

Explanation Generation Templates

Draft clear, learner-friendly explanations

1. Concept Explanation Template

Explain [concept] to [audience].

Structure:

1. What it is (simple definition in 1 sentence)
2. Why it matters (relevance to their work)
3. How it works (step-by-step or key components)
4. Common misconceptions (what people get wrong)
5. Practical application (how they'll use it)

Keep language conversational, use analogies where helpful, avoid jargon unless necessary.

2. Process Explanation

Explain the process of [task/procedure] for [audience].

Break into clear steps:

- Step 1: [Action] - Why: [Reason] - Common mistake: [Error]
 - Step 2: [Action] - Why: [Reason] - Common mistake: [Error]
- [Continue for all steps]

Include:

- ✓ Decision points (when to do X vs Y)
- ✓ Quality checks (how to know it's correct)
- ✓ Troubleshooting (what to do if it goes wrong)

3. Simplify Complex Content

Take this technical content and rewrite it for [non-technical audience]:

[Paste complex content here]

Simplify by:

- Using everyday language instead of technical terms
- Adding concrete examples
- Breaking into shorter sentences
- Using analogies to familiar concepts
- Highlighting only what they need to know for their job