## **Using ChatGPT for Writing**

- 1. Open *ChatGPT* (http://chat.openai.com).
- 2. Sign in with your Google (Gmail) account or use a different email. You will see this screen:

	n I help you today?
Create a charter	Suggest some codenames
to start a film club	for a project introducing flexible work arrangements
Plan a trip	Automate social media posts
to see the best of New York in 3 days	create a tool to schedule my posts

3. In the **Message ChatGPT...** box, type in the 1st prompt:

Brainstorm ideas for a writing on [a topic of your choice].

4. Type in the 2nd prompt:

Create an outline for writing on [any one of the brainstormed ideas].

5. Type in the 3rd prompt:

*Provide a paragraph [any genre – a letter, an essay, a story, etc.] based on the outline created.* 

## 6. Stop and read critically.

7. Type in the 4th prompt:

Give feedback on this paragraph.

8. Type in the 5th prompt:

Review my writing for grammatical accuracy and clarity.

Make corrections, adjustments, and edits throughout the process as necessary.