

Workbook – Module 3:

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How to use this workbook

Do one lesson at a time and take breaks. Write by hand or on a computer. Quiz answers are at the end.

Lesson 1 – Email and letters

In short: Give the purpose, recipient and tone. Ask for a draft and adjust it, and you have something to send in minutes.

Do it now (3 min): Pick an email you have been putting off. Give Claude purpose, recipient, tone and facts and ask for a draft.

My notes

What I take with me

Lesson 2 – Study and summaries

In short: Use Claude as a study partner: summarise, explain difficult parts and quiz yourself. Always read the original for what matters.

Do it now (4 min): Take a text you need to read. Ask for a summary and then a three-question quiz.

My notes

What I take with me

Lesson 3 – Planning

In short: Give Claude your real times and commitments. Ask it to leave margin, and the plan becomes something you can follow.

Do it now (4 min): Plan something coming up this week. Give times, fixed commitments and ask for a buffer.

My notes

What I take with me

Lesson 4 – Files and images

In short: Claude can read documents and look at images you upload. Ask concretely and check the answer against the original.

Do it now (4 min): Take a screenshot or a document with no sensitive details. Upload it and ask one concrete question.

My notes

What I take with me

Self-test

1. 1. Which three things should you give Claude when you ask for an email?

2. 2. Why should you check a summary against the original before relying on it?

3. 3. What makes a plan realistic?

4. 4. What should you think about before uploading a document?

Answers

1. The purpose, the recipient and the tone. Ideally also length and what should happen after the email.
2. Claude can miss or misread things. You are responsible for the result, so verify important numbers and names.
3. You give the time you actually have and fixed commitments, and let Claude leave a margin for the unexpected.
4. That it contains no one else's personal data or secrets you have no right to share. See modules 1 and 10.

See the module's sources on the website. Features and prices change; always check official pages.