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| --- | --- | --- |
|  | Description | Images (optional)\* |
| Name of article: |  |  |
| Author: | Contributed by [name], [Division], [email] | N/A |
| Activity focus area(s):  | (e.g., Feedback, Vocabulary exercise) | N/A |
| Activity purpose:  | (Describe the overall aim of the activity using this AI tool. For example: The activity is aimed to improve students' speaking accuracy in vocabulary and grammar through providing individualized AI revised version on their output.) | N/A |
| AI tool used:  | (Name and website link) | N/A |
| Overview of the AI tool: (introduction, key features, ease of access) |  |  |
| Set-ups/Technology required: | (Besides necessary software/hardware, please also specify whether this tool is accessible in Mainland China) |  |
| Procedure: |  | (Note: Images are highly recommended for this part. For example, you may provide a screenshot of Chat history with a Generative AI tool.) |
| Caveats and alternatives: | (In addition to caveats and alternatives, you can also share your evaluation and reflection in this section.) |  |
| Additional information:*(e.g.: Appendix, Worksheets, References, further readings, video demos, etc.)* | (You can also share any helpful information that you think the readers want to learn more, such as other features of this tool, or whether the functions needs subscriptions or fees, etc.) |  |

Note:

\* a. Make sure the images included are clear.

b. Images that are referred to in the text need to be numbered (e.g.: Image 1, Image 2). Example:

