increases stress and can lead to inefficient preparation.

**AISF-recommended way to ask**

Explain the role, exam, or materials provided. Ask for help identifying likely focus areas.

**Example prompt (adapt as needed)**

“I have an interview coming up and don’t know which areas to focus on. Can you help me prioritise preparation based on the role description?”

---

## Category 7 — Work & Professional Execution

### Scenario 74 — Summarising a meeting transcript into action items

#### Situation

You attended a meeting and now need to turn notes or a transcript into clear, actionable next steps.

#### What people usually try to ask AI

People often ask for a general summary without explaining what actions, decisions, or responsibilities they need to extract.

#### Why this situation is challenging

Meetings often mix discussion, ideas, and decisions. Without separating these, important actions can be missed or misunderstood.

#### AISF-recommended way to ask

Explain the purpose of the meeting and what you need to produce. Ask for help identifying action items, owners, and deadlines.

#### Example prompt (adapt as needed)

“These notes are from a team meeting. I need a clear list of action items and who is responsible for each. Can you help extract that?”

---

### Scenario 75 — Drafting a short project update for stakeholders

#### Situation

You need to provide stakeholders with a concise update on project progress.

#### What people usually try to ask AI

People often ask for a summary without explaining what decisions or awareness the update supports.

#### Why this situation is challenging

Stakeholders usually care about impact, risks, and next steps rather than detailed activity.

#### AISF-recommended way to ask

Explain who the audience is and what they need to know. Ask for a focused update covering progress, risks, and next actions.

#### Example prompt (adapt as needed)

“I need a short project update for stakeholders that highlights progress, key risks, and next steps. Can you help structure this?”

---

## Scenario 76 — Preparing a report or proposal under time pressure

### Situation

You must produce a report or proposal quickly, often alongside other responsibilities.

### What people usually try to ask AI

People often ask for a full draft immediately.

### Why this situation is challenging

Rushing straight to writing can result in poor structure and missed requirements.

### AISF-recommended way to ask

Explain the requirements, audience, and deadline. Ask for help outlining key sections before drafting.

### Example prompt (adapt as needed)

“I need to prepare a short proposal quickly. Can you help me outline the main sections so I can focus my time effectively?”

---

## Scenario 77 — Rewriting a document to be clearer and more structured

### Situation

A document feels disorganised or unclear, making it hard for others to follow.

### What people usually try to ask AI

People often ask for rewriting without explaining the document’s purpose or audience.

### Why this situation is challenging

Clarity depends on structure and intent, not just wording.

### AISF-recommended way to ask

Explain who the document is for and what it needs to achieve. Ask for help improving structure and flow.

### Example prompt (adapt as needed)

“This document feels unclear and hard to follow. Can you help restructure it so the main points are clearer for the intended audience?”

---

## Scenario 78 — Prioritising tasks with competing deadlines

### Situation

You have multiple tasks due around the same time and are unsure where to focus first.

### What people usually try to ask AI

People often ask, “What should I do first?” without providing context.

**Why this situation is challenging**

Priorities depend on impact, dependencies, and consequences, not just deadlines.

**AISF-recommended way to ask**

List tasks, deadlines, and constraints. Ask for help weighing priorities based on impact and risk.

**Example prompt (adapt as needed)**

“I have several tasks due this week with different deadlines and impacts. Can you help me think through how to prioritise them?”

---

**Scenario 79 — Handling conflict with a colleague****Situation**

You are experiencing tension or disagreement with a colleague and want to address it constructively.

**What people usually try to ask AI**

People often ask for advice without explaining the relationship or workplace context.

**Why this situation is challenging**

Workplace conflicts can affect trust, collaboration, and performance if handled poorly.

**AISF-recommended way to ask**

Explain the issue, relationship, and desired outcome. Ask for help planning a respectful conversation.

**Example prompt (adapt as needed)**

“I’m having a disagreement with a colleague about responsibilities. I want to resolve it professionally. Can you help me think through how to approach the conversation?”

---

**Scenario 80 — Breaking a large project into steps****Situation**

You are responsible for a large project and feel overwhelmed about where to begin.

**What people usually try to ask AI**

People often ask for a full plan without explaining constraints or resources.

**Why this situation is challenging**

Large projects can feel unmanageable without clear structure and sequencing.

**AISF-recommended way to ask**

Explain the goal, timeline, and available resources. Ask for help breaking the project into manageable steps.

**Example prompt (adapt as needed)**

“I have a large project with a few months to complete and limited resources. Can you help me break it into manageable steps?”

---

**Scenario 81 — Preparing for a meeting outside your expertise****Situation**

You need to attend a meeting on a topic you are not familiar with.

**What people usually try to ask AI**

People often ask for detailed explanations without time to absorb them.

**Why this situation is challenging**

Lack of background knowledge can reduce confidence and participation.

**AISF-recommended way to ask**

Explain the meeting’s purpose and your role. Ask for a high-level overview to follow the discussion.

**Example prompt (adapt as needed)**

“I’m attending a meeting on a topic outside my expertise. I need a basic understanding to follow the discussion. Can you give me a simple overview?”

---

**Scenario 82 — Planning how to deliver performance feedback respectfully****Situation**

You need to give feedback that may be difficult for someone to hear.

**What people usually try to ask AI**

People often ask for blunt or overly direct wording.

**Why this situation is challenging**

Feedback can affect morale, trust, and working relationships.

**AISF-recommended way to ask**

Explain the relationship and goal. Ask for help structuring feedback that is honest and respectful.

**Example prompt (adapt as needed)**

“I need to give performance feedback that’s honest but respectful. Can you help me think through how to structure the conversation?”

---

## Scenario 83 — Writing a message about delays or scope changes

### Situation

You need to inform others about delays or changes to previously agreed plans.

### What people usually try to ask AI

People often ask to “explain the delay” without guidance on tone or audience.

### Why this situation is challenging

Delays can frustrate others and damage trust if communicated poorly.

### AISF-recommended way to ask

Explain the situation and who needs to be informed. Ask for help communicating clearly and transparently.

### Example prompt (adapt as needed)

“I need to inform a client about a project delay. I want to be transparent without sounding defensive. Can you help me draft this message?”

---

## Scenario 84 — Interpreting a drop in performance or results

### Situation

You notice a decline in performance metrics or outcomes and want to understand possible reasons.

### What people usually try to ask AI

People often ask, “Why did this drop?” without context or supporting information.

### Why this situation is challenging

Performance changes can result from multiple factors, and oversimplification can be misleading.

### AISF-recommended way to ask

Explain what changed, what data you have, and relevant context. Ask for help identifying possible contributing factors.

### Example prompt (adapt as needed)

“Our results dropped compared to last quarter. Can you help me think through possible contributing factors based on this context?”

---

## Scenario 85 — Organising scattered work files or notes into a usable outline

### Situation

Your work files or notes are spread across folders, documents, or tools, making it hard to find or use information efficiently.

### What people usually try to ask AI

People often ask the AI to “organise everything” without explaining how the information will be used.

### Why this situation is challenging

Organisation depends on purpose. A structure that works for storage may not work for ongoing work or decision-making.

### AISF-recommended way to ask

Explain what the materials are for and how you plan to use them. Ask for help creating a practical, usable structure.

### Example prompt (adapt as needed)

“I have notes and documents spread across folders, and I need a clearer way to organise them for ongoing work. Can you help me design a simple, usable structure?”

---

## Scenario 86 — Clarifying what success looks like in a new role

### Situation

You have started a new role and are unsure what success looks like in the first few months.

### What people usually try to ask AI

People often ask how to “impress quickly” without understanding expectations.

### Why this situation is challenging

Expectations vary by organisation, manager, and role. Early misunderstandings can set long-term patterns.

### AISF-recommended way to ask

Explain the role, environment, and uncertainties. Ask for help identifying typical focus areas and early priorities.

### Example prompt (adapt as needed)

“I’ve started a new role and want to understand what success usually looks like in the first few months. Can you help me think through typical expectations?”

---

## Scenario 87 — Writing a clear handover when leaving a role or project

### Situation

You need to transfer responsibilities, information, and context to someone else when leaving a role or project.

### What people usually try to ask AI

People often ask for a generic template.

### Why this situation is challenging

Important context is easy to overlook, especially things that feel obvious to you but are not documented.

### AISF-recommended way to ask

Explain the role, timeline, and who will take over. Ask for help structuring key information and priorities.

### Example prompt (adapt as needed)

“I’m leaving a role and need to hand over responsibilities clearly. Can you help me structure what information will be most useful for the person taking over?”

---

## Scenario 88 — Preparing for a difficult conversation about workload capacity

### Situation

Your workload has become unsustainable, and you need to discuss limits with a manager.

### What people usually try to ask AI

People often ask how to refuse work or say no directly.

### Why this situation is challenging

There may be fear of judgement, negative consequences, or appearing incapable.

### AISF-recommended way to ask

Explain your current workload, constraints, and goals. Ask for help framing a constructive discussion about priorities and capacity.

### Example prompt (adapt as needed)

“My workload has become unsustainable, and I need to discuss this with my manager. Can you help me think through how to raise this constructively?”

---

## Scenario 89 — Clarifying contradictory instructions

### Situation

You receive instructions that conflict with each other from different people.

**What people usually try to ask AI**

People often ask which instruction to follow.

**Why this situation is challenging**

Choosing incorrectly can create risk, delay, or conflict with stakeholders.

**AISF-recommended way to ask**

Explain the conflicting instructions, context, and stakeholders involved. Ask for help planning a clarification approach.

**Example prompt (adapt as needed)**

“I’ve received contradictory instructions from different stakeholders. Can you help me think through how to clarify priorities diplomatically?”

---

**Scenario 90 — Consolidating scattered stakeholder feedback****Situation**

You receive feedback from multiple stakeholders in different formats and need to make sense of it as a whole.

**What people usually try to ask AI**

People often ask for a summary without explaining what decision or outcome the feedback supports.

**Why this situation is challenging**

Feedback may overlap, conflict, or reflect different priorities. Important signals can be missed without structure.

**AISF-recommended way to ask**

Explain the purpose of the feedback and what outcome you need. Ask for help grouping themes and highlighting tensions.

**Example prompt (adapt as needed)**

“I’ve received feedback from several stakeholders with overlapping and conflicting points. Can you help me group it into clear themes and note where priorities differ?”

---

**Scenario 91 — Creating a simple operating checklist for a recurring task****Situation**

A task happens regularly, but steps are sometimes missed or done inconsistently.

**What people usually try to ask AI**

People often ask for productivity tips instead of addressing the task itself.

**Why this situation is challenging**

Time pressure and memory gaps can cause small but repeated errors.

**AISF-recommended way to ask**

Describe the task, its steps, and common mistakes. Ask for help turning it into a clear, practical checklist.

**Example prompt (adapt as needed)**

“This task happens weekly and steps are sometimes missed. Can you help me turn the process into a simple checklist to reduce errors?”

---

**Scenario 92 — Handling a workplace misunderstanding caused by tone over text****Situation**

A written message was misinterpreted due to tone, leading to tension at work.

**What people usually try to ask AI**

People often ask how to defend themselves or justify what they meant.

**Why this situation is challenging**

Written communication lacks tone and context, and misunderstandings can escalate quickly.

**AISF-recommended way to ask**

Explain what was written, how it was received, and the relationship involved. Ask for help repairing the situation calmly.

**Example prompt (adapt as needed)**

“A message I sent at work was taken the wrong way because of tone. Can you help me think through how to clarify and resolve this professionally?”

---

**Scenario 93 — Writing an incident or update note after something went wrong****Situation**

An issue occurred, and you need to document what happened for others.

**What people usually try to ask AI**

People often ask for wording that avoids blame.

**Why this situation is challenging**

Incident notes need to be factual, neutral, and clear, especially when accountability matters.

**AISF-recommended way to ask**

Explain the incident and the audience. Ask for help structuring a neutral, factual update.

**Example prompt (adapt as needed)**

“An issue occurred during a project, and I need to write a factual update. Can you help me structure this clearly and neutrally?”

---

**Scenario 94 — Navigating onboarding in a new job****Situation**

You have started a new job and want to understand expectations, priorities, and how to get oriented effectively.

**What people usually try to ask AI**

People often ask how to “succeed quickly” without understanding context.

**Why this situation is challenging**

Early misunderstandings can affect performance and relationships over time.

**AISF-recommended way to ask**

Explain the role, environment, and uncertainties. Ask for guidance on typical onboarding priorities.

**Example prompt (adapt as needed)**

“I’ve just started a new role and want to understand what success usually looks like in the first few months. Can you help me think through priorities?”

---

## Category 8 — Career & Skills

### Scenario 95 — Mapping transferable skills for a career change

#### Situation

You are considering a career change and want to understand how the skills you already have might apply to a different type of role or industry. You may feel uncertain about whether your experience “counts” outside your current field.

#### What people usually try to ask AI

People often ask questions like, “What jobs can I do?” or “What should I change to?” without explaining their work history, responsibilities, or what kind of change they are considering.

#### Why this situation is challenging

Skills are often described differently across industries, even when the underlying work is similar. Many people focus only on job titles rather than on what they actually do day to day. This can make it hard to see how existing abilities, such as problem-solving or coordination, might transfer to new roles.

#### AISF-recommended way to ask

Explain your current or past roles, the types of tasks you handle, and the direction you are considering. Ask for help identifying transferable skills and how they are commonly described in other fields.

#### Example prompt (adapt as needed)

“I’m considering a career change and want to understand how my current skills might transfer. I’ve worked in [role/industry] and my main responsibilities include [brief description]. Can you help me identify transferable skills and where they might be relevant?”

---

### Scenario 96 — Understanding whether you meet the requirements of a job

#### Situation

You are interested in a role but feel unsure whether you meet the listed requirements. You may worry about applying if you do not match every point exactly.

#### What people usually try to ask AI

People often ask, “Am I qualified for this job?” without sharing their background or the specific job description.

#### Why this situation is challenging

Job descriptions are often written as ideal profiles rather than strict checklists. Employers may list more requirements than they realistically expect to find in one person. This can make candidates underestimate their suitability or misjudge which gaps truly matter.

#### AISF-recommended way to ask

Share the job description and explain your background and experience. Ask for help

interpreting which requirements are essential, which are flexible, and how closely people usually need to match them.

**Example prompt (adapt as needed)**

“I’m considering applying for this role but don’t meet every listed requirement. Here’s my background and the job description. Can you help me interpret which requirements are most important and how closely candidates usually need to match them?”

---

**Scenario 97 — Drafting or improving a resume or CV****Situation**

You want your resume or CV to clearly reflect your experience and be easy for employers to understand, without exaggerating or misrepresenting your background.

**What people usually try to ask AI**

People often ask AI to “rewrite my resume” without explaining the role they are targeting or what experience they want to emphasise.

**Why this situation is challenging**

Over-polished resumes can sound generic or misleading, while under-explained ones may fail to show the value of someone’s work. Many people struggle to balance clarity, honesty, and relevance for a specific role.

**AISF-recommended way to ask**

Explain the type of role you are applying for, your key responsibilities, and what you want the resume to communicate. Ask for help improving clarity and structure rather than changing the substance of your experience.

**Example prompt (adapt as needed)**

“I want to improve my resume so it clearly reflects my experience for this type of role. Here is my current resume and the kind of position I’m applying for. Can you help refine the wording for clarity without exaggerating my experience?”

---

**Scenario 98 — Drafting a cover letter tailored to a role****Situation**

You need to write a cover letter that explains why you are applying for a specific role and how your experience relates to what the organisation is looking for.

**What people usually try to ask AI**

People often ask, “Write me a cover letter,” without explaining the organisation, the role, or what they want to highlight.

**Why this situation is challenging**

Generic cover letters are easy to recognise and often fail to show genuine interest or

relevance. Many people find it difficult to clearly connect their experience to the role without repeating their resume or sounding overly promotional.

**AISF-recommended way to ask**

Explain the role, the organisation, and which aspects of your background are most relevant. Ask for help structuring a clear, honest letter rather than generating a generic template.

**Example prompt (adapt as needed)**

“I’m applying for this role and want a cover letter that clearly links my experience to the job requirements. Here’s the role description and my background. Can you help me structure and phrase the letter in a professional, natural way?”

---

**Scenario 99 — Preparing for a job interview****Situation**

You have an upcoming job interview and want to prepare in a way that helps you explain your experience clearly and confidently. You want to feel ready without memorising scripted answers that may sound unnatural.

**What people usually try to ask AI**

People often ask, “What questions will they ask?” without explaining the role, organisation, or interview format.

**Why this situation is challenging**

Interviews differ widely depending on the role, industry, and interviewer. Over-preparing rigid answers can make responses feel rehearsed, while under-preparing can make it hard to clearly explain relevant experience. Many people also struggle to judge how much detail to give.

**AISF-recommended way to ask**

Explain the role, organisation, and interview type. Ask for help identifying likely themes and practising how to talk about your experience clearly and naturally.

**Example prompt (adapt as needed)**

“I have an interview for this role at [type of organisation]. The interview will be [panel/one-on-one/technical]. Can you help me think through likely topics and how to explain my experience clearly without memorising scripts?”

---

**Scenario 100 — Negotiating salary or work conditions****Situation**

You want to discuss pay, benefits, or flexibility for a role, either during an offer stage or while already employed, and feel unsure how to approach the conversation.

**What people usually try to ask AI**

People often ask, “What salary should I ask for?” without explaining the role, market context, or what matters most to them.

**Why this situation is challenging**

Money and conditions are sensitive topics influenced by market norms, organisational policies, and personal circumstances. Many people worry about asking for too much, appearing ungrateful, or damaging relationships.

**AISF-recommended way to ask**

Explain the role, your experience, and which conditions matter most to you. Ask for help structuring a professional conversation and identifying questions to raise rather than focusing only on a number.

**Example prompt (adapt as needed)**

“I’ve received an offer for this role and want to discuss salary and flexibility. Based on my experience and priorities, can you help me think through how to approach the conversation professionally?”

---

**Scenario 101 — Asking for a raise or promotion****Situation**

You want to request a raise or promotion based on your contributions and growth in your role.

**What people usually try to ask AI**

People often ask, “How do I ask for a raise?” without explaining their role, contributions, or timing.

**Why this situation is challenging**

People may fear rejection or damaging working relationships. It can be difficult to present achievements clearly and objectively, especially when expectations and promotion criteria are not explicit.

**AISF-recommended way to ask**

Explain your role, key contributions, evidence of impact, and timing. Ask for help structuring a clear, evidence-based conversation rather than emotional or confrontational wording.

**Example prompt (adapt as needed)**

“I want to ask for a raise based on my contributions over the past year. Here’s my role, key achievements, and timing. Can you help me organise my points and plan the conversation?”

---

## Scenario 102 — Requesting flexibility or accommodations at work

### Situation

You need to request flexible hours, remote work, or workplace accommodations due to personal, health, or caregiving needs.

### What people usually try to ask AI

People often ask for a message to send without explaining their role, constraints, or concerns.

### Why this situation is challenging

Many people worry about being perceived as less committed or creating tension with managers. Balancing personal needs with work expectations requires clear and respectful communication.

### AISF-recommended way to ask

Explain your role, responsibilities, and specific needs. Ask for help phrasing a request that is clear, respectful, and focused on practical arrangements.

### Example prompt (adapt as needed)

“I need to request flexible hours due to caregiving responsibilities. Here’s my role and current workload. Can you help me phrase a clear, professional request that focuses on workable arrangements?”

---

## Scenario 103 — Choosing what to learn next as your role changes

### Situation

Your role or industry is changing, and you are unsure which skills to focus on learning next.

### What people usually try to ask AI

People often ask, “What should I learn?” without explaining their role, goals, or constraints.

### Why this situation is challenging

Time and energy are limited, and not all skills are equally relevant. Learning something that does not align with future needs can feel frustrating or wasteful.

### AISF-recommended way to ask

Explain your current role, future direction, and constraints. Ask for help prioritising learning areas rather than generating a long list of options.

### Example prompt (adapt as needed)

“My role is changing and I want to upskill thoughtfully. Based on my current work, goals, and time constraints, can you help me prioritise which skills to focus on next?”

---

## Scenario 104 — Building a simple plan to improve a professional skill

### Situation

You want to improve a specific professional skill, such as communication or presentation, in a realistic and manageable way.

### What people usually try to ask AI

People often ask which course to take without considering practice, feedback, or time constraints.

### Why this situation is challenging

Skill improvement usually requires consistent practice, reflection, and feedback, not just consuming information. Many people set unrealistic plans that are hard to sustain.

### AISF-recommended way to ask

Explain your current level, goal, and available time. Ask for help creating a simple, realistic improvement plan rather than a resource list.

### Example prompt (adapt as needed)

“I want to improve my presentation skills over the next few months. My current level is [briefly describe], and I have limited time each week. Can you help me create a simple, realistic improvement plan?”

---

## Category 9 — Money & Personal Finance

### Scenario 105 — Building a basic personal budget

#### **Situation**

You want to understand where your money goes each month and create a budget that feels manageable rather than restrictive.

#### **What people usually try to ask AI**

People often ask for a generic budget template without explaining their income pattern, expenses, or financial pressures.

#### **Why this situation is challenging**

Many people have irregular income, changing expenses, or unexpected costs. Rigid budgets can feel unrealistic and discouraging, especially when they do not reflect how money is actually used in daily life.

#### **AISF-recommended way to ask**

Explain how your income is received, your major recurring expenses, and any irregular costs. Ask for help building a simple, flexible budget that reflects your real situation.

#### **Example prompt (adapt as needed)**

“I want to create a basic budget, but my income varies month to month and I have some irregular expenses. Can you help me build a simple, realistic budget based on this?”

---

### Scenario 106 — Cutting costs without sacrificing essentials

#### **Situation**

You need to reduce spending while still covering essential needs such as housing, food, and utilities.

#### **What people usually try to ask AI**

People often ask, “How can I save money fast?” without explaining where their money currently goes or what they cannot cut.

#### **Why this situation is challenging**

Spending choices are personal and often tied to habits, family needs, or stress. Cutting costs can feel overwhelming, especially when it feels like there is little room to adjust.

#### **AISF-recommended way to ask**

Explain your main expense categories and which ones are essential or non-negotiable. Ask for help reviewing common areas where people typically find small, sustainable savings.

#### **Example prompt (adapt as needed)**

“I need to reduce my expenses but still cover essentials like rent and food. Here’s a

breakdown of my main costs. Can you help me think through where people usually find manageable savings?”

---

## **Scenario 107 — Deciding whether you can afford a major purchase**

### **Situation**

You are considering a large purchase and want to understand whether it is affordable without creating future financial strain.

### **What people usually try to ask AI**

People often ask, “Can I afford this?” without sharing details about income, savings, or existing commitments.

### **Why this situation is challenging**

Affordability depends on long-term impact, not just current cash. Large purchases can affect savings, flexibility, and the ability to handle unexpected expenses.

### **AISF-recommended way to ask**

Explain your income, savings, regular obligations, and how the purchase would be paid for. Ask for help thinking through trade-offs and longer-term effects.

### **Example prompt (adapt as needed)**

“I’m considering a major purchase and want to understand its impact on my finances. Here’s my income, savings, and commitments. Can you help me think through affordability and trade-offs?”

---

## **Scenario 108 — Understanding loan terms in plain language**

### **Situation**

You are reviewing a loan or credit agreement and want to understand what the terms actually mean for you.

### **What people usually try to ask AI**

People often ask, “Is this a good loan?” without identifying which parts are confusing.

### **Why this situation is challenging**

Loan agreements use technical language and fine print that can be intimidating. Misunderstanding terms can lead to unexpected costs or obligations later.

### **AISF-recommended way to ask**

Explain which terms or sections are unclear. Ask for plain-language explanations rather than judgement about whether the loan is “good” or “bad.”

**Example prompt (adapt as needed)**

“I’m reviewing a loan agreement and don’t understand some of the terms. Can you explain what these sections usually mean in simple language and what to watch out for?”

---

**Scenario 109 — Comparing two financial options****Situation**

You need to choose between two financial products or plans with different costs and benefits.

**What people usually try to ask AI**

People often ask which option is “better” without explaining their priorities or constraints.

**Why this situation is challenging**

Financial trade-offs depend heavily on personal circumstances. The same option can be right for one person and unsuitable for another.

**AISF-recommended way to ask**

Explain what matters most to you, such as lower monthly costs, flexibility, or long-term value. Ask for help comparing trade-offs rather than a single recommendation.

**Example prompt (adapt as needed)**

“I’m choosing between two financial options with different fees and benefits. Based on my priorities and constraints, can you help me compare the trade-offs?”

---

**Scenario 110 — Planning savings for a goal****Situation**

You want to save toward a specific goal, such as an emergency fund or planned expense.

**What people usually try to ask AI**

People often ask for a savings plan without explaining timelines or constraints.

**Why this situation is challenging**

Savings goals compete with daily expenses, and overly ambitious plans can be hard to sustain.

**AISF-recommended way to ask**

Explain the goal, timeframe, and any limitations. Ask for help creating a realistic plan that fits alongside everyday expenses.

**Example prompt (adapt as needed)**

“I want to save for an emergency fund over the next year, but my expenses are tight. Can you help me think through a realistic savings plan?”

---

## Scenario 111 — Understanding a confusing bank statement or charge

### Situation

You notice an unfamiliar charge or unclear entry on your bank statement.

### What people usually try to ask AI

People often ask whether a charge is fraud without providing context.

### Why this situation is challenging

Bank statements often use abbreviations or codes that are not obvious. Jumping to conclusions can cause unnecessary stress.

### AISF-recommended way to ask

Explain the charge, timing, and any recent activity. Ask for help interpreting what it might relate to and what steps to take next.

### Example prompt (adapt as needed)

“I see a charge on my bank statement I don’t recognise. Here’s the description and date. Can you help me understand what it might relate to and what to check next?”

---

## Scenario 112 — Preparing for a financial conversation with a partner or family

### Situation

You need to discuss money with a partner or family member, such as shared expenses or financial goals.

### What people usually try to ask AI

People often ask for scripts without explaining the situation or relationship dynamics.

### Why this situation is challenging

Money conversations involve emotions, trust, and differing priorities. Poorly handled discussions can lead to conflict or misunderstanding.

### AISF-recommended way to ask

Explain the situation, your goals, and any concerns. Ask for help structuring a respectful, clear conversation rather than exact wording.

### Example prompt (adapt as needed)

“I need to talk with my family about shared finances and future planning. Can you help me think through how to approach the conversation respectfully and clearly?”

---

## Scenario 113 — Planning finances during cost-of-living pressure

### Situation

Rising costs are making it harder to manage day-to-day expenses.

### What people usually try to ask AI

People often ask for generic savings advice without explaining how costs have changed for them.

### Why this situation is challenging

External pressures reduce flexibility and can make previous budgets unworkable.

### AISF-recommended way to ask

Explain which costs have increased and how they affect your situation. Ask for help reassessing priorities and possible adjustments.

### Example prompt (adapt as needed)

“Rising living costs are making budgeting harder for my household. Here’s how expenses have changed. Can you help me think through adjustments people often make in this situation?”

---

## Scenario 114 — Understanding basic tax concepts in plain language

### Situation

You need to understand basic tax concepts that affect your personal situation.

### What people usually try to ask AI

People often ask for advice without explaining their location or circumstances.

### Why this situation is challenging

Tax systems are technical and vary by country. General advice can be misleading if context is missing.

### AISF-recommended way to ask

Explain your location and situation. Ask for plain-language explanations and clarification on what varies by region.

### Example prompt (adapt as needed)

“I want to understand basic tax concepts that apply to my situation. I’m located in [country]. Can you explain these in plain language and note what typically varies by location?”

---

## Category 10 — Consumer Choices & Purchases

### Scenario 115 — Choosing a phone or laptop based on needs

#### Situation

You need a new phone or laptop and want to choose something that fits how you actually use it, rather than paying for features you may not need.

#### What people usually try to ask AI

People often ask for “the best” device without explaining usage, budget, or priorities.

#### Why this situation is challenging

Marketing and reviews often emphasise top-tier features that may not matter for everyday use. Without clarity on needs, it is easy to overspend or choose a device that is poorly suited to how it will be used.

#### AISF-recommended way to ask

Explain what you will mainly use the device for, your budget range, and any constraints such as portability or battery life. Ask for help narrowing options rather than ranking “the best” devices.

#### Example prompt (adapt as needed)

“I need a new laptop mainly for work and everyday tasks, with a limited budget. Can you help me compare options based on these needs rather than top-end features?”

---

### Scenario 116 — Comparing appliances by reliability versus features

#### Situation

You are choosing between appliances that differ in price, features, and long-term reliability.

#### What people usually try to ask AI

People often ask which appliance is best without explaining priorities or usage.

#### Why this situation is challenging

Appliance marketing tends to focus on extra features, while long-term reliability and maintenance are harder to assess but often matter more.

#### AISF-recommended way to ask

Explain how often you will use the appliance and whether reliability or extra features matter more to you. Ask for help thinking through trade-offs.

#### Example prompt (adapt as needed)

“I’m choosing between two appliances and care more about reliability than extra features. Can you help me think through the trade-offs based on typical long-term use?”

---

## Scenario 117 — Evaluating conflicting online reviews

### Situation

You are researching a product or service and see a mix of very positive and very negative reviews.

### What people usually try to ask AI

People often ask which reviews to trust without explaining what they care about.

### Why this situation is challenging

Reviews vary in quality, bias, and relevance. Some complaints or praise may reflect specific circumstances that do not apply to everyone.

### AISF-recommended way to ask

Explain what matters most to you and how you plan to use the product. Ask for help interpreting patterns rather than judging individual reviews.

### Example prompt (adapt as needed)

“I’m seeing mixed reviews for this product. I care most about [priorities]. Can you help me interpret the review patterns that are most relevant to my situation?”

---

## Scenario — Spotting potentially fraudulent offers

### Situation

You receive an offer that seems unusually good and want to assess whether it is legitimate.

### What people usually try to ask AI

People often ask, “Is this a scam?” without describing the offer or context.

### Why this situation is challenging

Scams evolve quickly and often rely on urgency or emotional pressure, making it hard to assess legitimacy at a glance.

### AISF-recommended way to ask

Describe the offer, how it was received, and what is being requested. Ask for common warning signs to check rather than a definitive judgement.

### Example prompt (adapt as needed)

“I received an offer that seems unusually good and asks for quick action. Can you help me think through common warning signs to look for before responding?”

---

## Scenario 119 — Choosing an internet or utility plan

### Situation

You need to select a plan that fits your usage and budget.

**What people usually try to ask AI**

People often ask for recommendations without sharing usage details.

**Why this situation is challenging**

Plans often include hidden fees, limits, or trade-offs that only become clear when matched against actual usage.

**AISF-recommended way to ask**

Explain how you use the service and any constraints. Ask for help comparing plans based on real usage.

**Example prompt (adapt as needed)**

“I’m choosing an internet plan and want something reliable without overpaying. Based on my usage, can you help me compare options and trade-offs?”

---

**Scenario 120 — Understanding warranties and return policies****Situation**

You want to know what protection you have after making a purchase.

**What people usually try to ask AI**

People often ask if something is “covered” without sharing the policy details.

**Why this situation is challenging**

Policies vary widely and use complex language that can hide limitations.

**AISF-recommended way to ask**

Share the policy or section you are unsure about. Ask for a plain-language explanation.

**Example prompt (adapt as needed)**

“I’m trying to understand this warranty and return policy. Can you explain what is usually covered and what to watch out for?”

---

**Scenario 121 — Comparing insurance policies at a high level****Situation**

You need to choose an insurance policy and feel overwhelmed by the details.

**What people usually try to ask AI**

People often ask which policy to buy without explaining priorities.

**Why this situation is challenging**

Insurance is complex and highly personal. Small differences in coverage can matter a lot depending on circumstances.

**AISF-recommended way to ask**

Explain what coverage matters most to you and any constraints. Ask for help identifying key questions rather than a single recommendation.

**Example prompt (adapt as needed)**

“I’m comparing insurance policies and want to understand which questions matter most based on my situation. Can you help me evaluate them at a high level?”

---

**Scenario 122 — Deciding between service providers****Situation**

You are choosing between service providers with different prices, conditions, and service levels.

**What people usually try to ask AI**

People often ask for recommendations without explaining constraints.

**Why this situation is challenging**

Trade-offs depend on budget, reliability needs, and tolerance for inconvenience.

**AISF-recommended way to ask**

Explain your needs, budget, and priorities. Ask for help comparing trade-offs.

**Example prompt (adapt as needed)**

“I’m choosing between service providers with different prices and conditions. Can you help me compare the trade-offs based on my needs?”

---

**Scenario 123 — Understanding app permission requests****Situation**

An app asks for access to information such as contacts or location, and you are unsure what is reasonable.

**What people usually try to ask AI**

People often ask if the app is safe without explaining the permissions.

**Why this situation is challenging**

Permission language is technical and unclear, making it hard to judge necessity.

**AISF-recommended way to ask**

Explain the app type and permissions requested. Ask for a plain-language explanation.

**Example prompt (adapt as needed)**

“This app is asking for access to contacts and location. Can you explain what these permissions usually mean and when they are necessary?”

---

## Scenario 124 — Comparing service contracts for hidden fees

### Situation

You are reviewing service contracts and want to avoid unexpected costs.

### What people usually try to ask AI

People often ask which contract is better without reviewing details.

### Why this situation is challenging

Fees are often buried in fine print and easy to miss.

### AISF-recommended way to ask

Explain the contracts and your concerns. Ask for help identifying fee-related sections.

### Example prompt (adapt as needed)

“I’m comparing two service contracts and worried about hidden fees. Can you help me understand where these usually appear and what to check?”

---

## Scenario 125 — Deciding what information not to share when buying or selling online

### Situation

You are buying or selling online and want to avoid sharing unnecessary personal information.

### What people usually try to ask AI

People often ask what information is required without context.

### Why this situation is challenging

Oversharing increases risk, especially on informal platforms.

### AISF-recommended way to ask

Explain the platform and transaction type. Ask for general safety guidelines.

### Example prompt (adapt as needed)

“I’m selling something online and want to know what personal information is safe to share. Can you explain common safety guidelines?”

---

## Scenario 126 — Writing a refund or chargeback explanation

### Situation

You need to explain a refund or chargeback request clearly and calmly.

**What people usually try to ask AI**

People often ask for aggressive wording.

**Why this situation is challenging**

Tone affects outcomes, and emotional language can reduce credibility.

**AISF-recommended way to ask**

Explain the issue and desired outcome. Ask for neutral, factual wording.

**Example prompt (adapt as needed)**

“I need to request a chargeback and explain the issue clearly without sounding aggressive. Can you help me draft a factual explanation?”

---

## Category 11 — Planning, Travel & Events

### Scenario 127 — Planning a multi-city trip within a budget

#### Situation

You want to travel to multiple locations on a single trip while keeping costs manageable and the experience enjoyable.

#### What people usually try to ask AI

People often ask, “Plan my trip,” without explaining budget limits, travel pace, priorities, or constraints.

#### Why this situation is challenging

Costs vary widely by location, timing, and transport options. Overpacked itineraries can increase stress, fatigue, and expenses, especially when travel days are underestimated.

#### AISF-recommended way to ask

Explain your destinations, travel dates, budget range, and preferences for pace and comfort. Ask for help thinking through routes, sequencing, and trade-offs.

#### Example prompt (adapt as needed)

“I’m planning a trip to several cities with a limited budget and don’t want to rush. Can you help me think through a realistic route and pacing based on these constraints?”

---

### Scenario 128 — Building an itinerary that fits mobility or health constraints

#### Situation

You want to travel or attend events but need to consider health, mobility, or energy limitations.

#### What people usually try to ask AI

People often ask for itineraries without mentioning physical or health constraints.

#### Why this situation is challenging

Ignoring limitations can lead to exhaustion, missed experiences, or health setbacks. Many standard itineraries assume high energy and flexibility.

#### AISF-recommended way to ask

Explain your limitations and what matters most to you. Ask for flexible planning ideas that allow rest and adjustment.

#### Example prompt (adapt as needed)

“I want to plan a short trip but need to account for limited mobility and regular rest time. Can you help me think through an itinerary that’s realistic?”

---

## Scenario 129 — Understanding visa or border requirements

### Situation

You need to understand entry requirements for travel to another country.

### What people usually try to ask AI

People often ask, “Do I need a visa?” without sharing citizenship, destination, or purpose of travel.

### Why this situation is challenging

Rules vary by nationality, length of stay, and reason for travel. Outdated or incomplete information can lead to serious travel problems.

### AISF-recommended way to ask

Explain your citizenship, destination, and purpose of travel. Ask for general guidance and what details must be verified through official sources.

### Example prompt (adapt as needed)

“I’m planning to travel abroad and want to understand visa requirements for my situation. Can you explain what people usually need to check and where to confirm details?”

---

## Scenario 130 — Planning a low-cost local weekend

### Situation

You want to enjoy your time locally without spending much money.

### What people usually try to ask AI

People often ask for ideas without sharing location, interests, or budget.

### Why this situation is challenging

Free or low-cost options vary greatly by location and season. Generic suggestions may not be relevant or practical.

### AISF-recommended way to ask

Explain where you are, your interests, and your budget. Ask for ideas that realistically fit those constraints.

### Example prompt (adapt as needed)

“I’m looking for low-cost ways to spend a weekend locally. I’m based in [location] and enjoy [interests]. Can you help me think through suitable ideas?”

---

## Scenario 131 — Planning a family gathering with dietary needs

### Situation

You are organising a gathering where guests have different dietary requirements.

### What people usually try to ask AI

People often ask for menu ideas without explaining constraints.

### Why this situation is challenging

Balancing preferences, allergies, and safety requires planning and clear communication.

### AISF-recommended way to ask

Explain the number of guests and dietary needs. Ask for flexible menu ideas that minimise risk and stress.

### Example prompt (adapt as needed)

“I’m planning a family gathering with mixed dietary needs. Can you help me think through menu options that work for everyone?”

---

## Scenario 132 — Organising a small party schedule and shopping list

### Situation

You are hosting a small event and need to plan timing and preparation.

### What people usually try to ask AI

People often ask for creative ideas only.

### Why this situation is challenging

Timing, preparation, and coordination matter more than creativity for smooth events.

### AISF-recommended way to ask

Explain the guest count, event type, and constraints. Ask for help creating a simple schedule and shopping list.

### Example prompt (adapt as needed)

“I’m hosting a small party and want to organise timing and shopping. Can you help me plan this simply and realistically?”

---

## Scenario 133 — Coordinating calendars across multiple people

### Situation

You are trying to align schedules among several people.

### What people usually try to ask AI

People often ask for scheduling help without availability details.

**Why this situation is challenging**

Conflicting commitments, time zones, and preferences add complexity.

**AISF-recommended way to ask**

Explain who is involved and key constraints. Ask for coordination strategies rather than a single solution.

**Example prompt (adapt as needed)**

“I’m trying to coordinate schedules for several people with different availability. Can you help me think through a clear way to organise this?”

---

**Scenario 134 — Planning a community fundraiser event within a small budget****Situation**

You are organising a community fundraiser with limited funds, time, and volunteer capacity.

**What people usually try to ask AI**

People often ask for fundraising ideas without explaining budget, community size, or goals.

**Why this situation is challenging**

Small budgets limit options and increase reliance on volunteers. Poor planning can lead to wasted money, low turnout, or burnout.

**AISF-recommended way to ask**

Explain the fundraising goal, available budget, number of volunteers, and community type. Ask for help planning realistic activities and priorities.

**Example prompt (adapt as needed)**

“I’m planning a small community fundraiser with a very limited budget and a few volunteers. Can you help me think through realistic event ideas and basic costs to watch for?”

---

## Category 12 — Public Services, Rules & Paperwork

### Scenario 135 — Understanding a government letter received in a foreign language

#### Situation

You receive an official letter from a government authority, but it is written in a language you do not fully understand. The letter may relate to taxes, residency, benefits, fines, or another formal matter, and you are unsure whether it requires action.

#### What people usually try to ask AI

People often ask AI to translate the letter word for word, without explaining where it came from or why it matters to them.

#### Why this situation is challenging

Government letters often contain formal language, deadlines, and implied obligations. A direct translation may miss important nuance, such as whether the letter is informational or requires a response, or what could happen if it is ignored. Misunderstanding these details can lead to missed deadlines or unintended consequences.

#### AISF-recommended way to ask

Explain that the letter is from a government authority, describe the general context (for example, immigration, tax, or local services), and ask for both a translation and a plain-language explanation of what the letter is generally about and what people usually check next.

#### Example prompt (adapt as needed)

“I received a government letter written in a language I’m not fluent in. It appears to be related to local registration. Can you help translate it and explain, in plain language, what it’s generally about and whether people usually need to take action?”

---

### Scenario 136 — Knowing what documents are needed for a permit or application

#### Situation

You are applying for a permit or official approval and are unsure which documents you are expected to provide as part of the application.

#### What people usually try to ask AI

People often guess what documents are needed or submit incomplete applications without confirming requirements.

#### Why this situation is challenging

Document requirements vary by country, authority, and application type. Missing or incorrect

documents can delay processing, lead to rejection, or require starting the process again, which can be stressful and time-consuming.

**AISF-recommended way to ask**

Explain what type of permit or application you are making and where it is being submitted. Ask for general categories of documents people are usually asked to provide and what details typically need verification from official sources.

**Example prompt (adapt as needed)**

“I’m applying for a residence permit in [country] and I’m not sure which documents are required. Can you explain what types of documents people are usually asked for and what I should double-check officially?”

---

**Scenario 137 — Filling out unfamiliar forms correctly****Situation**

You need to complete an official form that includes unfamiliar terms, sections, or questions you don’t fully understand.

**What people usually try to ask AI**

People often ask how to fill out the form without explaining which parts are confusing or what the form is for.

**Why this situation is challenging**

Official forms often use formal or technical language, and mistakes can delay processing or cause the form to be rejected. It can be difficult to know what level of detail is expected in each section.

**AISF-recommended way to ask**

Explain what the form relates to and identify which sections or terms are unclear. Ask for general guidance on what information is usually requested in those sections.

**Example prompt (adapt as needed)**

“I’m filling out an official form related to housing assistance and don’t understand some of the sections. Can you explain, in general terms, what information is usually required in these parts?”

---

**Scenario 138 — Understanding eligibility rules for benefits or assistance****Situation**

You want to know whether you might qualify for public benefits or assistance, such as financial support, housing help, or healthcare services.

**What people usually try to ask AI**

People often ask a simple yes-or-no question like “Am I eligible?” without explaining their situation.

**Why this situation is challenging**

Eligibility rules vary widely by location, program, income level, and personal circumstances. Simplified answers can be misleading, and official criteria may be complex or hard to interpret.

**AISF-recommended way to ask**

Explain your general situation, location, and the type of assistance you are asking about. Ask for a plain-language explanation of common eligibility factors and guidance on where official confirmation is required.

**Example prompt (adapt as needed)**

“I want to understand whether I might qualify for public assistance in [country]. Can you explain the common eligibility factors people usually check and what needs to be verified officially?”

---

**Scenario 139 — Understanding steps after moving countries****Situation**

You have recently moved to another country and need to handle basic administrative tasks such as registration, healthcare access, banking, or local identification.

**What people usually try to ask AI**

People often ask very broad questions like “What do I need to do after moving?” without specifying their status or destination.

**Why this situation is challenging**

Administrative systems differ widely between countries, and requirements may depend on visa type, residency status, or length of stay. Missing early steps can cause complications later.

**AISF-recommended way to ask**

Explain which country you moved to, your residency or visa status, and what you are most concerned about. Ask for a general outline of common administrative steps people usually take and what should be checked with official sources.

**Example prompt (adapt as needed)**

“I’ve recently moved to [country] on a work visa and want to make sure I handle the basic admin correctly. Can you outline common steps people usually take after moving and what I should confirm officially?”

---

## Scenario 140 — Understanding tenant rights at a general level

### Situation

You are renting a property and want to understand your basic rights and responsibilities as a tenant, such as repairs, notice periods, or rent increases.

### What people usually try to ask AI

People often ask legal questions without mentioning their location or specific concern.

### Why this situation is challenging

Tenant rights and obligations vary significantly by country, region, and lease type. General advice can be inaccurate if it ignores local law, while legal texts can be difficult to understand.

### AISF-recommended way to ask

Explain where you are renting and what issue you are concerned about. Ask for a general, plain-language explanation of how tenant rights usually work and what aspects depend on local law.

### Example prompt (adapt as needed)

“I’m renting an apartment in [country] and want to understand my basic rights around repairs. Can you explain this generally and what usually depends on local tenancy laws?”

---

## Scenario 141 — Understanding employment rights in plain language

### Situation

You want to understand your basic employment rights, such as pay, leave, working hours, or notice periods, but the information you encounter feels legalistic or difficult to interpret.

### What people usually try to ask AI

People often ask broad legal questions like “What are my rights?” without explaining their location, employment type, or specific concern.

### Why this situation is challenging

Employment rights depend on country, region, contract type, and sometimes industry. General answers can be misleading, while official legal language can be hard to understand for non-experts, making it unclear what applies to your situation.

### AISF-recommended way to ask

Explain your location, employment type (for example, full-time, part-time, contractor), and the specific issue you want to understand. Ask for a general, plain-language explanation of how these rights usually work and what varies by location.

### Example prompt (adapt as needed)

“I work full-time in [country] and want to understand my basic rights around annual leave and notice periods. Can you explain this in plain language and clarify what typically depends on local law?”

---

## Scenario 142 — Understanding a contract clause

### Situation

You are reviewing a contract and come across a clause that you do not understand, but you are expected to agree to it or make a decision based on it.

### What people usually try to ask AI

People often ask whether the clause is “good or bad” without understanding what it actually means.

### Why this situation is challenging

Contract language is often dense and precise, with terms that carry specific legal meaning. Misunderstanding a clause can affect rights, obligations, or future options, but simplified explanations may miss important conditions.

### AISF-recommended way to ask

Identify the specific clause that is confusing and explain the context of the contract. Ask for a plain-language explanation of what the clause usually means and what questions people often consider before agreeing.

### Example prompt (adapt as needed)

“I’m reviewing a contract and don’t understand this clause about termination. Can you explain, in plain language, what it usually means and what questions people often ask about it?”

---

## Scenario 143 — Understanding an insurance claim process

### Situation

You need to file an insurance claim or follow up on an existing one and feel unsure about the steps involved or what to expect next.

### What people usually try to ask AI

People often ask what will happen next without explaining the type of insurance or the situation.

### Why this situation is challenging

Insurance processes vary by provider, policy type, and claim category. Timelines, documentation, and communication can feel opaque, and missing steps can delay or reduce payouts.

### AISF-recommended way to ask

Explain the type of insurance, the general nature of the claim, and where you are in the process. Ask for a general overview of typical steps and what people usually check or prepare.

**Example prompt (adapt as needed)**

“I need to file a home insurance claim after minor damage. Can you explain the general steps people usually go through and what documents are commonly needed?”

---

**Scenario 144 — Understanding what “required” vs “optional” means in policy documents****Situation**

You are reading a policy or official document and are unsure which parts are mandatory and which are optional or discretionary.

**What people usually try to ask AI**

People often assume everything in the document is required or binding.

**Why this situation is challenging**

Policy language can be ambiguous, and terms like “required,” “recommended,” or “may” are not always clearly explained. Misinterpreting these distinctions can lead to unnecessary effort or missed obligations.

**AISF-recommended way to ask**

Explain the context of the document and what decision you are trying to make. Ask for a general explanation of how required versus optional elements are usually interpreted and what should be confirmed officially.

**Example prompt (adapt as needed)**

“This policy document labels some actions as required and others as optional. Can you help explain how people usually interpret these terms and what I should verify with the issuing authority?”

---

**Scenario 145 — Understanding steps to recover after identity document loss (passport/ID)****Situation**

You lose an important identity document, such as a passport or national ID, and feel stressed about what to do first and how to replace it.

**What people usually try to ask AI**

People often ask what step to take first without explaining their location or circumstances.

**Why this situation is challenging**

Losing an identity document can be urgent and emotionally stressful. Requirements differ by country, and missing steps, such as reporting the loss, can complicate replacement or create security risks.

**AISF-recommended way to ask**

Explain which document was lost, where you are, and any immediate concerns such as travel. Ask for a general outline of common steps people usually take and what must be checked with official authorities.

**Example prompt (adapt as needed)**

“I’ve lost my passport while living in [country] and feel overwhelmed. Can you explain the general steps people usually take after losing an identity document and what needs to be handled officially?”

---

**Scenario 146 — Understanding what to do after receiving a fine or notice****Situation**

You receive an official fine or notice and are unsure what it means, whether it is serious, or what action is expected from you.

**What people usually try to ask AI**

People often ask whether they can ignore the notice or whether it will go away on its own.

**Why this situation is challenging**

Official notices often use formal language that hides practical meaning. Deadlines, appeal options, or payment requirements may not be immediately clear, and ignoring the notice can lead to escalating consequences.

**AISF-recommended way to ask**

Explain what the notice relates to, any dates mentioned, and what you don’t understand. Ask for help interpreting the notice at a general level and understanding what people usually check first.

**Example prompt (adapt as needed)**

“I received a fine related to parking and don’t understand the deadlines or my options. Can you explain what people usually check first when they receive a notice like this?”

---

**Scenario 147 — Preparing information for a benefits or assistance appointment or call****Situation**

You have an upcoming appointment or phone call about public benefits or assistance and want to be prepared so the discussion is productive.

**What people usually try to ask AI**

People often ask what to say during the appointment, without thinking about what information may be needed beforehand.

**Why this situation is challenging**

Benefits appointments are often time-limited, and missing documents or unclear information can delay decisions or require follow-up visits. It can be stressful to remember what details matter most.

**AISF-recommended way to ask**

Explain the type of benefit or assistance involved and your general situation. Ask for help organising the kinds of information and documents people usually prepare in advance.

**Example prompt (adapt as needed)**

“I have an appointment about housing assistance and want to be prepared. Can you help me think through what information and documents people usually gather beforehand?”

---

**Scenario 148 — Understanding a privacy notice or consent form****Situation**

You are asked to agree to a privacy notice or consent form but do not clearly understand what you are agreeing to or how your information will be used.

**What people usually try to ask AI**

People often ask whether the notice is “safe” without understanding what the terms actually mean.

**Why this situation is challenging**

Privacy notices are written in legal language that obscures practical implications. It can be hard to tell what data is collected, how long it is kept, or who it may be shared with.

**AISF-recommended way to ask**

Explain which parts of the notice are confusing and what decision you need to make. Ask for a plain-language explanation of what the notice usually means and what people commonly look out for.

**Example prompt (adapt as needed)**

“I’m being asked to agree to this privacy notice but don’t understand some sections. Can you explain, in simple terms, what it usually means and what people often check before consenting?”

---

**Scenario 149 — Knowing what to do after a minor accident****Situation**

You are involved in a minor accident, such as a small car incident or property damage, and are unsure what steps you should take afterward.

**What people usually try to ask AI**

People often ask whether they are in trouble or whether the incident can be ignored.

**Why this situation is challenging**

Shock and stress can impair judgement, making it easy to miss important steps like documenting what happened or notifying the right parties. Requirements may also differ depending on location and insurance rules.

**AISF-recommended way to ask**

Explain what happened, where it occurred, and whether anyone was hurt. Ask for a general checklist of steps people usually follow after a minor accident and what should be confirmed officially.

**Example prompt (adapt as needed)**

“I was involved in a minor car accident with no injuries. Can you explain the general steps people usually take afterward and what I should check with insurance or authorities?”

---

**Scenario 150 — Clarifying acceptable “proof” documents****Situation**

An application asks for proof documents, such as proof of address or income, and you are unsure which documents are acceptable.

**What people usually try to ask AI**

People often guess and submit documents that may not meet the requirements.

**Why this situation is challenging**

Proof requirements vary by authority and purpose, and submitting incorrect documents can delay processing or lead to rejection. Instructions are often vague or assumed knowledge.

**AISF-recommended way to ask**

Explain what the application is for and what kind of proof is being requested. Ask for clarification on the types of documents people usually provide and how they confirm acceptability.

**Example prompt (adapt as needed)**

“This application asks for proof of address and I’m unsure what qualifies. Can you explain what types of documents are usually accepted and how people typically confirm this?”

---

## Category 13 — Information Sense-Making & Credibility

### Scenario 151 — Checking credibility of a viral claim

#### Situation

You see a claim spreading quickly online and want to know whether it is reliable or misleading.

#### What people usually try to ask AI

People often ask a simple question like “Is this true?” without explaining the claim or where it came from.

#### Why this situation is challenging

Viral content is often simplified, emotionally charged, or taken out of context. Popularity does not equal accuracy, and false or exaggerated claims can spread faster than corrections.

#### AISF-recommended way to ask

Explain what the claim is, where you encountered it, and why it matters to you. Ask for help understanding how people usually evaluate credibility and what signs suggest caution.

#### Example prompt (adapt as needed)

“I’ve seen a claim going viral on social media about a new law. Can you explain how people usually check whether claims like this are credible and what sources to look for?”

---

### Scenario 152 — Comparing conflicting news explanations

#### Situation

Different news sources report the same event in noticeably different ways, leaving you unsure how to interpret what actually happened.

#### What people usually try to ask AI

People often ask which source is “right” without examining how the stories differ.

#### Why this situation is challenging

News outlets may emphasise different facts, perspectives, or interpretations. Bias, framing, and audience focus can shape coverage even when reporting on the same underlying event.

#### AISF-recommended way to ask

Explain which sources you are comparing and what seems inconsistent. Ask for help identifying differences in framing, emphasis, or perspective rather than a single correct version.

#### Example prompt (adapt as needed)

“I’m reading two news articles about the same protest, but they describe it very differently. Can you help me compare how each source is framing the event?”

---

## **Scenario 153 — Making sense of confusing or contradictory information online**

### **Situation**

You encounter information online that appears to conflict, leaving you unsure what to trust or how to proceed.

### **What people usually try to ask AI**

People often ask which source is correct without describing the sources or why they conflict.

### **Why this situation is challenging**

Online information varies widely in quality, intent, and reliability. Contradictions may arise from outdated data, opinion presented as fact, or selective use of evidence.

### **AISF-recommended way to ask**

Explain what information you found, where it came from, and what seems contradictory. Ask for help thinking through how people usually assess reliability and resolve conflicts.

### **Example prompt (adapt as needed)**

“I’ve found two websites giving different advice about the same issue. Can you help me think through how to evaluate which information is more reliable?”

---

## **Scenario 154 — Summarising long articles into key points**

### **Situation**

You want to understand the main ideas of a long article but do not have time to read it in full.

### **What people usually try to ask AI**

People often ask for a summary without explaining what they want to use it for.

### **Why this situation is challenging**

Different readers care about different aspects of the same article. A generic summary may miss the points that matter most for decision-making or understanding.

### **AISF-recommended way to ask**

Explain why you need the summary and what you want to extract from the article. Ask for key points framed around that purpose.

### **Example prompt (adapt as needed)**

“I need the key points from this long article to help with a decision at work. Can you summarise it with that focus in mind?”

---

## Scenario 155 — Identifying what information is missing before making a judgement

### Situation

You are asked to form an opinion or make a decision but feel that important information is missing.

### What people usually try to ask AI

People often jump to conclusions or ask for a judgement without identifying gaps.

### Why this situation is challenging

Decisions made with incomplete information can be flawed. It can be hard to recognise what you don't know or which questions matter most.

### AISF-recommended way to ask

Explain the situation and what decision or judgement is being considered. Ask for help identifying common questions or missing information people usually look for first.

### Example prompt (adapt as needed)

"I'm being asked to decide on a proposal but feel I don't have all the facts. Can you help identify what information is typically needed before making a judgement like this?"

---

## Scenario 156 — Distinguishing fact, opinion, and interpretation

### Situation

You are reading content that mixes factual statements with opinions and interpretations, making it hard to tell them apart.

### What people usually try to ask AI

People often ask what is "true" without separating different types of statements.

### Why this situation is challenging

Opinions and interpretations can sound authoritative, especially when presented alongside facts. This can blur understanding and influence beliefs unintentionally.

### AISF-recommended way to ask

Explain the content you are reading and where you feel unsure. Ask for help distinguishing factual claims from opinions and interpretations.

### Example prompt (adapt as needed)

"This article mixes facts with commentary. Can you help me distinguish which parts are factual and which are opinion or interpretation?"

---

## Scenario 157 — Checking whether a message or email is a scam

### Situation

You receive a message or email that asks for urgent action, money, or personal details, and you are unsure whether it is legitimate.

### What people usually try to ask AI

People often ask, “Is this a scam?” and paste the message without explaining how it was received, what it is asking for, or what raised their concern.

### Why this situation is challenging

Scam messages are designed to look legitimate and create urgency or fear. At the same time, some genuine messages can feel alarming. This makes it difficult to judge risk without understanding context and common warning signs.

### AISF-recommended way to ask

Explain how the message arrived, what it is asking you to do, and what seems unusual or concerning. Ask for help identifying common scam indicators rather than a definitive judgement.

### Example prompt (adapt as needed)

“I received an email asking me to urgently confirm my account details. It looks official but feels off. Can you help me identify common scam warning signs in messages like this?”

---

## Scenario 158 — Verifying whether a website or online store is legitimate before paying

### Situation

You want to buy something online but are unsure whether the website or store can be trusted.

### What people usually try to ask AI

People often ask, “Is this site legit?” without explaining what raised suspicion or what information is missing.

### Why this situation is challenging

Fraudulent websites can look professional and imitate trusted brands. Low prices, limited contact details, or unfamiliar payment methods increase risk but are not always obvious.

### AISF-recommended way to ask

Explain what the site offers, what seems unusual or incomplete, and what you are worried about. Ask for guidance on how people usually assess legitimacy before making a payment.

### Example prompt (adapt as needed)

“I found an online store with very low prices and little contact information. Can you explain how people usually check if a site like this is legitimate before buying?”

---

## **Scenario 159 — Assessing whether a social media “warning” is real or misinformation**

### **Situation**

You see an urgent warning shared on social media and are unsure whether it is accurate or misleading.

### **What people usually try to ask AI**

People often ask, “Is this true?” without explaining who shared it or what action it encourages.

### **Why this situation is challenging**

False warnings spread quickly and often appeal to fear or concern for safety. Sharing unverified information can unintentionally cause panic or harm.

### **AISF-recommended way to ask**

Explain what the warning says, where it came from, and what action it urges people to take. Ask for help understanding how such warnings are usually evaluated.

### **Example prompt (adapt as needed)**

“I saw a warning on social media urging immediate action about a safety issue. Can you help me understand how people usually check whether warnings like this are real?”

---

## **Scenario 160 — Deciding what evidence would confirm or disconfirm a claim**

### **Situation**

You encounter a claim and want to know what kind of evidence would support it or challenge it.

### **What people usually try to ask AI**

People often ask whether something is “proven” without clarifying the topic or standard of proof.

### **Why this situation is challenging**

Different topics require different types of evidence. Personal experience, opinion, or correlation is often mistaken for proof, which can lead to confusion.

### **AISF-recommended way to ask**

Explain the claim and why it matters to you. Ask what types of evidence are usually considered relevant or reliable in that area.

### **Example prompt (adapt as needed)**

“I’m evaluating a claim about health and want to understand what kinds of evidence would normally support or challenge it. Can you explain this generally?”

---

## Scenario 161 — Comparing sources that cite “studies”

### Situation

Two or more sources cite studies on the same topic but reach different conclusions.

### What people usually try to ask AI

People often ask which study is “right” without examining how the studies differ.

### Why this situation is challenging

Studies vary in quality, scope, and interpretation. Headlines and summaries may exaggerate or oversimplify findings, making differences harder to spot.

### AISF-recommended way to ask

Explain the topic and what each source claims. Ask for help understanding how people usually assess study quality, relevance, and interpretation.

### Example prompt (adapt as needed)

“I’ve seen two articles cite studies but draw different conclusions. Can you help me understand how people usually assess study quality and relevance?”

---

## Scenario 162 — Summarising a long discussion into what’s known vs assumed

### Situation

You are reading a long online discussion and want to understand what information is established versus what is speculation or assumption.

### What people usually try to ask AI

People often ask for a summary without clarifying what distinctions they want to see.

### Why this situation is challenging

Online discussions mix facts, opinions, repeated claims, and assumptions. This makes it difficult to separate reliable information from speculation.

### AISF-recommended way to ask

Explain what you want to extract from the discussion. Ask for a summary that separates established information from assumptions or opinions.

### Example prompt (adapt as needed)

“This discussion is very long and mixed. Can you summarise what seems established versus what is mostly opinion or assumption?”

---

## Category 14 — Community Groups & Small Organisations

### Scenario 163 — Drafting a basic code of conduct for volunteers

#### Situation

A community group relies on volunteers and wants clear, simple guidelines about expected behaviour, boundaries, and respectful conduct.

#### What people usually try to ask AI

People often ask for full policy templates without tailoring them to the size or nature of the group.

#### Why this situation is challenging

Overly formal or legalistic codes can feel intimidating and may be ignored, while vague guidance can lead to misunderstandings or inconsistent expectations.

#### AISF-recommended way to ask

Explain the type of group, who the volunteers are, and the behaviours you want to encourage or prevent. Ask for a simple, plain-language outline suitable for a small community setting.

#### Example prompt (adapt as needed)

“Our community group uses volunteers and needs a basic code of conduct. Can you help outline simple, clear expectations that are appropriate for a small group?”

---

### Scenario 164 — Drafting a basic safeguarding policy outline

#### Situation

A small organisation or community group needs a basic safeguarding framework to protect participants, especially vulnerable people.

#### What people usually try to ask AI

People often ask for complete safeguarding policies copied from large organisations.

#### Why this situation is challenging

Comprehensive policies can be overwhelming for small groups and may not reflect their actual activities or risks. At the same time, safeguarding principles must be taken seriously.

#### AISF-recommended way to ask

Explain the group’s activities and who is involved. Ask for a high-level safeguarding outline that covers core principles and responsibilities without unnecessary complexity.

#### Example prompt (adapt as needed)

“Our group works with families and needs a simple safeguarding outline. Can you explain the key sections that are usually included for small organisations?”

---

## Scenario 165 — Translating public health or community materials carefully

### Situation

You need to translate public health or community information so it remains accurate, clear, and respectful to the intended audience.

### What people usually try to ask AI

People often ask for direct translation without considering tone, literacy level, or cultural context.

### Why this situation is challenging

Literal translations can lose meaning or sound inappropriate. In public health or community contexts, clarity and tone directly affect understanding and trust.

### AISF-recommended way to ask

Explain who the audience is and the purpose of the material. Ask for help translating while preserving meaning, tone, and clarity rather than word-for-word accuracy alone.

### Example prompt (adapt as needed)

“I need to translate public health information for a community audience while keeping it clear and respectful. Can you help ensure the message stays accurate and accessible?”

---

## Scenario 166 — Creating a simple event plan for a local association

### Situation

A local association or community group is planning a small event and needs a practical plan to organise it.

### What people usually try to ask AI

People often ask for detailed project plans designed for large organisations.

### Why this situation is challenging

Small groups usually have limited time, volunteers, and resources. Overly complex plans can be unrealistic and discourage participation.

### AISF-recommended way to ask

Explain the size of the event, available resources, and goals. Ask for a simple, step-by-step outline focused on what is realistically needed.

### Example prompt (adapt as needed)

“Our local association is planning a small community event with volunteers. Can you help outline a simple, practical event plan that fits a small group?”

---

## Scenario 167 — Creating a basic FAQ for a community initiative

### Situation

You are launching a community initiative and want to answer common questions clearly for participants or the public.

### What people usually try to ask AI

People often ask for marketing-style copy instead of neutral, helpful explanations.

### Why this situation is challenging

FAQs need to anticipate genuine concerns and misunderstandings without sounding promotional. Poorly written FAQs can create confusion rather than clarity.

### AISF-recommended way to ask

Explain what the initiative is and who it is for. Ask for help identifying common questions people usually have and drafting clear, neutral answers.

### Example prompt (adapt as needed)

“We’re launching a community initiative and want a simple FAQ for participants. Can you help identify common questions and provide clear, neutral answers?”

---

## Scenario 168 — Turning meeting notes into a clear update for members

### Situation

You have notes from a meeting and need to share a clear update with members who were not present.

### What people usually try to ask AI

People often ask for a summary without explaining what the audience needs to know.

### Why this situation is challenging

Meeting notes often include side discussions, unfinished ideas, or informal comments. A useful update needs to focus on decisions, actions, and next steps.

### AISF-recommended way to ask

Explain who the update is for and what they need to understand or do next. Ask for help creating a concise, neutral summary that highlights key outcomes.

### Example prompt (adapt as needed)

“These notes are from a community meeting. I need a short update for members highlighting key decisions and next steps. Can you help structure that clearly?”

---

## Scenario 169 — Drafting a simple volunteer role description and expectations

### Situation

A community group relies on volunteers and needs to clearly explain what each role involves and what is expected from those volunteering.

### What people usually try to ask AI

People often ask for generic role descriptions that do not reflect the actual tasks or time commitment involved.

### Why this situation is challenging

Unclear or overly broad role descriptions can lead to misunderstandings, uneven workload, or frustration for both volunteers and organisers.

### AISF-recommended way to ask

Explain the type of group, the specific tasks volunteers will do, and the expected time commitment. Ask for help outlining responsibilities and expectations in simple, plain language.

### Example prompt (adapt as needed)

“Our community group needs a clear volunteer role description. Can you help outline the main responsibilities and expectations in a simple, practical way?”

---

## Scenario 170 — Writing a neutral community update after a dispute or incident

### Situation

A dispute or incident has occurred within a community group, and an update needs to be shared with members.

### What people usually try to ask AI

People often ask for persuasive or defensive language that supports one side of the situation.

### Why this situation is challenging

Poorly worded updates can escalate tension or damage trust. Neutrality and clarity are essential to maintain confidence and avoid misinterpretation.

### AISF-recommended way to ask

Explain what happened at a high level and who the audience is. Ask for help structuring a calm, factual update that avoids blame and speculation.

### Example prompt (adapt as needed)

“There was a dispute in our community group and we need to update members neutrally. Can you help me structure a calm, factual message?”

---

## Scenario 171 — Creating a basic sign-up or roster process

### Situation

A group needs a simple way for people to sign up for activities, shifts, or responsibilities, but the current process is confusing.

### What people usually try to ask AI

People often ask for tools or software without first clarifying the underlying process.

### Why this situation is challenging

Without a clear process, sign-ups can result in missed coverage, duplication, or frustration for participants.

### AISF-recommended way to ask

Explain the size of the group, how often sign-ups are needed, and what needs to be covered. Ask for a simple, easy-to-follow process before choosing tools.

### Example prompt (adapt as needed)

“Our group needs a clear way for people to sign up for shifts each week. Can you help design a simple process that’s easy for everyone to follow?”

---

## Scenario 172 — Preparing a short meeting agenda that keeps discussion on track

### Situation

Meetings tend to run long or drift off topic, and you want to keep them focused and productive.

### What people usually try to ask AI

People often ask for formal or overly detailed agendas that do not fit short or informal meetings.

### Why this situation is challenging

Overly rigid agendas can reduce engagement, while no structure at all can lead to inefficiency and frustration.

### AISF-recommended way to ask

Explain the purpose of the meeting, who is attending, and how much time is available. Ask for a short, focused agenda that balances structure with flexibility.

### Example prompt (adapt as needed)

“I’m running a short community meeting and want to keep it focused. Can you help me draft a simple agenda that fits within 30 minutes?”

---

## Category 15 — Troubleshooting & Practical Fixes

### Scenario 173 — Diagnosing a home issue from symptoms

#### Situation

Something in your home is not working properly, such as a leak, damp smell, unusual noise, or change in performance, and you want to understand possible causes.

#### What people usually try to ask AI

People often ask, “What’s wrong?” without describing symptoms, timing, or recent changes.

#### Why this situation is challenging

Many home issues share similar symptoms but have very different causes. Guessing incorrectly can waste time, lead to unnecessary repairs, or create safety risks if a serious issue is overlooked.

#### AISF-recommended way to ask

Describe the symptoms in detail, when they occur, and what you have already checked. Ask for common possible causes and guidance on when professional help is usually recommended.

#### Example prompt (adapt as needed)

“There’s a damp smell in one room that appears after heavy rain. Can you help me think through possible causes and what checks people usually do first?”

---

### Scenario 174 — Deciding whether a repair is safe DIY or needs a professional

#### Situation

You are unsure whether a repair is safe or appropriate to attempt yourself or whether a professional should handle it.

#### What people usually try to ask AI

People often ask, “Can I fix this myself?” without considering safety, legal, or warranty risks.

#### Why this situation is challenging

Some repairs involve hidden dangers, regulations, or insurance implications. Overestimating your skills can cause injury or further damage, while unnecessary professional calls can be costly.

#### AISF-recommended way to ask

Explain the problem, your experience level, and any relevant constraints. Ask about common risk factors and how people usually decide where the DIY boundary lies.

#### Example prompt (adapt as needed)

“I have a minor electrical issue and basic DIY skills. Can you help me understand what factors usually indicate when professional help is needed?”

---

## Scenario 175 — Basic vehicle troubleshooting from common symptoms

### Situation

Your vehicle shows warning lights, unusual noises, or performance changes, and you want to understand what might be causing them.

### What people usually try to ask AI

People often ask, “What’s wrong with my car?” without sharing symptoms, timing, or vehicle details.

### Why this situation is challenging

Many vehicle problems produce similar symptoms, and incorrect assumptions can lead to unnecessary repairs or safety risks if driving continues.

### AISF-recommended way to ask

Describe the symptoms, when they occur, and the type of vehicle. Ask for common possibilities and guidance on safety considerations.

### Example prompt (adapt as needed)

“My car makes a clicking sound when starting and the battery warning light came on. Can you help me understand common causes and what to check first?”

---

## Scenario 176 — Troubleshooting home internet or Wi-Fi issues

### Situation

Your internet connection is slow, unreliable, or drops unexpectedly, affecting work or daily activities.

### What people usually try to ask AI

People often ask, “Why is my internet slow?” without describing their setup or when the problem occurs.

### Why this situation is challenging

Internet issues can come from many sources, including service outages, equipment, interference, or usage patterns. Without context, advice may not apply.

### AISF-recommended way to ask

Explain the symptoms, your setup, and when the issue happens. Ask for general troubleshooting steps people usually try before contacting support.

### Example prompt (adapt as needed)

“My internet drops during video calls but works at other times. Can you help me think through common causes and basic troubleshooting steps?”

---

## Scenario 177 — Resolving a customer service issue without knowing details

### Situation

You need to contact customer service about a problem but are unsure what information you should have ready.

### What people usually try to ask AI

People often ask for a message to send without preparing the necessary details.

### Why this situation is challenging

Missing information can slow resolution, require multiple contacts, or result in incorrect handling of the issue.

### AISF-recommended way to ask

Explain the issue and what information you currently have. Ask for help identifying what details people usually gather before contacting customer service.

### Example prompt (adapt as needed)

“I need to contact customer service about a billing issue. Can you help me identify what information I should have ready before reaching out?”

---

## Scenario 178 — Sorting out a process problem at work

### Situation

You are trying to complete a task at work but do not understand the process or steps within a system.

### What people usually try to ask AI

People often blame the system without explaining the task or where they are stuck.

### Why this situation is challenging

Unclear processes can block progress, and frustration can prevent identifying where clarification is actually needed.

### AISF-recommended way to ask

Explain the task you are trying to complete and where the confusion occurs. Ask for a general explanation of how the process usually works.

### Example prompt (adapt as needed)

“I’m trying to complete a task in our system but the steps aren’t clear. Can you help me understand how this process usually works?”

---

## Scenario 179 — Understanding what permissions an app is requesting

### Situation

An app asks for access to features such as contacts, location, or files, and you are unsure whether these permissions are reasonable.

### What people usually try to ask AI

People often ask if the app is “safe” without understanding what the permissions mean.

### Why this situation is challenging

Permission descriptions are often technical, and it can be hard to judge what is necessary for an app’s function versus what is optional.

### AISF-recommended way to ask

Explain the type of app and the permissions requested. Ask for plain-language explanations of what these permissions usually allow and when they are typically needed.

### Example prompt (adapt as needed)

“This app is requesting access to my contacts and location. Can you explain what these permissions usually mean and when they are necessary?”

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## Category 16 — Accessibility & Inclusion

### Scenario 180 — Simplifying text for reading difficulty or low literacy

**Situation**

Information needs to be accessible to people with reading difficulties or low literacy.

**What people usually try to ask AI**

People often oversimplify without considering meaning.

**Why this situation is challenging**

Improving clarity must preserve accuracy and intent.

**AISF-recommended way to ask**

Explain audience needs and context. Ask for clearer wording that keeps meaning intact.

**Example prompt (adapt as needed)**

“I need to rewrite this information so it’s easier to understand for someone with low literacy. Can you help simplify it while keeping the meaning?”

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### Scenario 181 — Rewriting a document in plain language for a general audience

**Situation**

You have a document written in complex or formal language that needs to be understood by a general audience.

**What people usually try to ask AI**

People often ask, “Simplify this,” without explaining the audience or constraints.

**Why this situation is challenging**

Oversimplifying can remove important meaning, while leaving complexity defeats accessibility goals.

**AISF-recommended way to ask**

Explain who the audience is and what must remain accurate. Ask for clearer wording rather than shorter text.

**Example prompt (adapt as needed)**

“This document needs to be understood by the general public. Can you help rewrite it in plain language while keeping the key meaning intact?”

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## Scenario 182 — Making instructions easier to follow step by step

### Situation

Instructions exist but people keep misunderstanding or skipping steps.

### What people usually try to ask AI

People often ask to rewrite instructions without explaining where users get stuck.

### Why this situation is challenging

Instructions that make sense to the writer may not match the reader's experience.

### AISF-recommended way to ask

Explain who the instructions are for and where confusion occurs. Ask for clearer sequencing.

### Example prompt (adapt as needed)

“These instructions are confusing for first-time users. Can you help rewrite them into clear, step-by-step instructions?”

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## Scenario 183 — Communicating across language barriers in essential situations

### Situation

You need to communicate important information when the other person does not speak your language fluently.

### What people usually try to ask AI

People often ask for direct translation only.

### Why this situation is challenging

Misunderstandings in essential contexts can have serious consequences. Direct translation may miss tone or urgency.

### AISF-recommended way to ask

Explain the situation, importance, and audience. Ask for translation that prioritises clarity and respect.

### Example prompt (adapt as needed)

“I need to communicate important information in a healthcare, school, or government setting across a language barrier. Can you help translate this clearly and respectfully?”

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# Future Edition Updates & User Submissions

The ways in which people use artificial intelligence in everyday situations continue to evolve.

Future editions of this guide may:

- include additional real-world scenarios
- refine guidance based on emerging usage patterns
- expand coverage of underrepresented contexts

AISF welcomes insights from readers on situations where AI support may be helpful but is not yet well captured.

Submissions may be considered for future editions, subject to editorial review and alignment with AISF's principles of clarity, neutrality, and responsible use.

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# Acknowledgements

This guide is informed by a broad global survey of real-world situations in which people seek AI assistance, derived from cross-system AI prompting and analysis across multiple regions and contexts.

AISF acknowledges the diversity of everyday experiences reflected in these scenarios, including contributions from individuals, communities, and professional environments worldwide.

All scenarios and guidance have been consolidated, normalised, and editorially structured under AISF governance to ensure clarity, consistency, and practical relevance.

# ABOUT

## **AI SOURCED FACTS (AISF) Pte. Ltd.**

AISF is a Singapore-headquartered institution dedicated to structured reasoning, responsible AI navigation, and governance-informed adoption of artificial intelligence systems.

AISF operates with a capability-first, vendor-neutral posture. Its publications do not rank platforms, endorse providers, or promote specific technologies. Instead, AISF develops structured frameworks that help individuals, professionals, and institutions reason clearly before integrating AI into operational, strategic, or educational environments.

AISF's work spans whitepapers, applied insight books, education instruments, governance architectures, and structured research initiatives. These outputs are informed by cross-system AI research methodologies and reflect globally observed usage patterns at the time of publication. Human accountability remains central across all AISF frameworks.

AISF does not provide regulatory, legal, financial, investment, or compliance advice. Its publications are designed to support structured thinking, proportionate governance, and disciplined evaluation of AI capabilities prior to deployment or reliance.

As artificial intelligence systems continue to evolve, AISF's focus remains constant: clarity before integration, governance proportionate to capability, and long-term institutional resilience in the age of AI.

# BACK COVER

Artificial intelligence is increasingly used to support everyday decisions, tasks, and problem-solving. Yet the usefulness of AI often depends on how questions are asked.

This guide focuses on real-world situations and shows how clearer thinking and better question framing can lead to more useful and reliable AI responses.

It is designed to help readers:

- recognise common situations where AI can assist
- understand why certain questions produce poor results
- improve how situations are described and framed
- develop more effective and thoughtful AI interactions

This publication is intended for:

- individuals seeking practical everyday support
- professionals using AI in routine tasks
- students and educators improving AI interaction skills
- organisations encouraging responsible AI use

AISF publications are developed using cross-system research methodologies and reflect globally observed AI usage patterns at the time of publication. They are designed to support clarity, responsible integration, and informed human judgment.

**Artificial intelligence systems assist.  
Responsibility remains human.**

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