



AI Tools Category 1: AI Tools for Lesson Preparation

	AI Roles	Teachers' notes
Microsoft Copilot	<ul style="list-style-type: none"><li>● It is a very competent companion for the instructor. It can be used to:<ul style="list-style-type: none"><li>○ create a lesson plan step by step and even timed lessons with a break down of each step</li><li>○ create review pages, extra exercises and worksheets, warm-up activities, wrap-up activities, version A and B of an exercise</li><li>○ tailor activities to specific needs</li><li>○ create speaking and writing prompts</li><li>○ Games and pictures</li><li>○ define and suggest learning goals according to levels</li><li>○ provide websites to enrich the lesson</li><li>○ support some research</li><li>○ suggest writing corrections when you provide a text ( you can either copy and paste or upload a picture)</li></ul></li></ul>	<ul style="list-style-type: none"><li>● It can be used without a Microsoft 365 subscription by accessing copilot.<a href="https://copilot.microsoft.com">microsoft.com</a> or via Microsoft Edge, but it might not have all the resources available - it will not work on your private files but will use web data and general knowledge instead. To have full access and work directly inside your documents ( Word, PPT, Excel), you need a Microsoft account.</li><li>● If creating pictures, do not add text or letters: it will give you odd results and wrong spelling</li><li>● After some use, it knows your preferences and what you teach, so the content is even more tailored to your needs</li><li>● DO verify content and always review the worksheets that are created. They might be wrong or bring a different level than what you proposed. It does have a tendency to produce simple examples, but you can always request it to edit or create new ones</li><li>● You can ask it to create activities based on a specific course book or course book page: all you have to do is provide the name and page number. When using this resource, DO check: it might mistaken books and pages, but once you point out the mistake, it will apologize and do it again ( and often correctly)</li></ul>