Everyday AI lesson

AI for letters and forms

About 5 minutes to read | Full lesson:
https://everydayai.careercalling.com.au/lessons/letters-and-forms/

Writing a letter to a council, a landlord or a company can take a long time. A chatbot can give you a first draft in seconds, and explain confusing words on a form. You check it, change it and send it yourself.

Remember

- A chatbot can draft a letter or email for you to check and change.
- It can explain confusing words on a form in plain English.
- Fill in official forms yourself, on the official website.
- Government forms are free. Do not pay a site to fill them in.
- Check every name, date and amount before you send.

Try this

1. Think of a short letter or email you have been putting off.
2. Ask a chatbot for a draft, giving the background but no personal numbers.
3. Read it aloud, change it to sound like you, then decide whether to send it.

> **Safety tip.** You are the author. Never send anything you have not read in full and agreed with.

Free help: Be Connected (beconnected.esafety.gov.au) for lessons on staying safe online. Scamwatch (scamwatch.gov.au) to check and report scams. If you have lost money, call your bank straight away.