

Claude, ChatGPT or Gemini for office work: compare them on your actual tasks

LearnIA - teaching template - 2026-10-14

Use fictional data for the first trial. Adapt this template to your context and verify the result before using it.

Brief to complete

Objective and intended decision :

Audience and context :

Documents, versions and sources :

Constraints and boundaries :

Expected output format :

Information to confirm :

Reviewer :

Starter instruction

Using only the supplied documents, produce a report with facts, precise sources, contradictions and open questions. Invent no amounts or decisions. Follow the requested format, explain calculations and identify file-reading limits. I will evaluate the output using criteria established before the trials.

Quality review

☐ Inputs and initial instructions are identical.

☐ Criteria were defined before results.

☐ Facts and calculations were independently verified.

☐ Correction time and cost were recorded.

Verification log

Item	Source or calculation	Result	Correction

Approval and next step

Remaining errors :

Assumptions to resolve :

Retained version :

Next action and owner :

Full tutorial, example and sources : <https://learn-prompting.fr/blog/comparatif-assistants-ia-tache-bureau>

This resource prepares a draft; it is not a certification, a grading decision, legal advice or a guarantee of results.