

# What Is ChatGPT and How Can You Use It?



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ChatGPT is a tool you can talk to.

You type a message, and it responds instantly. It's like a helpful assistant that's always available.

You don't need technical skills.

You don't need perfect wording.

You just need to explain what you want.

The same way you would to a person.

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## What Is ChatGPT?

ChatGPT is an AI assistant that helps you think, write, and solve everyday problems.

You can ask it questions, give it tasks, or even ask it to improve something you've already written.

It doesn't replace you, it supports you.

Think of it as:

-  a writing partner
  -  a brainstorming helper
  -  a problem solver
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## What Can You Use ChatGPT For?

There are many ways to use ChatGPT, but here are **three of the most common (and useful) ways to get started**:

### 1. Writing Emails and Messages

If writing emails feels stressful or time-consuming, ChatGPT can help.

#### **How to Use It**

Just tell it what you need in plain language.

Example:

“Write a friendly email asking a client for an update on an invoice.”

ChatGPT will create a draft instantly.

### **Example 1**

“Write a polite follow-up email after a meeting about a project timeline.”

### **Example 2**

“Write a short thank-you email after a job interview.”

### **Example 3**

“Write a friendly message checking in with a customer.”

### **Helpful Tip**

You can adjust the result by saying:

“Make it shorter”

“Make it more professional”

“Make it more casual”

You’re not starting over, you’re refining.

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## **2. Explaining Things in Simple Terms**

ChatGPT is great at breaking down complex topics into easy-to-understand explanations.

### **How to Use It**

Ask a question like you normally would.

Example:

“Explain what a black hole is in simple terms.”

### **Example 1**

“Explain how credit scores work in simple language.”

## Example 2

“Explain artificial intelligence like I’m new to it.”

## Example 3

“Explain how to create a budget step by step.”

## Helpful Tip

You can also say:

“Explain this like I’m a beginner”

“Explain this in 5 simple steps”

ChatGPT will adjust its explanation.



## 3. Generating Ideas and Getting Unstuck

If you’re stuck or don’t know where to start, ChatGPT can help you generate ideas.

### How to Use It

Tell it what you need ideas for.

Example:

“Give me ideas for social media posts about small business tips.”

## Example 1

“Give me 5 ideas for healthy dinner recipes.”

## Example 2

“Give me ideas for a blog about AI for beginners.”

## Example 3

“Help me come up with a weekly routine that includes work and rest.”

## Helpful Tip

If you don’t like the ideas, just say:

“Give me different ones”

or

“Make them simpler”

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## **How to Get Better Results**

The more helpful details you give, the better ChatGPT performs.

You can include:

What you want

Who it's for

The tone (friendly, professional, simple)

Any background details

Example:

“Give me 3 simple blog ideas about AI for beginners. Keep them easy to understand.”

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## **Try This First**

If you're brand new, start here:

Ask ChatGPT to write a simple email

Ask it to explain something you've always wondered about

Ask for ideas on something you're working on

That's it.

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## **Why This Is a Great Place to Start**

Using ChatGPT in these ways helps you:

Save time

Reduce stress

Learn faster

Feel more confident

And you don't need any technical experience.

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## **Final Thought**

You don't have to use everything at once.

Start small.

Try one thing.

Then another.

Confidence builds quickly when you realize:

👉 this tool is here to help you, not overwhelm you.

And Bri will be right here to guide you along the way.