PART 1 OF 5 / ESSAY

Why your AI writes essays

Four ways to personalise your setup, with a five-minute test you can run today.

FICTIONAL EXAMPLE / A CLEARER REQUEST

Task: Write a short reminder for a practice meeting.

Useful context: The audience is a speaking club. Use a warm tone and no more than 40 words.

Illustrative reply: Our practice meeting starts at 7 pm. Please bring a two-minute speech and one question for feedback. See you there.

UMER NAWAZ

01 / THE FOUR LEVERS

A setup you can reuse

Lever	Where it lives	Access notes
1. Tell it who you are	Claude: Instructions ChatGPT: Custom instructions Gemini: Personal context	Personalisation is available on free plans, subject to account eligibility.
2. Define the work	Claude: Projects ChatGPT: Projects Gemini: Gems	Limits vary. ChatGPT Free allows 5 files per project. Check which project settings your account offers.
3. Show your style	Upload selected plain files to a compatible tool, or explicitly grant folder access where supported.	Uploads have limits. Claude Cowork is on paid plans; folder capabilities vary by app.
4. Save a method	Claude: Skills. In another tool, adapt the method into its instructions.	Claude Skills includes Free, Pro, Max, Team and Enterprise; code execution must be enabled.

Start with a short profile, then test one familiar question. Project instructions may override global preferences.

02 / FIVE-MINUTE TEST

What does your AI know about you?

Here is a question I asked you before:
[paste the question]

Before you answer, list in three bullet points what you know about me: my role, who reads my work and how I like answers written. If you know nothing, say so plainly and list the five facts you would need from me.

Then answer the question again in no more than 120 words.

Use only what I have told you or pasted here. Do not guess or invent details about me. If a fact or figure needs a source, name it or say it is missing.

REVIEW: If the reply lacks useful context, add a short profile and run the test again. Check that it follows your requested length.

REFERENCES / CHECKED 25 OCTOBER 2026

Claude personalisation
ChatGPT custom instructions
ChatGPT projects
Using Claude Skills