

HOW TO USE AI RESPONSIBLY EVERY TIME

Evaluate what the AI tool gives you. Does it make sense? Make changes to match your voice and style.

Verify and check the facts! Names, quotes, and numbers should be from trusted sources.

Engage and talk with the AI. Give it good instructions and ask questions to get the best results.

Revise and don't stop with the first draft. Make Changes to the AI's work to make it clear and strong.

You are Responsible for what you create. Be honest if you used AI to help.