

Copy, Paste, Create: AI Made Easy with Templates



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Without Template

YOUR PROMPT:

"Create a lesson plan about the water cycle"

AI OUTPUT:

Lesson Plan: The Water Cycle

Objective:

Students will learn about the water cycle.

Introduction:

Explain what the water cycle is and why it's important.

Main Activity:

Discuss evaporation, condensation, and precipitation. Show a diagram.

Assessment:

Quiz students on the steps of the water cycle.

Conclusion:

Review the key concepts and answer questions.

VS

With Template

YOUR PROMPT (USING TEMPLATE):

"Create a lesson plan about [the water cycle]
Grade level: [4th grade] | Time: [45 minutes]
Learning styles: [visual and kinesthetic]
Include: [hands-on activity, differentiation]
Standards: [NGSS 4-ESS2-1]"

AI OUTPUT:

The Water Cycle Journey - 45 Minutes

Opening (5 min):

Students share where they saw water today.
Chart responses to show water's many forms.

Mini-Lesson (10 min):

Use body movements to act out each stage.

Reach down (evaporation), float up (condensation)

Hands-On (20 min):

"Water Cycle in a Bag" - sealed bags with water taped to windows. Observe over next few days.

Real-World:

"Why don't we run out of water?" Link to local weather patterns.

Differentiation:

- Advanced: Add collection stage
- Support: Pre-made vocabulary cards
- ELL: Sentence frames for observations

Exit Ticket:

Draw and label one stage from bag experiment

How do AI prompts work?



The Missing Pieces:

01

Context

02

Constraints

03

Format

04

Tone

Avoid using AI:



Personal, sensitive situations



When personal expertise is needed



To replace personal and human interactions

Communication and Administration Templates:

- **Positive Email to Parents**
- **Difficult Emails or Letters**
- **Collaboration with colleagues**

Positive Communication Template

Write a positive email to a parent about their child

Student name: **[name]**

Grade: **[grade level]**

Specific achievement/behavior: **[what they did well]**

Why it matters: **[connection to learning/growth/character]**

Tone: **[warm and genuine]**

Include: **[specific example/anecdote]**

Length: **[brief - 2 short paragraphs]**

Difficult Communication Template

Act as a professional, solution-focused educator, drafting a difficult communication to a parent/guardian

[Student Name] Specific behavior: [factual, measurable (didn't turn in homework, specific acts of disrespect, etc)

Why it matters: [poor grade, disrupting group work]

Tone: [diplomatic and focus on student growth]

Include: Specific action already taken and suggested next steps (the specific intervention I've already tried (e.g., lunch meeting)," and "A clear next step required from the parent (e.g., please call me by the end of the day Friday)

Length: [brief - 2 short paragraphs]

Colleague Collaboration Template

Write an email to **[colleague/grade level team/department]**

Purpose: **[requesting collaboration/sharing resource/coordinating project]**

Context: **[brief background - 1 sentence]**

What I need: **[specific ask]**

Timeline: **[when you need response/action]**

Tone: **[friendly and professional]**

Length: **[short - 2-3 paragraphs max]**

DEMONSTRATION



- 1 Using templates
- 2 Modifying templates
- 3 Changing format

Instructional Planning Templates

- **Lesson Hooks**
- **Tiered Vocabulary Lists**
- **Discussion Questions**

Lesson Hook Generator

Create an engaging lesson hook for **[topic]**

Grade level: **[specific grade]**

Subject: **[subject area]**

Learning objective: **[what students will learn]**

Student interests/context: **[what your students care about - sports, social media, gaming, current events]**

Hook type: **[story/question/demonstration/surprising fact/real-world problem]**

Time limit: **[3-5 minutes]**

Include: **[how to transition from hook to lesson]**

Tiered Vocabulary List Builder

Create a tiered vocabulary list for **[topic/unit]**

Grade level: **[specific grade]** Subject: **[subject area]**

Number of words: **[8-12 total]**

Tiers needed: - Essential (all students must know): **[4-5 words]** - Important (most students): **[3-4 words]** - Advanced (extension/enrichment): **[2-3 words]**

For each word, include: - Student-friendly definition - Example sentence related to **[topic]**

One teaching strategy or memory trick

Optional: ask for visual representations or ideas to help foreign language speakers

Discussion Questions Template

"Create tiered discussion questions for **[text/topic]**

Grade level: **[specific grade]**

Subject: **[subject area]**

Text/Topic: **[specific title or concept]**

Question levels:

- Remember/Understand (2-3 questions): accessible entry point
- Apply/Analyze (2-3 questions): deeper thinking
- Evaluate/Create (1-2 questions): highest level

Include:

- Sentence starters for each level
- Wait time suggestion
- How to scaffold from basic to advanced

DEMONSTRATION



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Integrating templates

Assessment and Feedback Templates

- **Rubrics**
- **Feedback**
- **Progress Monitoring**

Rubric Template

Create a rubric for **[assignment/project name]**

Grade level: **[specific grade]**

Subject: **[subject area]**

Learning standards addressed: **[specific standard codes if applicable]**

Assignment type: **[essay/project/presentation/lab report/etc.]**

Performance levels: **[4-point scale: Exemplary/Proficient/Developing/Beginning]**

OR **[your school's scale]**

Criteria to assess (3-5 areas):

- **[e.g., Content accuracy]**
- **[e.g., Organization]**
- **[e.g., Evidence/support]**

For each criterion and level, include:

- Specific, observable indicators
- Student-friendly language
- What differentiates one level from the next

Format: **[table/grid format, easy for students to self-assess]**

Feedback Template

Role: Act as the educator for **[STUDENT NAME]**. Your task is to generate a professional, objective, and solution-focused memo using the four steps below. The final output must be suitable for both the student and their parents.

Section 1: Context

Student Name: **[STUDENT NAME]**, Assignment/Issue: **[ASSIGNMENT NAME/CONCEPT, e.g., "The Renaissance Project"]** Target Audience: **[E.g., "Student only," or "Parent/Guardian."]**

Section 2: Raw Notes to be Structured

[OBJECTIVE OBSERVATION/FACT]: [State the measurable fact. E.g., "The final grade was a 68%]

[IMPACT ON LEARNING/PROGRESS]: [Explain why this fact matters academically. E.g., "The lack of mastery here will make Unit 3's topic impossible."]

[SCHOOL INTERVENTION/ACTION TAKEN]: [Detail what the school/teacher has already done. E.g., "I offered a tutoring slot after school that was not utilized."]

[REQUESTED PARTNERSHIP/NEXT STEP]: [The concrete, measurable action the student/family must take now. E.g., "The student must submit an edited draft by Friday for partial credit"]

Constraint: The final memo must be diplomatic, avoiding words like "failed" or "bad." Focus on "areas for growth" and "opportunities for revision."

Progress Monitoring Template

Create a progress monitoring summary for **[student name/group]**

Grade level: **[specific grade]**

Subject/skill area: **[specific area being monitored]**

Time period: **[dates or "over 6 weeks"]**

Data to include: - Starting point: **[baseline data/score]** - Current performance: **[recent data/score]** - Goal: **[target performance]**

Measurement method: **[how you're tracking - assessments, observations, work samples]**

Progress status: **[on track/above expected/below expected/no progress]**

Include: - Specific evidence **[numbers, examples, observations]**

Patterns noticed **[what's working, what's not]**

Next steps/interventions

Parent-friendly language (avoid too much edu-jargon)

Tone: **[objective but encouraging]**

Length: **[1 paragraph for each section - 4 paragraphs total]**

Personalization Strategies

- Include the use of any accommodations
- Change tone for IEP or parent conferences
- Upload standards or teaching objectives
- Ask to focus on student growth, not deficits



Parent Conference Preparation Template

Create a parent conference preparation guide for **[student name]**, Grade level: **[specific grade]**

Conference type: **[routine check-in / academic concern / behavioral issue / IEP meeting]**

Time available: **[15-20-30 minutes]**

Student strengths to highlight (start positive): **[specific examples, not generic]**

Areas of concern (if any): **[specific, observable behaviors/performance] [data/evidence to reference]**

Goals for conference:

[what you want parents to understand]

[what action/support you're requesting]

Include:

Opening script (first 2 minutes - warm, welcoming)

Key talking points in order

Anticipated parent questions/concerns

Responses to potential pushback

Positive closing statement

Follow-up action items

Professional Development Planning Template

Create a professional development action plan for **[goal/skill to develop]**

Current context:

Years teaching: **[experience level]**

What I already know/can do: **[current skill level]**

Why this matters now: **[specific challenge or opportunity]**

Goal: **[specific, measurable growth target]**

Timeline: **[this semester / this year / over 2 years]**

The action plan should include:

3-5 concrete learning activities **[mix of: reading, courses, observation, practice, collaboration]**

Resources needed **[time, money, support]**

How I'll practice/apply new learning

How I'll know I've improved **[evidence/indicators]**

Check-in points to assess progress

Make it: **[realistic for busy teacher schedule, self-directed]**

Tone: **[motivating but practical]**



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