

Workbook – Module 1: Meet Claude

AI Compass (working title) · Version 0.2.0 · Facts checked 2026-10-13

How to use this workbook

Do one exercise at a time. Take breaks. You can jump between exercises. Write by hand or on your computer.

Exercise 1 – My first task

What would I like help with this week?

Write your first question to Claude as clearly as you can (what you want, for whom, how long):

Do it now: Send the question. Then ask Claude to make the answer shorter or simpler.

Exercise 2 – Tokens

Remember: A token is a small piece of text. Input is what you send in, output is the answer. Output costs more per token.

Calculate yourself (Sonnet 5.5: USD 2 per million input, USD 10 per million output)

You send 20,000 tokens and get 5,000 tokens back.

Part	Calculation	Answer
Input	$20,000 / 1,000,000 \times \text{USD } 2$	
Output	$5,000 / 1,000,000 \times \text{USD } 10$	
Total	input + output	

The answers are on the last page.

My three saving habits

- ☐ New conversation when I change topic
- ☐ Clear, specific question
- ☐ Smaller model for simple jobs

Exercise 3 – Choose a model

Model	Best for	Price input / output (USD per million tokens)
Haiku 5.5	Fast, high-volume jobs: classification, extraction, routing	From 0.10 / 0.50
Sonnet 5.5	Best mix of speed and intelligence	2 / 10
Opus 5.5	Long coding and knowledge tasks	4 / 20
Fable 5.1	Demanding reasoning, long agent tasks	10 / 50

Source: Anthropic (platform.claude.com), checked 2026-10-13. Prices can change.

Which model would you choose and why?

Task	Model	Why?
Sort 500 customer emails by topic		
Write a friendly reply email		
Let Claude work for a long time on a coding project		
A really hard reasoning problem		

Note: There are often several reasonable answers. Start with a smaller model and move up if the result is not enough.

Exercise 4 – Safety first

- ☐ I have opened the settings and looked at privacy
- ☐ I never enter passwords, ID numbers or account details
- ☐ I do not enter other people's personal data unless I know I may
- ☐ I check important facts before trusting them

Something I have been unsure about entering before:

Self-check

1. What is a token?

2. Which costs more per token, input or output?

3. Which model suits simple sorting in large volume?

4. May you enter a password in a chat?

5. Why should you start a new conversation when you change topic?

Answers

Exercise 2

Input: USD 0.04 · Output: USD 0.05 · Total: USD 0.09

Exercise 3 (suggestions)

Sort emails: Haiku · Reply email: Sonnet · Long coding project: Opus · Hard reasoning: Fable

Self-check

1. A small piece of text. · 2. Output. · 3. Haiku 5.5. · 4. No. · 5. Then no old text comes along and usage is lower.

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