Mira4Tech | Source-first AI practice

Training brief

This is original fictional practice material prepared by Mira4Tech for learning how to summarise a source and prepare a presentation. It contains no customer records or personal details. It is not an announcement of a real event.

The audience is computer beginners. The session takes place on Saturday and lasts thirty minutes. Its three activities take ten minutes each: exploring Windows 11, organising files, and reviewing how to copy a practice file. The date of the Saturday, the venue, the trainer and the fee have not been decided. Do not invent them.

Learning goal: explain what you are doing before changing a real file. Keep the original practice material and create a separate working copy. Use a name that distinguishes the source from the output. At the end, open the saved copy and compare its contents with the source rather than relying only on a success message.

This short exercise is about reading and checking evidence. It does not teach operating-system installation, account recovery or drive formatting. No participant needs to provide a password, a recovery key or an identity document.

Activity	Minutes
Explore Windows 11	10
Organise files	10
Review copying a practice file	10

Evidence and review checklist

A correct summary should retain the audience, Saturday, thirty-minute total, three activity names and ten-minute allocations. The three allocations add up to thirty. Missing details must stay marked as undecided; a polished sentence is not evidence for a trainer name, address, price or registration process.

When creating questions, separate the answer from its supporting sentence. Ask who the session is for, how long it lasts and what is not yet known. A question about an unspecified fee should be answered as not stated in the source. Asking the model to supply a plausible price would change the exercise.

For a presentation, use four slides: the audience and purpose; the schedule; the original-and-copy workflow; and the final review checklist plus unknown details. An illustration may explain the idea, but it must not imply that a real classroom, trainer or event has been photographed.

Before publishing the output, check every number and proper noun. Distinguish information taken from this brief from suggestions added by a model. Review slide overflow, reading order, contrast and Arabic text direction when translating. Preserve the source so another reader can reproduce the comparison.

Source credits: all text in this practice brief was authored for Mira4Tech on 2026-10-27. You may use this fictional brief in the accompanying exercises. It is a teaching sample, not a benchmark of every AI tool or a promise of accurate results.