

Your First Chat — worksheet

Academy · free worksheet · Track: Your First Chat · Pair with FC-1, FC-2, FC-3 · Page 1 is the same on every Academy worksheet

Never type or paste these into a chat:

- Passwords, or codes sent to your phone or email
- Social Security number, bank or card numbers, account numbers, barcodes
- Health details — yours or anyone's (symptoms, medicines, test results, insurance cards)
- Kids' names, schools, teams, and where they'll be when
- Full street addresses, birthdays, other people's phone numbers or emails

Use stand-ins: [Landlord], [Kid A], [my street]. The chat writes just as well without the real thing.

The four stop cards

- 1 Health.** Don't type symptoms, medicines, or test results. Write your questions on paper and bring them to your doctor, nurse, or pharmacist. Emergency: call 911. *(This card has no box to fill in, on purpose.)*
- 2 Today's price.** The chat doesn't know today's price, what's in stock, or this week's sale. Read the shelf tag, the store's own page, or call the store.
- 3 Rules and the law.** A letter the chat writes is not legal advice. For a lease, school, airline, or town rule, open the page printed on your paper or call the office. Court, eviction, custody, immigration: stop and call a lawyer or legal aid (in NJ, Legal Services of New Jersey).
- 4 Tax, benefits, and scams.** You're responsible for what you file. Don't ask the chat to fill in a tax or benefits form, and never type your SSN or income. Use the agency's own site or the number on a letter you trust. Free tax help exists (IRS VITA sites). If anyone — a caller, a pop-up, a page, or a chat — asks for a password, a code, gift cards, a wire, or crypto, or promises a bot will earn you money: **stop, hang up or close it, and ask a person you trust.**

The brake card

If this happens	Do this
It's typing too much, or something you don't want	Click Stop — the square that replaces the send arrow while it's writing
You closed the tab by mistake	Ctrl+Shift+T (Mac: Cmd+Shift+T). It comes back.
The chat got strange, long, or off track	Click New chat (a pencil or plus, usually near the top). Clean page.
You're on a shared or library computer	Before you leave: click your initial or picture → Log out / Sign out , then close the browser
You pasted something from the don't-paste card	Oops steps: don't paste it again "to check." Delete that chat (the ... menu next to its name in the side list → Delete). If it was a password or code, change that password on the real site. If it was a bank or card number, call the number on the back of your card. Tell a person you trust. Deleting helps, but it isn't a guarantee — that's why the card comes first.
Stuck after two honest tries	Stop. Book a human. It's not you — these sites change often.

FC-1 — The door and your first answer

15 min · safe to stop halfway

1. Circle one site. Stay on it.

chatgpt.com

claude.ai

gemini.google.com

Already use Gmail and know its password? gemini.google.com is the easy door. Otherwise try the one that lets you in without a new account. Type the address yourself — no search, no ads. Never type a card number. More than 10 minutes on sign-in screens? Stop and book a human.

2. Your first ask — filled in, then half, then yours

FILLED IN

You type: How do I get a coffee stain out of a cotton shirt? Answer in 3 short lines.

A good short answer: Blot it with cold water right away — don't rub. / Work in a drop of dish soap and let it sit 5 minutes. / Wash in cold water and check the stain is gone before you put it in the dryer.

Your answer will be worded differently. That's normal. Check it has the same parts.

HALF

Finish the ask. Don't forget the ending.

How do I get a grass stain out of jeans? _____

YOURS

One small, ordinary question. End it the same way.

3. Brake drill

- ☐ I typed *Tell me a long story about a lighthouse.* and clicked **Stop** while it was writing
- ☐ I clicked **New chat**
- ☐ I closed the tab and brought it back with Ctrl/Cmd+Shift+T

FC-2 — Before you paste

15 min · same sitting as FC-1 · read page 1 out loud first

1. Rewrite a note — filled in, then half, then yours

FILLED IN

You type:

Rewrite my note below so it is clear and polite.

Do not add anything I did not say. Answer in 3 short lines.

hi [Teacher] [Kid A] missed class tues can u send the homework he missed thanks

A good short answer: Hi [Teacher], / [Kid A] missed class on Tuesday. Could you send me the homework from that day? / Thank you, [Your name]

It kept the brackets. It didn't add a reason, a date, or an apology you didn't write.

Your answer will be worded differently. That's normal. Check it has the same parts.

HALF

Swap the real details for stand-ins. Example: "tell Maria on Elm St I can't make Saturday" →

tell [_____] on [_____] I can't make Saturday

YOURS

One or two sentences you already wrote, with stand-ins. Nothing from page 1's card. Not about health, money you owe, court, benefits, or taxes.

2. Check the answer yourself

- ☐ It kept my stand-ins
- ☐ It didn't add a reason, a date, a promise, or a feeling I didn't write — or I circled the ones it added:

FC-3 — Leave it clean, come back once

10 min · a few days after FC-2 · lesson closed, only this sheet on the desk

The address I use: _____

- ☐ New chat → one small real question ending with “Answer in 3 short lines.”
- ☐ Pasted one sentence of my own, with stand-ins
- ☐ Deleted the chat (side list → ⋮ → Delete; not signed in → New chat / close the tab)
- ☐ Shared computer: logged out and closed the browser

“Temporary chat” is fine to use. It doesn't make it safe to paste anything on the card.

The week after

I used the chat once for something real, lesson closed, nothing from the card went in. What I asked about (no private details):

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