Writing with AI Guidance

When you get a specification sheet for an assessment, if you are permitted to use AI, this is what it will say about writing the work:

For this assessment, you can use Generative AI to create text for submission

Remember, whenever using AI tools, you must always keep a copy of your drafts, notes, and other resources from both before and after you used them. This is in case they need to be checked to see if you have used AI tools in the proper way for your assessment.

What you can do when using AI tools for writing

Ask for help in turning notes into text

You will be allowed to use an AI tool to help you turn your notes into text, but only after you have done the following:

- Created a bibliography
- Done the required reading
- Completed all research so that you can give the AI tool the correct guidance
- Thought about how you want to answer the question and structure the work
- **Only use your own notes and ideas – you may not use anyone else's**

The example below is for an **essay** about Athens in the classical period.

Look at the information in the boxes below for guidance on what to do, what to ask of the AI tool, and what you are likely to get back from it. Don't worry if you don't understand the content of the topic if it's not your subject, just take a careful look at how to word the prompt and the level of help you get back from the AI tool.

What is the topic?

The example is about Athens in the classical period and the title of the work to be structured is:
In your considered opinion, why is Athens considered to be the most powerful polity in the classical period?

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Before you got to this stage of wanting to write up, you will have:

- Created your bibliography, researched, and read up on the topic
- Thought about how you want to structure the answer
- Thought about what you want to include in each section or paragraph and made notes, preferably in bullet point form

What is the argument you wish to make in this section?
Athens was considered the most powerful polity because it had the largest navy in the Greek world.

What would the bullet points look like?

- Argument: Athens was powerful because it had the biggest navy
- Greek world connected by sea. Plato says Greeks like frogs around a pond
- Whoever controlled the sea had power over other polities
- Biggest enemies of the Greeks were Persia and Carthage. Both had large navies
- Whichever Greek polity had the largest navy, it could defend against Persia or Carthage
- Athens' navy meant smaller polities wanted to be allies for protection

This is what you should write as the prompt**:**

Please write up these bullet points as an essay paragraph at university level
(enter your notes)

Using **Microsoft Copilot**, this is the response you get from this prompt.

“Athens, one of the major city-states of Ancient Greece, was a powerful force due to its formidable navy. The Greek world was connected by sea, and Plato likened the Greeks to frogs around a pond. Whoever controlled the sea had power over other polities. The biggest enemies of the Greeks were Persia and Carthage, both of which had large navies. Whichever Greek polity had the largest navy could defend against Persia or Carthage. Athens’ navy was the largest in Greece, and this meant that smaller polities wanted to be allies with Athens for protection.”

Reading this response, you can see that all the facts from the bullet points have been included in the paragraph but:

- There are no citations/references - you will have to add these yourself
- The wording and style of the writing in the paragraph can be improved

You could try improving this paragraph by entering the following prompt to **Microsoft Copilot**

Can you make the text sound more professional?

This is the response **Microsoft Copilot** gave to this prompt

“Certainly! Here’s a revised version of the paragraph

Athens, one of the most prominent city-states of Ancient Greece, was a formidable force due to its powerful navy. The Greek world was connected by sea, and Plato famously likened the Greeks to frogs around a pond. The control of the sea meant power over other polities, and the biggest enemies of the Greeks were Persia and Carthage, both of which had large navies. The Greek polity with the largest navy could defend against Persia or Carthage, and Athens’ navy was the largest in Greece. This meant that smaller polities sought to be allies with Athens for protection.”

The wording in this improved paragraph is more professional, and so more like a university level piece of work. But you will still need to check it over very carefully to make sure that:

- It does not contain any mistakes and that no new facts or information have been added to it as these might not be accurate or relevant – it should only include information from your original notes

- You actually agree with what it has written

Be careful: Microsoft Copilot will automatically give you references but they will not be suitable for use in your assessment as they are not university standard. This is because they will usually come from Wikipedia and other internet sources which have not been peer-reviewed. Therefore, you **must not** use the references given you by Microsoft Copilot.

All references you use must be your own from the research you have carried out.

This time, the same prompt and bullet points have been put into **Google Gemini**, the response is in the box below:

"Athens' naval power was a key factor in its rise to power in the Greek world. The Greek world was interconnected by sea, and Plato famously compared the Greeks to frogs around a pond. Whoever controlled the sea had power over other polities. Athens' navy gave it the ability to project power throughout the Aegean Sea and beyond. Athens' greatest enemies were Persia and Carthage, both of which had large navies. Whoever had the largest navy in the Greek world could defend against Persia or Carthage and protect its own interests. Athens' navy gave it this advantage. In addition, Athens' navy made it attractive to smaller polities as an ally. Smaller polities could gain protection from Athens' navy in exchange for military and financial support. This gave Athens a network of allies throughout the Greek world, which further increased its power. Therefore, Athens' naval power was a key factor in its rise to power in the Greek world. It gave Athens the ability to project power throughout the Aegean Sea and beyond, defend against its enemies, and attract allies.

This argument can be supported by a number of historical examples. For example, in the Peloponnesian War, Athens' navy was instrumental in its victory over Sparta. Athens was able to blockade Sparta's coastline and prevent it from receiving supplies. This forces Sparta to sue for peace. Another example is the Athenian expedition to Sicily in 415-413 BC. This expedition was a disaster for Athens, but it highlights the importance of naval power in Athenian strategy. Athens hoped to use its navy to conquer Sicily and create a new empire. However, the expedition was poorly planned and executed, and Athens' navy was eventually defeated. This defeat led to the collapse of the Athenian empire. These examples show that Athens' naval power was a key factor in its rise to power and its eventual downfall."

Reading this version from **Google Gemini,** it appears that it can do far more than Microsoft Copilot as it is longer and far more detailed. **But this is the problem! This is why:**

- It has added information not provided by the original bullet points – it has added its own facts, particularly in the second paragraph where it gives examples
- Even worse, the extra information is **incorrect!** If you had read up on the topic, you would know that Athens **did not** win the Peloponnesian war, and that defeat in Sicily **was not** a main reason for the fall of the empire.

So, what should you do to avoid using inaccurate information?

- Always read very carefully the information provided by the AI tool. Look for any inaccurate information or extra information you did not supply. **Remember you may use this tool to help you write up notes that you have supplied yourself, it is not to replace research you should be doing.**
- Using this example in the box, it would be acceptable for you to use the first paragraph because it just develops the information it was given in the bullet points. But the second paragraph containing the extra information must not be used.

More Below

Another thing you can do: Voice to Transcript to Text

Some people find it easier to express their thoughts and ideas by speaking rather than writing or making notes. If you prefer to do this there are AI tools which can help you transform your spoken ideas into text. As our normal way of speaking does not sound like university standard text, it is important to use the AI tool as it will change what you say into something more suitable.

There are **two steps** to this process:.

Step 1- Voice to Transcript

Using **Microsoft Teams** is an easy way to use voice transcription. You can access this through your university Microsoft package in this way:

1. Go to your **calendar** on Microsoft Teams
2. Click on **Meet Now**
3. Start the meeting
4. Join the meeting
5. Don't invite anyone!
6. Click on **More** (the three dots)
7. Click on **Record and Transcribe**
8. Start transcription
9. When you have finished, stop the transcription and **copy and paste the transcript**
10. If you want to be able to access the transcript later, put a meeting in the calendar rather than just use the 'meet now' function.

If you are using **Microsoft Word** you can use the **dictate function** or the **transcribe function** to record what you are saying in text format.

You can find out more information on what to do here:

Dictate your documents in Word - Microsoft Support

Transcribe your recordings - Microsoft Support

Step 2 – Transcript to Text

Once you have gone through Step 1 and have the transcript of what you want to write up in your assessment it is important that it is changed into text which is going to create a piece of university standard writing. This is why the transcript must now go through Step 2.

Look at this example below and focus on the difference between the original transcript and the text produced by the AI tool.

What is the topic?

The example is about Athens in the classical period and the title of the work to be structured is:

In your considered opinion, why is Athens considered to be the most powerful polity in the classical period?

What was the transcript?

"Well, the main argument is that Athen was pretty strong 'cause it had the biggest. Of of navies in. The Greek world. As the great work connected by C. That was actually pretty important. Plato says that Greeks were like frogs around the pond. Yeah, so whoever managed to have the biggest Navy, or you know, control of the sea, then that that that. State had. Control. Pretty much over what any other state did, but I see. So. That meant that if Athens had the biggest Navy, then a lot of the sort of smaller states. Would try to be allies with Athens because right then the Athenian Navy would give them protection. Now that mainly was. Very important because. Of. Persia and Carthage? Nate Persia was like the biggest empire. In the nearest. And Carthage was the. Biggest state. In the western part of the Mediterranean? Yeah, and. For the Greeks, right, the the biggest enemies, the biggest. Threats were Persia in the east and Carthage in the West, right. So whatever Greek states had the biggest Navy, then it had the best chance to defend against. These bigger non-Greek kind of navies."

As you can see, the main factual points are there in the transcript, but it is clearly not written in a style appropriate for a university level piece of work: this is why Step 2 is necessary.

This is what to put as the prompt:

Please make this transcript into coherent text
(enter your transcript)

This is the response using **Google Gemini**:

"The main argument is that Athens was powerful because it had the largest navy in the Greek world. The Greek world was interconnected by the sea, and Plato famously compared the Greeks to frogs around a pond. Whoever controlled the sea had control over the other states. This meant that if Athens had the largest navy, then

many of the smaller states would try to be allies with Athens for protection. This was especially important because of the threats imposed by Persia and Carthage. Persia was the largest empire in the Near East and Carthage was the largest state in the western Mediterranean. For the Greeks, the biggest enemies were Persia in the east and Carthage in the west. Whoever had the largest navy had the best chance to defend against these larger non-Greek navies."

As you can see, there is a considerable difference between the original transcript and the text produced by **Google Gemini.**

So, what did Google Gemini do?

- Removed filter words and unnecessary repetitions
- Corrected spelling and grammar
- Made the language clearer and more concise
- Added transitions, or links between sentences and paragraphs so that the whole text flows more smoothly

However, although the text produced by Google Gemini is much better than the transcript, it is still not quite what is needed for university standard work. Putting this new text through again can help improve it further.

This is the prompt to put into **Google Gemini**

Can you rewrite the text so that it sounds more professional?

This is the response from **Google Gemini**

"Athens' naval supremacy was a key factor in its power in the Greek world. The Greek world was a maritime realm, and Plato famously likened the Greeks to frogs around a pond. Control of the sea conferred dominion over other states. Therefore, Athens' superior navy attracted smaller polities as allies, seeking protection from the Athenian fleet. This was especially important in light of the threats posed by Persia and Carthage, the two largest empires in the Near East and western Mediterranean, respectively. For the Greeks, Persia in the east, and Carthage in the west were the greatest threats. The Greek state with the largest navy had the best chance of defending against these larger non-Greek fleets"

Clearly, this sounds far more professional and appropriate for a university level piece of work.

So, what did Google Gemini do?

- Used more formal language, for example: “supremacy”, “dominion”, “polities”, “fleet”, and “empires”.
- Removed contradictions and informal phrases, for example: “pretty much”, “for protection”.
- Added more precise and sophisticated words and terms, for example: “maritime realm”, “conferring”, “respectively”, and “defending”.
- Improved sentence structure and flow
- Added transitions or links between sentences and paragraphs
- Overall, the work is now more academic and balanced

What you cannot do when using AI tools for writing

Just as you would not plagiarise a book or article, so you cannot plagiarise using an AI tool by asking it to write all, or any part of your assessment for you.

The example in the box below shows you what you **must not** do when inputting a prompt into an AI tool asking for help on how to write an essay or even just a paragraph.

Look carefully at how these prompts are asking the AI tool to actually write the work rather than giving it what has already been researched, thought about, and transformed into text:

Assessment title: In your considered opinion, why is Athens considered to be the most powerful polity in the classical period?
You must not input:

- Tell me why Athens was the most powerful polity in the classical period
- Write a paragraph on why Athens was powerful

Why you must not use prompts like this

- If you input these prompts, then the AI tool will basically be doing the assessment for you which is not allowed.
- If you submitted what the AI tool produced using these prompts then it is not your work and you will be committing **academic misconduct,** just as you would be if you had copied from a book or another student. This would result in severe penalties.

This is one of the reasons why you must remember to keep all drafts, notes, and resources used from both before and after you use AI tools when researching and writing up your assessment.

It may be necessary for your tutor to check them to make sure that you have not gone beyond what you are allowed to do.

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END