Simplified Instructions — Prompt Card

Copy this prompt into an approved AI tool, then check the result against the original.

Rewrite the instructions below for Level 1 learners with literacy barriers. Use short sentences, everyday words and numbered steps, one action per step. Keep subject terms such as ‘spreadsheet’ and explain them in brackets. Add a final line saying what a finished task looks like. Do not add new content.

Paste your instructions here (no identifying details):

_____

_____

_____

Before use: check meaning, accuracy and tone against the original — AI simplification can quietly drop requirements. Keep the original full-level version available.

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