

# Student info sheet

## Am I allowed to use AI?

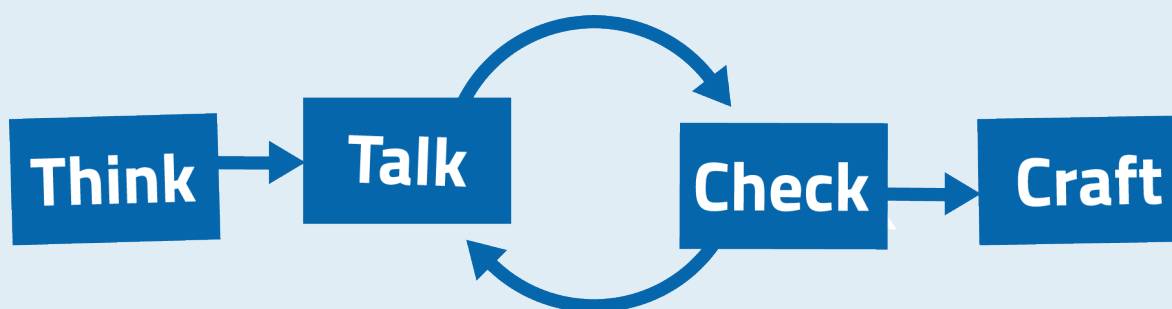
AI is gradually becoming integrated into our lives, and **strong AI skills** will become increasingly important for finding a job and for keeping up with the efficiency and quality of work in many professions.

### But what exactly does it mean to have “strong AI skills”?

It certainly does **NOT** mean learning how to let AI do the work **INSTEAD** of us. AI still does a lot of mistakes and it is prone to stereotypes depending on the data it learned from. In addition, we need to consider an ethical point of view: if a piece of work has not been done by you, you cannot call it your own.

Having good AI skills means to use AI responsibly. For that, we need to learn how to get useful **SUPPORT** from it, question its answers critically, and find a workflow that helps us make best use of AI while keeping the work our own. In this competition, you are allowed to use AI as a **co-thinking tool**, not as a substitute for your own thinking. You must remain the author, the decision-maker, and the critical thinker throughout the whole process. This guide will show you how that can be achieved when writing an article.

## How does co-thinking with AI work?



### When using AI, remember this:

**Think first** Start with your own thinking. What do you already know? What are you trying to understand, improve, or find out?

**Talk it through** Use AI as a dialogue partner (a “co-thinking” tool). A good dialogue always involves thinking on both sides.

**Check it well** Every time AI gives you an answer, you need to check and reflect on it. **NEVER** trust the answer automatically. Is the answer correct, relevant, helpful, etc.?

**Craft your own** Make the result your own. Adapt it, improve it, combine it with your own ideas, or reject it.

The rule “**Think – Talk – Check – Craft**” can be used during every stage of the writing process which includes the research, structuring, writing, and revising of your work.

# Let's give you some concrete examples for writing an article!

## Research and structuring

AI can help you with your own research in books, articles websites, etc., but never use AI as your main source of facts!

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| <b>Think</b> | <p><b>Before researching ask yourself:</b></p> <ul style="list-style-type: none"> <li>• What could be a suitable subject to talk about?</li> <li>• What do I already know and not know?</li> <li>• What kind of information do I need?</li> <li>• Which sources might help me?</li> </ul> <p><b>For structuring ask yourself:</b></p> <ul style="list-style-type: none"> <li>• Who am I writing for? What background information is needed?</li> <li>• How should I order and shape the story I want to tell to keep the reader's attention? (linear/chronological structure, five-act structure, martini-glass structure, etc.)</li> <li>• What is the clearest order for my ideas?</li> </ul>  |  |
| <b>Talk</b>  | <p><b>AI may help with:</b></p> <ul style="list-style-type: none"> <li>• brainstorming different angles of a broad topic</li> <li>• suggesting search terms or keywords</li> <li>• explaining difficult words or concepts in simpler language</li> <li>• comparing different topic ideas</li> <li>• preparing interview questions</li> <li>• showing what information may still be missing</li> <li>• comparing different ways to organise your ideas</li> <li>• checking whether a structure fits your target audience</li> <li>• helping you see whether the order is logical/engaging or not</li> </ul>   | <p><b>Do not use AI to:</b></p> <ul style="list-style-type: none"> <li>• chose a topic for you</li> <li>• act as your main source of facts</li> <li>• give you references, quotations and claims that you do not verify yourself</li> <li>• create a full plan that you follow without thinking</li> </ul> |
| <b>Check</b> | <p><b>Check if:</b></p> <ul style="list-style-type: none"> <li>• the facts are correct or if information is too oversimplified</li> <li>• the information can be confirmed by a reliable source</li> <li>• a given source really exists</li> <li>• important information is missing</li> <li>• the given information reflects biases</li> <li>• the information is in line with your own research</li> <li>• a structure suggestion is truly improving your idea, or just turning it into something more standard and predictable</li> <li>• a structure suggestion fits the purpose and genre of your article</li> </ul> <p><b>What are the dangers if I do not check?</b><br/>Generative AI often:</p> <ul style="list-style-type: none"> <li>• hallucinates, i.e., invents sources, facts, or quotes</li> <li>• is biased, i.e., reflects stereotypes or one-sided views from the data it was trained on</li> <li>• generalizes, i.e., gives broad answers that miss important detail</li> </ul> <p>In addition, AI sometimes ignores the needs of different article genres, make the article feel generic and boring, rather than engaging and purposeful. A strong article structure still needs your own judgment!</p> |  |
| <b>Craft</b> | <p>Narrow down and choose yourself a topic and structure which is interesting to you and your readers based on your gathered information. For each section, list useful readings, sources and information.</p>   |  |

## Writing and Refining

**If AI writes it for you, it is no longer your work!**

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| <b>Think</b> | <p><b>Ask yourself:</b></p> <ul style="list-style-type: none"> <li>• What do I want to say in this paragraph?</li> <li>• What is the main point here?</li> <li>• How would I explain this in my own words?</li> </ul> <p>Write your own draft first, even if it is not perfect.</p>  |   |
| <b>Talk</b>  | <p><b>AI may help with:</b></p> <ul style="list-style-type: none"> <li>• suggesting clearer wording</li> <li>• helping simplify a sentence</li> <li>• helping with translation into English</li> <li>• pointing out where something sounds confusing</li> <li>• showing where a paragraph may be too long or unclear</li> </ul>  | <p><b>Do not use AI to:</b></p> <ul style="list-style-type: none"> <li>• write the whole article</li> <li>• turn your notes into final text</li> <li>• rewrite your work so strongly that your own voice disappears</li> <li>• invent examples or explanations you do not understand</li> </ul> |
| <b>Check</b> | <p><b>Whenever you ask AI for writing support, ask yourself:</b></p> <ul style="list-style-type: none"> <li>• Does this suggestion keep my meaning?</li> <li>• Do I still understand every sentence?</li> <li>• Does it still sound like my own writing?</li> <li>• Has the wording become too vague, too polished, too exaggerated, or too generic?</li> </ul> <p><b>What are the dangers if I do not check or let AI do the writing?</b><br/>AI-generated writing often looks strong at first glance, but it may:</p> <ul style="list-style-type: none"> <li>• change your original meaning of a sentence without you noticing</li> <li>• sound well but provide little information (“empty phrases”)</li> <li>• repeat the same point in the same paragraph but phrased differently</li> <li>• add factual mistakes</li> <li>• tend to use abrupt and repetitive sentence structures (e.g., short sentences in a row)</li> <li>• use a very standardized (AI-)tone, which sounds less personal, less engaging and less interesting</li> </ul> |   |
| <b>Craft</b> | <p>Rewrite the sentence or paragraph in your own way. Use AI suggestions only to improve your own text not to generate a whole text itself.</p>  |   |

**Notes:**

# Revising

**Good revision improves your work; it should not erase your voice.**

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| <b>Think</b> | <p><b>Ask yourself:</b></p> <ul style="list-style-type: none"> <li>• What kind of feedback do I need?</li> <li>• What is still weak, unclear, boring, or repetitive?</li> </ul>  |   |
| <b>Talk</b>  | <p><b>AI may help with:</b></p> <ul style="list-style-type: none"> <li>• checking grammar, spelling, and punctuation (use the right AI!)</li> <li>• checking whether the main question is answered</li> <li>• suggesting where transitions are weak</li> <li>• testing whether the tone and level of explanation fit the audience</li> <li>• finding missing points, repetitions, or unclear passages</li> </ul>   | <p><b>Do not use AI to:</b></p> <ul style="list-style-type: none"> <li>• rewrite the whole article for you</li> <li>• make all editing decisions for you</li> <li>• replace feedback from teachers or classmates</li> </ul> |
| <b>Check</b> | <p><b>Whenever you ask AI for writing feedback, ask yourself:</b></p> <ul style="list-style-type: none"> <li>• Is that really the correct spelling and punctuation here?</li> <li>• Did the AI misunderstand the purpose of my text and suggest changes that do not fit?</li> <li>• Is it removing interesting and personal phrasing that makes the article engaging?</li> <li>• Is AI changing the tone of my article into something more standard but less suitable?</li> <li>• Does the feedback fit my target audience?</li> <li>• Is the tone still consistent across the article?</li> </ul> <p><b>What are the dangers if I do not check?</b><br/>                     AI-generated text may look better than your own version at first glance, but that can be misleading. Chat-based AI tools such as ChatGPT are not true “good writers” or “grammar experts”. They do not understand language like humans do. Instead, they learn patterns, words, and sentence structures from the huge amounts of text they are trained on and use these patterns to generate new text. Moreover, a lot of online content is now written with AI, and AI systems are then trained further on this content. As a result, AI can learn from its own texts and reinforce grammar mistakes, punctuation habits, weak sentence structures, empty phrasing, and a general “AI tone”. A clear example is the overuse of punctuation marks such as the em dash (—), or abrupt and repetitive sentence structures.</p> |   |
| <b>Craft</b> | <p>Take suitable AI suggestions into account but merge it with your version. Never just copy paste. Make sure the final article still reflects your work!</p>  |   |

**Notes:**