



ACTSET: An AI Prompting Framework for Language Teachers

Audience: Who are you?	I am a college professor who teaches Elementary (Beginning) Spanish.
Context: What is the purpose of this interaction?	We just finished a unit on family, and the students are giving a culminating presentation with Q&A about their families.
Task: What do you want the AI tool to do?	Please draft a descriptive rubric for evaluating this presentation.
Specifics: Exactly what features do you want (or not want) in the response?	Include organization, language use, timing, and Q&A performance as criteria. There should be 3 scoring bands. Weigh language use the most.
Evaluate:	• What gaps exist between my vision and the output? • Is the output linguistically, pedagogically, and ethically sound? • What can/should I change myself, and what can/should I prompt the AI to change?
Tweaks: After an initial response, what changes do you want/need to make?	Simplify the language and make the tone more appropriate for students. Emphasize accurate use of the target vocabulary in “language use.” Add a delivery category that emphasizes speaking naturally without notes or reading.

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Audience: Who are you?	I am a college professor who teaches intermediate Indonesian.
Context: What is the purpose of this interaction?	The students are at an intermediate-high level on the ACFTL proficiency scale. We are working on improving reading skills for comprehension and discussion.
Task: What do you want the AO tool to do?	Please modify the text of this article to fit their reading level while still conveying key information.
Specifics: Exactly what features do you want (or not want) in the response?	Please limit the text to 300 words and keep a few potentially new vocabulary words (with English glosses). Then generate 4-5 comprehension questions for students to answer as homework, and 3 discussion questions for in class.
Evaluate:	• What gaps exist between my vision and the output? • Is the output linguistically, pedagogically, and ethically sound? • What can/should I change myself, and what can/should I prompt the AI to change?
Tweaks: After an initial response, what changes do you want/need to make?	Re-incorporate the narrative hook in the introduction to stay true to the style of the original. Include more glosses that are <i>not cognates or borrowed words from English</i> , and make them inline.