

AI Fitness: Get Ready for the AI-Native Workplace

World of Work

- Teacher's Insights -

At a Glance

- 🕒 60 minutes
- 📅 B1, B2, C1
- 🎯 business vocabulary, acronyms, first and second conditionals for problems and solutions, going to for plans

Preparation

- 🕒 0-5 minutes
- Print one worksheet for each student.
- Print the Teacher's Insights or keep them at hand as they contain the answers to the exercises.

Exercise Summary

- Kickoff:** speaking intro on how students use AI
- AI Models:** match types of AI to what they do
- Acronym Test:** learn LLM, GPT, AGI, API, RAG...
- AI-Native Checklist:** score yourself on what employers want
- Advantages and Risks:** sort business vocabulary into advantages and risks
- Get AI Fit:** six tips and a plan with going to
- Find the Problem:** questions and conditionals for problems and solutions
- Problem-Finding Chat:** find problems at work, then imagine solutions
- Fun Quiz:** fun filler quiz on AI history
- Debate:** agree or disagree about AI and work

More and more companies want staff who use AI well, not just staff who use it. This lesson for adults and older teens who work, or will soon, covers the main types of AI and the acronyms people hear at work, what employers mean by "AI-native", the advantages and risks, and how to get "AI fit". Then it turns to a skill AI can't do for you: finding the real problem before jumping to a solution, and ends with a quiz and a debate. In a short class, set the checklist as homework or skip the quiz.

Kickoff:

Ask and answer the questions as a group.

🕒 These questions let everyone arrive. In a 2024 Microsoft and LinkedIn survey, most people who used AI at work brought their own tools, and about half didn't like to admit using it for important tasks.

1. Do you use AI at work or in your studies? Which tools? What for?
2. What is the most useful thing AI has done for you? Has it ever let you down?
3. Does your company or school have rules about AI? Do you tell your boss when you use it?
4. How do you think your job, or the job you want, will change in the next five years?
5. Look at the pictures. How could AI help each of these workers? What could go wrong?



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AI Models: Match the types of AI with what they do.

① Most big chatbots now read, see, listen, talk and make pictures, so the lines are blurring. Main chatbots in 2026: ChatGPT (OpenAI), Gemini (Google), Claude (Anthropic), Copilot (Microsoft), Meta AI and Grok.

Chatbots and assistants	•	•	answer questions, write and chat (ChatGPT, Gemini)
Image and video generators	•	•	make pictures or video from text (Midjourney, Veo)
Voice and music AI	•	•	talk, copy a voice or write a song (ElevenLabs, Suno)
AI agents	•	•	do multi-step tasks on their own, like booking
Coding assistants	•	•	write and fix code (GitHub Copilot, Claude Code)
Open-weight models	•	•	you can download and run yourself (Llama, Mistral)

Acronym Test: Complete what the acronyms stand for. Then, complete the sentences with the acronyms.

① RAG is said as a word; AI, LLM and API letter by letter. Which acronyms do students hear at work?

AI = artificial <u>intelligence</u>	ML = <u>machine</u> learning	LLM = large <u>language</u> model	GPT = generative pre-trained <u>transformer</u>
GPU = graphics <u>processing</u> unit	AGI = artificial <u>general</u> intelligence	API = application programming <u>interface</u>	RAG = retrieval-augmented <u>generation</u>

- Chatbots like ChatGPT and Claude run on an LLM trained on huge amounts of text.
- Our booking app talks to the chatbot through an API, so it can check prices.
- Nobody agrees when AGI (AI as clever as people at almost everything) will arrive.
- Our help desk bot uses RAG: it checks our own documents before it answers.
- Spam filters use ML: they learn from millions of emails, not from fixed rules.
- Training a big AI model takes thousands of GPUs, the chips Nvidia is famous for.

AI-Native Checklist: Tick the boxes that are true for you and count them. Then, compare with a partner.

① In April 2025, Shopify's boss told his staff that using AI was now "a baseline expectation".

Companies now want "AI-native" staff: people who use AI as naturally as email, and know when not to.

Is this you?	✓	Is this you?	✓
I use AI every week.		I know my company's AI rules.	
I pick the right AI tool for each job.		I've saved time on a boring, repeated task.	
I give AI context and examples.		I know when AI is the wrong tool.	
I check names, numbers and sources.		I've made a prompt or template others use.	
I know what never to paste into AI.		I have skills AI can't replace.	

Your AI fitness score: 8-10: AI-native already. 4-7: getting fit. 0-3: time to start training!

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Advantages and Risks: Write A (advantage) or R (risk) for AI at work.

① Some are both (lower costs can mean fewer jobs), so accept any answer students can defend.

faster first drafts of emails = A	client data in a public chatbot = R	lower costs for simple tasks = A
invented facts in a report = R	help for customers 24/7 = A	"shadow AI" (unapproved tools) = R
more time for creative work = A	over-reliance and lost skills = R	bias when AI sorts CVs = R
faster training for new staff = A	fewer entry-level jobs = R	copyright problems with images = R

1. Which advantages have you already seen? Which risk worries you most?
2. Is "shadow AI" a problem where you work or study? Why do people do it?

Get AI Fit: Read the six tips. Then, discuss with a partner.

① Push for real plans: *In week 1, I'm going to use AI to summarise my emails every morning.*

1. Warm up every day

Use AI for small, real tasks: an email, a summary, a plan. Ten minutes a day beats one long course.

2. Learn the moves

Give context, a format and an example. Treat the first answer as a draft and ask for changes.

3. Train your eye

Check names, numbers and sources. Your name is on the work, so the mistakes are yours.

4. Know the rules

Never paste client data, passwords or plans into a tool your company hasn't approved.

5. Build a routine

Turn a weekly task into a saved prompt, a template or an automation, and share it.

6. Stay human

Grow what AI can't do: judgement, people skills, deep knowledge of your field.

1. Which tips do you already follow? Which one would help you most at work?
2. Make a four-week plan and tell your partner: *In week 1, I'm going to...*

Find the Problem: Read the box. Then, find the real problem in each case.

① Let pairs ask the box questions about each case first, and ask for each answer as a conditional.

Problem first, solution second

Don't build "a solution looking for a problem": before you say "Let's use AI!", find the problem.

Ask: What exactly happens? How often? Who does it affect? What does it cost us? Then ask "Why?" about five times to reach the **root cause**.

Say it: The real problem is that... / The root cause is... / It costs us two hours a day.

First conditional for a real risk: If we **don't reply** faster, we'll **lose** clients. **Second conditional** for an imagined fix: If we **trained** new staff better, they'd **make** fewer mistakes.

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1. "Customers keep phoning. Let's build an AI chatbot!" **Fact:** the order email has no delivery date.
= the missing date; if we added it to the email, we'd get fewer calls (no chatbot needed)
2. "Meetings take forever. Let's get an AI note-taker." **Fact:** there's no agenda, and ten people come.
= no agenda and too many people; an AI would just take notes of a bad meeting
3. "Nobody reads our report. Let AI write it faster." **Fact:** it's 30 pages, and managers want one.
= the report is far too long; if we sent one page, people would read it
4. "Sales are down. Let's use AI to post online every day." **Fact:** the website crashes at checkout.
= the broken checkout; more posts would only send more people to a page that doesn't work

Problem-Finding Chat: Talk about your company or business* in pairs. Find the problems first, then imagine solutions.

① Allow about 10 minutes and walk round. Push pairs to say what each problem costs before they suggest a fix. Read the asterisk note aloud: in law, health or banking, an imagined business is the safe choice.

1. **Describe it:** What does your company or team do? Who are its customers?
2. **Find three problems:** What is slow, boring, expensive or annoying? Use the box questions.
3. **Dig deeper:** Choose one and ask "Why?" to find the root cause. What does it cost?
4. **Imagine solutions:** one with AI, one without. Report back: *If we..., we would...*

* If anything about your work is confidential, don't share it and don't break any rules. Use an imagined business instead: a family bakery, a dental clinic, a language school, a bike delivery company or a small hotel.

Fun Quiz: Do the quiz in teams. Most right answers wins!

① This is a fun filler quiz to end the class. Read the questions aloud, or let teams race.

1. ELIZA, the first famous chatbot, was made in...
a. 1966 b. 1986 c. 1996 d. 2006
at MIT by Joseph Weizenbaum; it played a therapist
2. A 2024 Nobel Prize went to the team behind AlphaFold, an AI that predicts the shape of...
a. clouds b. proteins c. stock prices d. earthquakes
3. Collins Dictionary's Word of the Year 2025, "vibe coding", means making software by...
a. working at night b. describing it to an AI c. copying other apps d. listening to music
4. In a 2024 survey, how many bosses said they wouldn't hire someone without AI skills?
a. about 1 in 10 b. about a third c. about two thirds d. all of them
66% of business leaders, in the Microsoft and LinkedIn Work Trend Index
5. Which of these is NOT an AI chatbot?
a. Gemini b. Claude c. Grok d. Bluetooth
Bluetooth is named after Harald Bluetooth, a Danish king from the Viking age

Debate: Do you agree or disagree? Give reasons and examples.

① Give each half of the class one side, whatever they really think. One-to-one, take the other side.

1. Using AI to write your CV or cover letter is cheating.
2. If AI does half your job, you should work half the week for the same pay.
3. New staff should learn to do the job without AI first.
4. In ten years, knowing your field will matter more than knowing AI tools.

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Extra Speaking: **Ask and answer the questions if you have extra time.**

1. Which task in your job would you never hand to an AI agent, even if it could do it?
2. If an AI tool saves you five hours a week, who should get those hours: you or the company?
3. Should companies pay for AI training for every employee?
4. Should bosses be able to see how much each person uses AI?
5. Would you work for a company that bans AI? What about one that makes you use it?
6. Who is responsible if an AI agent sends the wrong email to a client?