# **Tips for Using ChatGPT for Your Business Communication Assignments**

## Ask ChatGPT for help generating ideas.

If you’re having trouble coming up with or honing an idea for a writing assignment or presentation, ask ChatGPT. The program can help you move past writer’s block, clarify your thinking, and narrow down a topic. Practice asking follow-up questions until you get better responses.

## Think of ChatGPT as a writing partner.

Imagine that the program is a tutor or writing center consultant, who would ask you questions and give you ideas and feedback—not write for you. Use ChatGPT as part of an iterative thinking process.

## Use your natural, authentic voice.

ChatGPT is a robot and sounds like one. You’re taking this class to find your own personal writing and speaking style. If ChatGPT writes for you, you’re missing the opportunity to convey your personality. What differentiates you at work is your character—who you are as a person. No AI technology can ever match your sense of humor or style.

## Adapt writing to your audience.

Every assignment in this class has a defined audience. ChatGPT can’t build a relationship; only you can do that. You’re more likely to inspire or persuade someone when you use your emotional intelligence to understand what moves and motivates someone, and then tailor your writing to that person.

## Beware of misinformation.

ChatGPT tends to “hallucinate”—invent information that doesn’t exist, particularly sources like books and journal articles. If you ask the program to provide evidence to support claims, check everything and add sources after 2021, which ChatGPT can’t access. For your own credibility, do your own research.

## Learn from ChatGPT’s corrections.

If you ask ChatGPT to correct your grammar, ask it to explain the mistakes it corrected and the grammar rules, so you can learn for the future.

## Plan ahead and expect change.

As of now, ChatGPT is often overloaded, so you’ll need to plan ahead if you rely on it. Also, these suggestions are based on ChatGPT as of January 2023. The program will evolve.