**ALX AICE Week 2 Email Worksheet**

**INSTRUCTIONS FOR THIS WORKSHEET:**

### **SECTION A**

### **Part 1: Writing the Email Manually**

**Compose an Email**: Write an email to your colleagues at waga. The email should include:

* + A brief introduction about yourself.
  + Three areas where you can lead or take ownership in the team.
  + Your proposed work rhythm or how you plan to work with the team.
  + A problem statement related to your work or project.
  + Proposed meeting schedules.

| Subject: Exciting Beginnings: Embracing Collaboration at Waga  Dear Colleagues,  I trust this message finds you well. I'm thrilled to introduce myself as Ntokozo Matsipa, the newest addition to the Waga team, stepping into the role of Junior AI Learner.  In the spirit of collaboration, I'm eager to contribute in the following areas:  1. Strategic Planning: Aligning our objectives with organizational goals for effective outcomes.  2. Cross-Functional Collaboration: Fostering teamwork across departments to maximize our collective potential.  3. Innovation and Process Optimization: Exploring creative solutions and enhancing operational efficiency.  To ensure seamless communication, let's plan regular check-ins for updates and problem-solving. Speaking of challenges, I've identified some inefficiencies in our current data processing system that we can streamline for better accuracy and productivity, and I believe our collaborative efforts will lead to innovative solutions.  I propose we kick start this journey with a weekly team meeting, commencing 28th March at 3pm.  I'm genuinely excited about the possibilities and look forward to achieving success together.  Best,  Ntokozo Matsipa  Junior AI Learner  0789134526 |
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### **Part 2: Writing the Email with ChatGPT**

1. **Create a Prompt for ChatGPT**: Write a clear and detailed prompt that you will feed into ChatGPT to generate a similar email. Your prompt should ask ChatGPT to write an email including all the elements mentioned above.

| Compose an Email: Write an email to your colleagues at Waga. The email should include:  A brief introduction about yourself.  Three areas where you can lead or take ownership in the team.  Your proposed work rhythm or how you plan to work with the team.  A problem statement related to your work or project.  Proposed meeting schedules.  keep it nice and beautiful |
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1. **Use ChatGPT**: Input your prompt into ChatGPT and generate the email.
2. **Review and Edit the ChatGPT Email**: Once you receive the email from ChatGPT, review it. Feel free to make any edits or updates to the email as you see fit.

| Subject: New Beginnings: Let's Drive Success Together!  Dear Team,  Hope this message finds you well. I'm Ntokozo Matsipa, joining Waga as a Junior AI Learner, and I'm thrilled to be part of this dynamic team.  I'm ready to contribute in key areas:  1. Strategic Planning: Aligning our goals for effective outcomes.  2. Cross-Functional Collaboration: Maximizing our collective potential.  3. Innovation and Process Optimization: Enhancing efficiency with creative solutions.  Let's keep the communication open with regular check-ins. I've identified a system inefficiency we can streamline for better accuracy and productivity.  Proposing a kickoff team meeting on March 28th at 3 pm to set the tone for our collaborative journey.  Looking forward to our success!  Best,  Ntokozo Matsipa  Junior AI Learner  0789134526 |
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### **Part 3: Workflow Optimization Analysis**

1. **Fill Out the Workflow Optimization Tab**: Using your experience from this activity, fill out the **'Workflow Optimization'** tab in your [AI Toolkit](https://docs.google.com/spreadsheets/d/11HJQIo3FncvMSBTs4fZ413aPBSmLrhXnfoXx5dqoeqA/copy). The tab should include:

| Process | AI Tool Applied | Before Optimization | After Optimization | Time Saved | Improved Metrics | Feedback |
| --- | --- | --- | --- | --- | --- | --- |
| Email Writing | ChatGPT | Writing emails manually | Automated email writing | Based on the time you used initially, how many hours will you save using ChatGPT for this process? | (You will come back to this after your peer activity)  From your peer feedback, which email is better? | What do you think about using AI for writing emails? |



**Please go back to your LMS and continue with your learning content. You will be prompted on when to return to complete Section B.**

### **SECTION B**

### **Part 4: Peer Activity Reflection**

Peer Name:

| *Write your peer name here:* |
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### **Peer Feedback:** What feedback did your peer give you on your email?

| *Feedback on manual email:* |
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| *Feedback on ChatGPT email:* |
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### In 2 - 3 sentences, share your experience of the entire peer activity.

### What did you like about it?

### What were you most nervous about?

### What would you change?

### What were the key highlights?

| *Share your experience here;* |
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