



QUEEN'S
UNIVERSITY
BELFAST

AI Self-Help Guide

Using AI to Save Time



Introduction



This guide is designed to help both staff and students use AI to become more efficient in everyday tasks such as writing emails, generating ideas, revision and tutoring, data analysis, visualisation, and more.

Each section of this guide includes example prompts you can use directly with AI tools. These prompts are tailored to help you complete tasks more efficiently and can be edited and adapted for your requirements.

Please note, depending upon the AI tool you use, the quality of the answer is likely to differ and in some cases a difficult or nuanced question may not receive an appropriate answer. It may be necessary to prompt the AI several times to get the response you require.

Each topic has a prompt example which looks like this:

Generate a variety of innovative ideas for *{Project/Task/Goal}*. The ideas should align with *{Specific criteria, themes or goals}*, addressing *{Any challenges or constraints}*, and consider *{other relevant factors}*.

Provide *{Number: e.g. at least 10 or top 3}* ideas formatted as *{bullet points, paragraphs, table}*.

The text within these prompts should be copied and pasted into the AI. And the text within the {curly brackets} should be updated with the specifics of your request. Some examples have been provided on each page.

By adopting the strategies and using the AI prompts outlined here, you'll be able to work more effectively, making your day to day activities more productive and rewarding.

Choose your Activity

This is an interactive PDF.

Please click on a type of activity to view more information.



Generating Ideas

Generating Feedback

Summarising Documents

Drafting/Writing Documents

Planning Work

Generating Images

Proofreading Documents

Assisting with Tutoring/Revision

Analysing Data

Writing Emails

Generating Meeting Outputs

Visualising Data

Googling with AI

Generating Ideas



Getting Started

Follow these steps to use AI for effective idea generation:

- **Define Your Goal:** Clearly define what you need ideas for, including the specific goals, challenges, or areas you want to explore. The more precise your objective, the more targeted and relevant the AI-generated ideas will be.
- **Open AI Tool:** Access ChatGPT or your preferred AI tool.
- **Provide Context:** Provide the AI with any important background information, including context, key details, and any constraints or criteria. Quality input helps the AI generate ideas that are more aligned with your needs.
- **Use a Prompt:** Instruct the AI to provide some ideas/suggestions. Examples of prompts are available in the section below.
- **Review and Refine:** Review the AI-generated ideas, select the most relevant ones, and refine them as needed.

Prompts

Prompt

```
Generate a variety of innovative ideas for {Project/Task/Goal}. The ideas should align with {Specific criteria, themes or goals}, addressing {Any challenges or constraints}, and consider {other relevant factors}.
```

```
Provide {Number: e.g. at least 10 or top 3} ideas formatted as {bullet points, paragraphs, table}.
```

Example Prompt

```
Generate a variety of innovative ideas for activities suitable for 10 to 13 year old children. The ideas should align with areas around Science, Technology, Engineering and Maths, addressing the decline in pupils studying these subjects. Provide the top 8 ideas formatted as a table.
```

Generating Ideas



Other Considerations

- **Relevance and Feasibility:** Evaluate the generated ideas for their relevance to your context and their feasibility. AI can produce a wide range of ideas, but not all may be practical or applicable to your situation.
- **Creativity and Innovation:** Encourage the AI to think outside the box by including prompts that ask for unconventional or innovative ideas. However, balance creativity with practicality to ensure the ideas can be realistically implemented.
- **Iterative Refinement:** Use the AI's output as a starting point. Refine, combine, or expand on the generated ideas through further discussion or brainstorming. Collaboration with colleagues can help enhance and adapt the AI-generated ideas to better fit your needs.
- **Bias and Diversity:** Be aware of potential biases in AI-generated ideas. Ensure the ideas reflect diverse perspectives and avoid reinforcing stereotypes or existing biases in your field or industry.

Further Information

- [AI Hub](#)

 **Back to Top**

Draft/Writing Documents



Getting Started

These steps can be used to either create a document structure or create a body of text from a structure, which can be refined and improved.

Follow these steps to to use AI for document writing/drafting:

- **Define Purpose:** Be clear why you are using AI. Are you using it to help you create a structure? Or giving the AI a structure and asking it to create draft text that can be refined and improved.
- **Open AI Tool:** Access ChatGPT or your preferred AI writing tool.
- **Provide Context:** Provide specific and detailed prompts to guide the AI in helping to create a draft structure or text that meets your expectations. The more context and details you provide, the more tailored the draft will be.
- **Use a Prompt:** Instruct the AI to create the structure or draft text. Examples of prompts are available in the section below.
- **Review and Edit:** Review the AI-generated draft, make necessary edits, and finalise your document.

Prompts

Prompt to draft a document structure:

```
Draft a detailed structure on {Topic} that incorporates {Key points} for {Audience}. Organise the content in {Preferred format: series of bullet points, paragraphs, section headings, etc.}. Be sure to include {Any specific sections or key points}.
```

Prompt to draft a document from a structure:

```
*** Start of structure *** {Paste structure here} *** End structure ***  
Using this structure draft a comprehensive {Type of document: essay, article, poem} The draft should be tailored to {Intended audience} with a {Tone: formal, informal, etc.} style, and should be approximately {Length: number of words or pages}.
```

Draft/Writing Documents



> Prompts continued..

Example Prompt:

Draft a detailed structure on “How AI is Transforming Assessment and Feedback in Higher Education” that incorporates “the role of AI in personalised learning, efficiency in grading, challenges around academic integrity, and its potential to support formative feedback” for “university faculty and curriculum designers.”

Organise the content in “a series of bullet points under main section headings, with brief explanations and key examples for each point.”

Be sure to include “a section on future trends in AI-driven assessment, real-world case studies from institutions using AI, and a summary of recommendations for faculty development.”

? Other Considerations

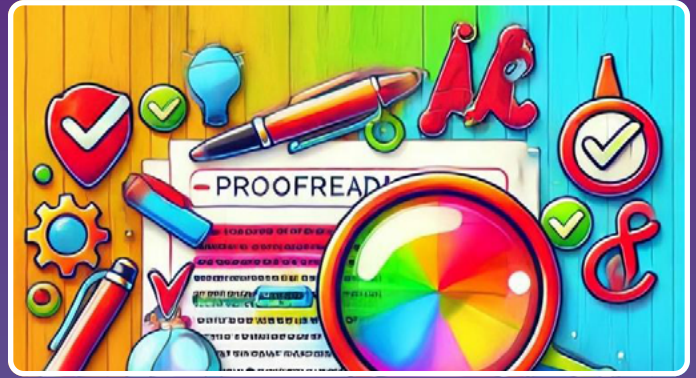
- **Tone and Formality:** Make sure the AI-generated content matches the required tone (e.g., formal, informal, persuasive) and level of formality appropriate for the document’s purpose and audience.
- **Structure and Length:** Consider the document’s desired structure (e.g., headings, subheadings, sections) and length. AI can help create clear sections, but you may need to refine the structure for coherence and flow.
- **Accuracy and Fact-Checking:** Verify the factual accuracy of the AI-generated content, especially if it involves specific data, statistics, or technical information. AI can sometimes generate content that needs verification or refinement.
- **Customisation and Review:** Always review and personalise the draft to ensure it aligns with your specific goals, contains accurate information, and reflects the right tone. AI can provide a good starting point, but human editing is essential for refinement.
- **Use of Supporting Elements:** See data visualisations section of this document.

🔍 Further Information

- [AI Hub](#)

← Back to Top

Proofreading



Getting Started

Follow these steps to use AI for effective proofreading:

- **Prepare the Text:** Ensure you have your document saved in a digital format. You can either copy and paste your text or drag and drop a document directly into the AI.
- **Define Type of Proofreading:** Think about what type of proofreading you'd like completed. e.g. spelling and grammar, check for tone, check for bias etc.
- **Define Output:** Think about how you would like the output to be provided. E.g. A list of suggested changes or updates completed within the document.
- **Open ChatGPT:** Access ChatGPT or your preferred AI tool.
- **Input the Text:** Copy and paste the text or drag and drop the document you need proofread into the chat.
- **Use a Prompt:** Instruct the AI to proofread. Examples of prompts are available in the section below.
- **Review Suggestions:** Review the AI's corrections and suggestions, make necessary edits, and finalise your document.

Prompts

Use this prompt when you have a piece of text to paste in and you would like a list of suggestions for improvements:

Text to Proofread:

```
*** Start of text ***{Paste the text here} *** End of text ***
```

Please proofread the above text with a focus on the following aspects:

- **Type of Proofreading:** {Specify the type of proofreading required, e.g., spelling and grammar, tone consistency, clarity, check for bias, sentence structure, punctuation, style, etc.}
- **Level of Detail:** {Indicate the level of detail you want, e.g., basic corrections, in-depth analysis, suggestions for rephrasing, etc.}

Output Format:

- Please provide a list of suggestions for changes, categorised appropriately. Each suggestion should include the original text and the recommended revision or comment.

Use this prompt when you have a document to upload and you would like a list of suggestions for improvements:

{Drag & drop your file here}

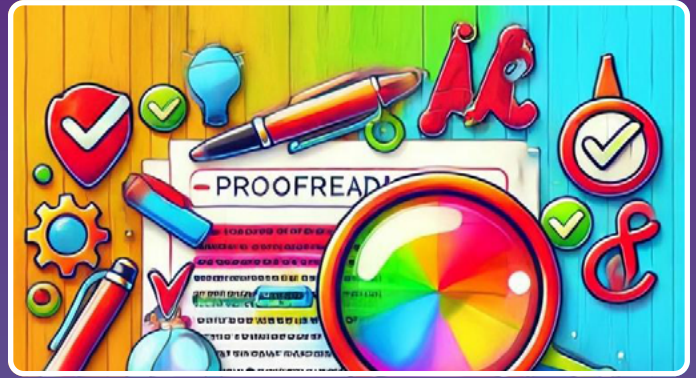
Please proofread the uploaded document with a focus on the following aspects:

- **Type of Proofreading:** {Specify the type of proofreading required, e.g., spelling and grammar, tone consistency, clarity, check for bias, sentence structure, punctuation, style, etc.}
- **Level of Detail:** {Indicate the level of detail you want, e.g., basic corrections, in-depth analysis, suggestions for rephrasing, etc.}

Output Format:

- Please provide a list of suggestions for changes, categorised appropriately. Each suggestion should include the original text and the recommended revision or comment.

Proofreading



Prompts continued

Use this prompt when you have a piece of text to paste in and you would like the text updated with improvements:

Text to Proofread:

*** Start of text *** {Paste the text here} *** End of text ***

Please proofread the above text with a focus on the following aspects:

- **Type of Proofreading:** {Specify the type of proofreading required, e.g., spelling and grammar, tone consistency, clarity, check for bias, sentence structure, punctuation, style, etc.}
- **Level of Detail:** {Indicate the level of detail you want, e.g., basic corrections, in-depth analysis, suggestions for rephrasing, etc.}

Output Format:

- Please update the text directly with the necessary changes based on the specified proofreading type. Ensure the revised text maintains its original meaning while improving the areas identified.

Use this prompt when you have a document to upload and you would like the document updated with improvements:

{Drag & drop file here}

Please proofread the uploaded document with a focus on the following aspects:

- **Type of Proofreading:** {Specify the type of proofreading required, e.g., spelling and grammar, tone consistency, clarity, check for bias, sentence structure, punctuation, style, etc.}
- **Level of Detail:** {Indicate the level of detail you want, e.g., basic corrections, in-depth analysis, suggestions for rephrasing, etc.}

Output Format:

- Please update the document directly with the necessary changes based on the specified proofreading type. Ensure the revised document maintains its original meaning while improving the areas identified.

Other Considerations

- **AI Limitations:** Recognise that AI may not fully understand complex nuances, idioms, or industry-specific jargon. It might flag or alter phrases that are actually correct in the given context, so a manual review is still essential.
- **Consistency:** Check that the AI maintains consistency in terminology, formatting, and style throughout the document. It might suggest changes that, while correct, could introduce inconsistency if applied selectively.
- **Sensitivity to Content:** Be cautious when proofreading sensitive or confidential documents with AI.
- **Final Review:** Always conduct a final review after the AI has made its suggestions. This allows you to catch any subtle errors or stylistic issues the AI might have missed and ensures the final document fully aligns with your intent.

Further Information

- [AI Hub](#)

 **Back to Top**

Writing Emails



🔌 Getting Started

Follow these steps to help save time in generating emails:

- **Identify Key Points:** Define the purpose and key content of your email (e.g., subject, main message, specific requests).
- **Open ChatGPT:** Access ChatGPT or a similar AI tool.
- **Input Prompt:** Using a prompt, enter the necessary details into the chat. Include recipient name, subject, and key points. Be specific in relation to desired tone (e.g., formal, casual, professional), length and intended audience. Example prompts can be found in the section below.
- **Review and Send:** Review the AI-generated email, make any necessary adjustments, and send when ready.

💻 Prompts

Prompt:

Email Context

```
*** Start of context *** {paste context here} *** End of context ***
```

Please write an email with the subject line: {Insert email title}. The email should be addressed to {Recipient's name} and should include the following request: {Detail the specific request or information}.

Use email context as outlined in the text above

The email should be written in a {formal, informal, professional, casual} style and end with a {specific closing line, e.g., "Thank you for your attention" or "Looking forward to your response"}.

Example prompt:

```
Please write a formal email to {Recipient's name}, the {Recipient's job title}, about the upcoming project meeting scheduled for {Date}.
```

```
In the email, confirm the meeting time, outline the key discussion points including {Discussion point 1}, {Discussion point 2}, and {Discussion point 3}, and kindly request that they prepare any relevant materials or reports before the meeting.
```

Writing Emails



Prompts continued..

Also, express appreciation for their ongoing support and collaboration on the project. End the email with a professional closing, offering to answer any questions they might have.”

Other Considerations

- **Confidentiality and Sensitivity:** Be cautious about inputting sensitive or confidential information into AI tools, as data privacy is crucial. Avoid including proprietary or personal details unless you trust the platform’s security measures.
- **Accuracy and Personalisation:** Review the AI-generated content for accuracy, relevance, and personalisation. Make necessary adjustments to ensure the message aligns with your intent, especially for critical communications.
- **Cultural and Linguistic Sensitivity:** Ensure that the AI-generated email is culturally appropriate and free from language that could be misinterpreted or offensive, especially when communicating with international staff and students.
- **Final Review:** Always proofread the final output for any errors, awkward phrasing, or missing elements that the AI might not have captured accurately.

Further Information

- [AI Hub](#)

 **Back to Top**

Generating Feedback



Getting Started

Follow these steps to to use AI for providing feedback to students on their assessment. This section is directed at staff only:

We have assumed you have created a document which contains the assessment information and assessment criteria, which can be uploaded to the AI. It is important that this document contains sufficient background information so that AI can understand the context for the feedback.

- **Create your document:** Paste any assessment and criteria information into a word document.
- **Open AI Tool:** Access ChatGPT or your chosen AI tool.
- **Use a Prompt:** Drag and drop your document into the AI tool and use the example prompt below to generate feedback.
- **Review and Refine:** Review the AI-generated feedback, refine as necessary. It is important that the feedback is reviewed and validated before it is sent to students.

Prompts

Prompt:

```
{Drag & drop your assessment information file here}
```

```
Your goal is to provide constructive and useful feedback. The uploaded file contains a description of the assessment. You will firstly understand the assessment. When you have understood the assessment ask me for my first set of feedback points.
```

```
I will then provide you with a list of important feedback points for a particular student. Your goal is to generate constructive written student feedback incorporating the feedback points that are designed to help the learner understand what they have done well and how they can improve. Where necessary, suggest specific actions to address weaknesses or refine strengths.
```

```
The feedback should be delivered in a {Constructive, formal, encouraging, critical, etc.} style. The output should be {detailed report, bullet points, or summary}.
```

```
Once you have generated feedback for the student invite me to provide the next set of feedback points for the next student. You should then repeat the above process for the new set of feedback points. Carry on until I indicate I want to stop.
```

Generating Feedback



Other Considerations

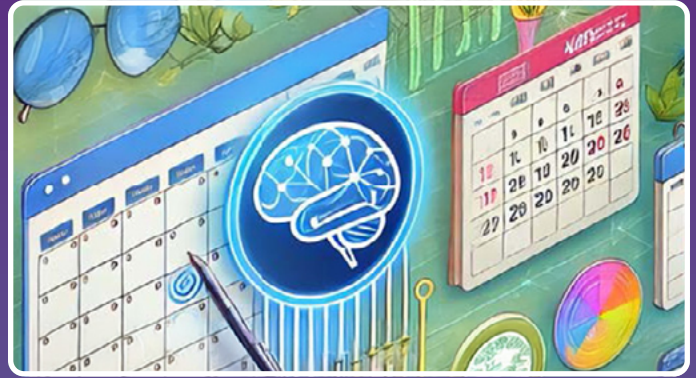
- **Relevance to the Task:** Make sure the feedback aligns with the assessment. Different types of tasks (e.g., writing, design, presentations) require specific criteria, and AI may need context to provide relevant feedback.
- **Tone and Constructiveness:** Ensure the feedback is framed constructively. AI can suggest improvement that may help the learner use the feedback.
- **Accuracy and Depth:** Review the AI feedback for accuracy, particularly when it involves factual information, technical content, or highly specialised terminology.
- **Actionable Suggestions:** Ensure that the feedback includes actionable suggestions that can be implemented to improve the work.

Further Information

- [AI Hub](#)

 **Back to Top**

Planning Work



🔌 Getting Started

Follow these steps to use AI for planning your work:

- **Define Tasks and Goals:** Define your overall goals and key tasks clearly. AI works best when it understands the specific outcomes you're aiming for, such as deadlines, milestones, or deliverables.
- **Open AI Tool:** Access ChatGPT or your chosen AI planning tool.
- **Provide Context:** Share details like your project goals, timelines, and available resources.
- **Use a Prompt:** Guide the AI with a specific planning request. Examples of prompts are available in the section below.
- **Review and Adjust:** Review the AI-generated plan, make adjustments as needed, and finalise your work schedule.

💬 Prompts

Prompt:

Project Context

*** Start of context *** {paste context here} *** End of Context ***

Help me plan my work for {Project/Task}, using the above project context.

The plan should cover a timeline of {Number of days/weeks/months}, with key deadlines for {List of specific tasks or milestones}. Consider dependencies, and allocate resources such as {Specify available resources: time, team members, budget, tools} as described within the project context.

Ensure the plan accounts for any constraints or challenges, such as {Mention any limitations or risks}, and includes time contingency for flexibility.

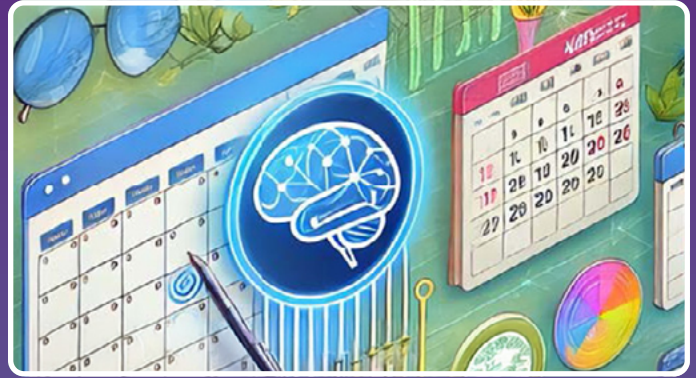
Break down tasks into actionable steps with realistic deadlines and suggested progress checkpoints. Use a {Prince 2, Agile} project management approach.

Example Prompt:

Help me plan my work for the Marketing Campaign Launch, considering the following details:

The project involves launching a new product in the market, requiring coordination across teams for content creation, social media, and outreach.

Planning Work



> Prompts continued

The plan should cover a timeline of 3 months, with key deadlines for content creation, ad placement, and the launch event. Prioritise tasks based on high, medium, and low importance, and allocate resources such as 5 team members, a \$20,000 budget, and the use of design and analytics tools.

Ensure the plan accounts for any constraints or challenges, such as tight deadlines, limited budget flexibility, and potential delays from third-party vendors, and includes time buffers for flexibility.

Break down tasks into actionable steps with realistic deadlines and suggested progress checkpoints. Use an Agile project management approach.

? Other Considerations

- **Priorities and Deadlines:** Make sure the AI understands the priority levels of tasks and any specific deadlines. You may need to adjust the AI-generated plan to ensure that urgent tasks are addressed appropriately.
- **Workload and Resources:** Consider your available time, resources, and team capacity. AI may suggest an idealised plan, so make sure it's realistic based on actual availability and resources.
- **Flexibility:** Plans can change, so ensure the AI-generated plan has flexibility built in for unexpected tasks or shifts in priorities. Consider adding flexibility to deadlines or creating contingency plans.
- **Review and Adjust:** Always review the AI's suggestions for work planning and make adjustments based on your own judgment. AI-generated plans may not always account for human factors like energy levels, personal preferences, or unexpected events.
- **Break Tasks Into Manageable Steps:** Ensure that tasks in the AI-generated plan are broken down into actionable and manageable steps to promote consistent progress.

🔍 Further Information

- [AI Hub](#)

← Back to Top

Assisting with Tutoring & Revision



🔌 Getting Started

Follow these steps to to use AI to assist with revision and tutoring:

- **Identify Topics:** Clearly define what you need help with, whether it's understanding a specific topic, reviewing key concepts, or practicing problem-solving. The more specific your goal, the better the AI can assist.
- **Open AI Tool:** Access ChatGPT or your preferred AI tutoring tool.
- **Provide Learning Materials:** Upload relevant notes, questions, or topics for the AI to reference. Ensure you do not upload any sensitive or confidential information, especially into a free version of the AI.
- **Use a Prompt:** Guide the AI with a specific tutoring request. Example prompts can be found in the section below.
- **Review and Practice:** Use the AI's explanation and questions for self-study, review any mistakes, and request additional practice where needed.

🗨️ Prompts

Understanding of topic:

I'm a {undergraduate university} student. Help me understand the topic of {Topic/Concept}. I want you to help me improve my understanding of {Specific topic or specific aspect} by {Summarising the most important points, providing detailed information}.

The output should be in {Preferred Format: detailed explanation, bullet points, or summary}. Ensure the explanation is suitable for a {Undergraduate university} student.

Testing understanding from student notes:

{Drag & drop notes}

I have uploaded a document which contains information on {Topic/concept}. I want you to help me test my understanding of {specific topic or specific aspect} by creating {Number} {Multiple-choice, essay, short} questions.

For each created question provide a correct answer and a detailed description of why this is the correct answer.

Assisting with Tutoring & Revision



Prompts

Understanding from student notes:

{Drag & drop notes}

I have uploaded a document which contains information on {Topic/concept}. I want you to help me improve my understanding of {Specific topic or specific aspect} by {Summarising the most important points, expanding upon it to provide more information, simplifying it}.

Testing understanding from previous assessment:

{Drag & drop previous assessment}

I have uploaded a document which contains assessment questions on {Topic/Concept}. I want you to consider {Question 1, 2, 3 etc.} and create {Number} similar practice questions which I can test myself on.

For each created question provide a correct answer and a detailed description of why this is the correct answer.

Other Considerations

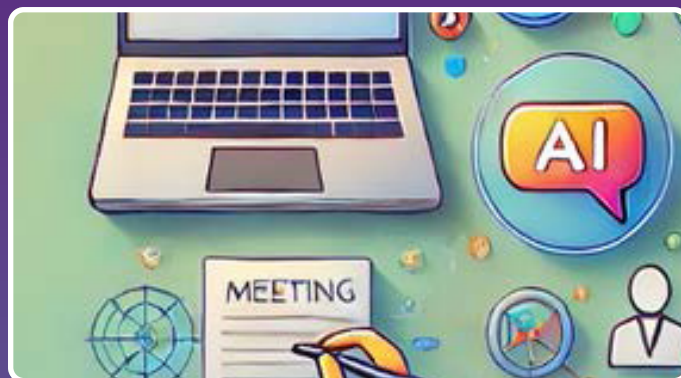
- **Level of Difficulty:** Ensure the AI's explanations match your current knowledge level. You may need to guide the AI to adjust the complexity of explanations, whether you need a beginner's overview or an advanced breakdown.
- **Interactive Engagement:** Use AI interactively by asking follow-up questions, requesting examples, or asking for practice problems. Engagement helps reinforce understanding and makes the learning process more dynamic.
- **Supplemental Resources:** AI tutoring should complement, not replace, other learning methods. Use AI in conjunction with textbooks, course materials, or human tutors for a more comprehensive understanding.
- **Consistency and Review:** Regular use of AI for revision ensures better retention. Revisit concepts periodically with the AI to ensure continued mastery of the subject matter.

Further Information

- [AI Hub](#)

 **Back to Top**

Generating Meeting Outputs



Getting Started

Follow these steps to to use AI to assist with generating meeting outputs:

- **Prepare Meeting Notes:** Ensure that the meeting notes, recordings, or transcripts provided to the AI are clear, organised, and detailed. Ambiguity in input can lead to incomplete or inaccurate outputs.
- **Open AI Tool:** Access ChatGPT or your chosen AI tool for summarisation or output generation.
- **Provide Key Details:** Drag and drop raw meeting transcripts or notes collected from the meeting.
- **Use a Prompt:** Guide the AI with a specific request. Example prompts can be found in the section below.
- **Review and Finalise:** Review the AI-generated meeting output and make any necessary edits.

Prompts

Prompt to draft a document structure:

Meeting information:

```
*** Start of meeting information *** {copy & paste transcription or meeting notes here} *** End of meeting information ***
```

Using the provided meeting information above generate {Minutes, actions log, summary of key discussion points, decisions made, any unresolved issues, all action items and clearly indicate who is responsible for completing each task, along with deadlines where applicable.}.

The summary should be {Output Format: detailed report, bullet points, or brief summary} and maintain a {Tone: formal, professional, casual, etc.} style.

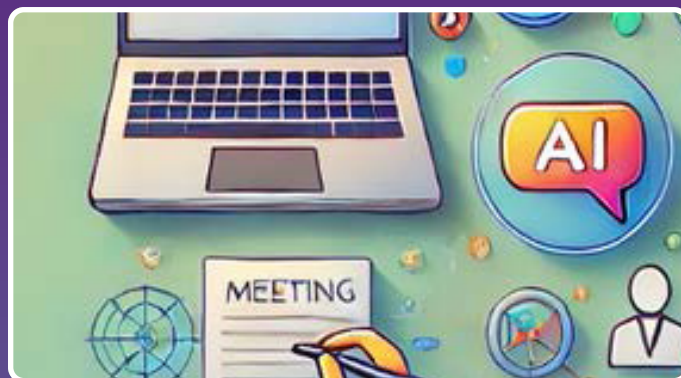
Additionally, you could include any next steps, and suggest follow-up meeting topics or areas requiring further attention.

Example Prompt:

Meeting information:

```
*** Start of meeting information *** {copy & paste transcription or meeting notes here} *** End of meeting information ***
```


Generating Meeting Outputs



Prompts continued..

Using the provided meeting information above, generate a document that includes the following sections: “Minutes and actions log, and clearly indicate who is responsible for completing each task, along with deadlines where applicable.”

The summary should be in “bullet points format” and maintain a “formal and professional” style.

Other Considerations

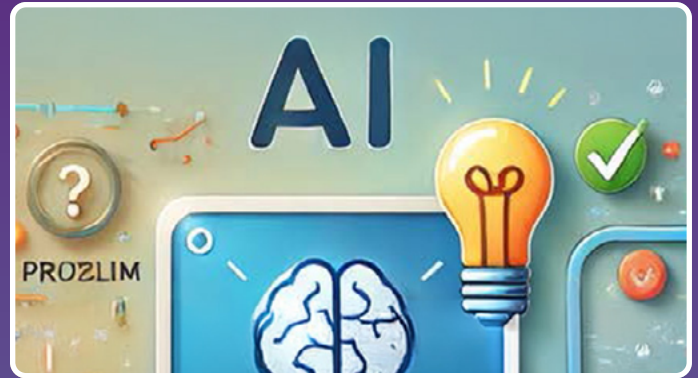
- **Key Points and Focus:** Specify the key points or outcomes you want to focus on, such as decisions made, action items, next steps, or unresolved issues. This ensures the AI captures the most important aspects of the meeting.
- **Action Items and Responsibilities:** Ensure that the AI captures and clearly outlines action items, assigning responsibilities and deadlines if applicable. This helps avoid confusion or missed tasks after the meeting.
- **Tone and Formality:** Consider the tone and level of formality required for the meeting output. Whether it’s a formal report or a casual summary, make sure the AI-generated output matches the intended audience and purpose.
- **Accuracy and Review:** Always review the AI-generated output for accuracy and completeness. AI might miss nuances or misinterpret key details, so a final review ensures the document is ready for distribution.

Further Information

- [AI Hub](#)

 **Back to Top**

Googling with AI



Getting Started

Follow these steps to to use AI to assist with resolving a problem:

- **Define the Problem:** Clearly define the thing you would like to find information on / the problem you're facing / topic you wish to solve. (e.g., a technical challenge, software alternative), including any specific details or constraints. The more precise your explanation, the more relevant the AI's response will be.
- **Open AI Tool:** Access ChatGPT or your preferred AI assistant
- **Provide Context:** Ask you question - Unlike a traditional search engine it will work better if you Provide context about the situation, including relevant tools, systems, or limitations. AI solutions work best when it understands the full scope of the query.
- **Use a Prompt:** Example Prompts are shown in the section below:
- **Review and Implement:** Review the AI-generated answer. As with anything derived from online information, please remember that it may not always be accurate.

Prompts

Prompt:

```
I am facing a problem with {Describe the problem in detail}.
```

```
The solution needs to consider the following context: {Include any relevant details, limitations, tools, or resources}.
```

```
Please provide multiple solutions if possible and explain each one clearly.
```

```
I prefer the output in {Select Format: step-by-step instructions, detailed explanation, or bullet points}.
```

```
Additionally, include any tools or resources required for implementing the solution, and highlight potential challenges or alternatives.
```

Googling with AI



Prompts continued..

Example Prompt:

I am facing a problem with low engagement on our company's social media platforms, especially Instagram and LinkedIn.

The solution needs to consider the following context: we have a small marketing team, limited advertising budget, and we're targeting a younger audience for Instagram and mprofessionals for LinkedIn.

Please provide multiple solutions if possible and explain each one clearly.

I prefer the output in detailed explanation.

Additionally, include any tools or resources required for implementing the solution, and highlight potential challenges or alternatives, such as budget constraints or needing to outsource content creation

Other Considerations

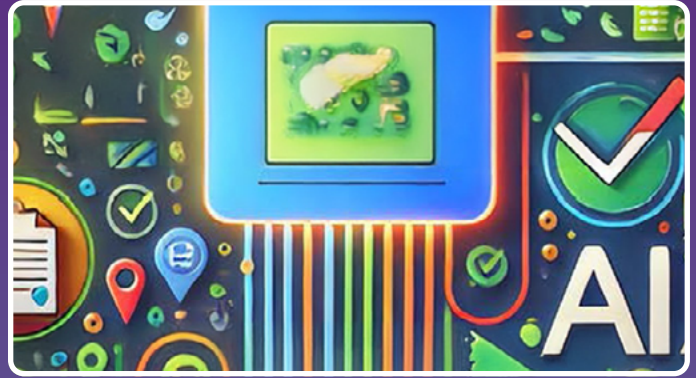
- **Quality of the Solution:** Evaluate the AI-generated answers for accuracy, reliability, and feasibility. AI can suggest multiple options, but it's essential to choose the most practical one based on your situation.
- **Limitations of AI:** Remember that AI may not always have the most up-to-date or domain-specific knowledge, so cross-check its suggestions with trusted sources if you're dealing with critical or specialised problems.
- **Searching Limitations:** If you are searching for a specific site or URL. AI isn't an optimal solution. You should use Google instead.
- **Please Note:** When searching for answers, the AI will search websites for relevant information. Therefore, you are relying on the website being up to date to ensure the outputted information is reliable.

Further Information

- [AI Hub](#)

 **Back to Top**

Summarising Documents



Getting Started

Follow these steps to to use AI to assist with summarising documents:

- **Select the Information:** You can either copy and paste your text from a digital source or drag and drop a document directly into the AI.
- **Open AI Tool:** Access ChatGPT or your chosen AI summarisation tool.
- **Provide Context:** Clearly define what aspects of the text you want summarised (e.g., main arguments, conclusions, data highlights). AI can generate summaries based on different priorities, so guide it accordingly.
- **Use a Prompt:** Example prompts can be found in the section below
- **Review and Refine:** Review the AI-generated summary, refine if needed, and ensure it captures the most important details.

Prompts

Where document text has been pasted:

```
*** Start of document ***{Paste document text} *** End of document ***
```

```
Summarise {All, section 2} of the information contained within this document.
```

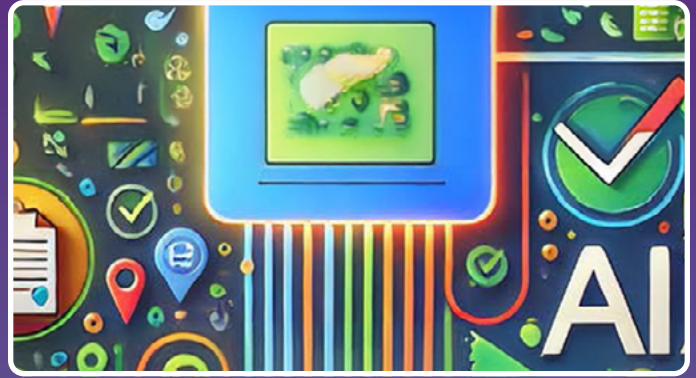
```
Focus on {Specific areas or key points: e.g., main arguments, findings, or conclusions, any important data, statistics, or recommendations}.
```

```
The summary should be approximately {Length: word count or percentage of original} and tailored for {Intended Audience: e.g., executives, team members, external stakeholders}.
```

```
Ensure the tone is {Tone: formal, informal, professional, etc.}.
```

```
Please provide the summary in {Output Format: bullet points, paragraphs, or a brief report}.
```

Summarising Documents



Prompts continued..

Where the document has been uploaded:

```
{Drag & Drop document}
```

```
Summarise {All, section 2} of the information contained within the uploaded document.
```

```
Focus on {Specific areas or key points: e.g., main arguments, findings, or conclusions, any important data, statistics, or recommendations}.
```

```
The summary should be approximately {Length: word count or percentage of original} and tailored for {Intended Audience: e.g., executives, team members, external stakeholders}.
```

```
Ensure the tone is {Tone: formal, informal, professional, etc.} .
```

```
Please provide the summary in {Output Format: bullet points, paragraphs, or a brief report}.
```

Other Considerations

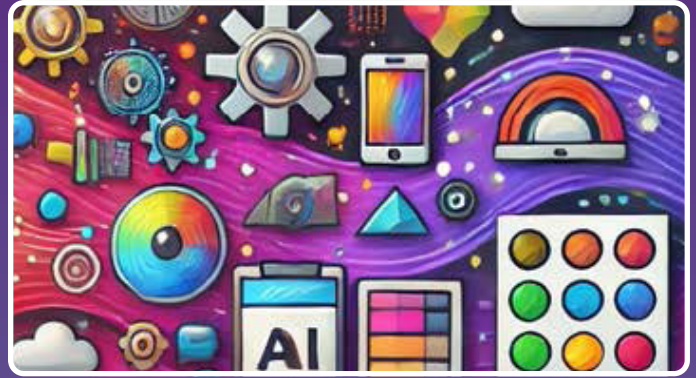
- **Document Length and Detail:** The length of the original document and the desired length of the summary matter. If the length of the original document is excessively long e.g. hundreds of pages or contains lots of charts/tables, the AI may not be able to handle it.
- **Accuracy of Information:** Review the AI summary for accuracy and completeness. While AI can efficiently summarise, it might miss important nuances or misinterpret certain sections, especially with complex or technical documents or those where information is contained within lots of charts, tables or images.
- **Tone and Style:** Consider the tone and style required. If the summary is for professional or formal purposes, make sure the AI generates text that aligns with the intended style.
- **Confidentiality:** If the document contains sensitive or confidential information, ensure the AI tool you're using is secure and doesn't share or store your data inappropriately.

Further Information

- [AI Hub](#)

 **Back to Top**

Generating Images



Getting Started

Follow these steps to to use AI to assist with generating images:

- **Define the Image Concept:** Provide a detailed and specific description of the image you want. AI works best with clear instructions about the scene, objects, colors, and overall mood.
- **Open AI Tool:** Access an AI image generation tool like DALL-E or ChatGPT
- **Provide Key Details:** Specify important elements like colors, objects, mood, or style for the image. See “Other Considerations” sections for more details and examples of elements you might like to consider.
- **Use a Prompt:** Guide the AI with a detailed description. Example prompts can be found in the section below.
- **Review and Edit:** Review the AI-generated image, and if needed, refine your prompt for further adjustments.

Prompts

Detailed Prompt:

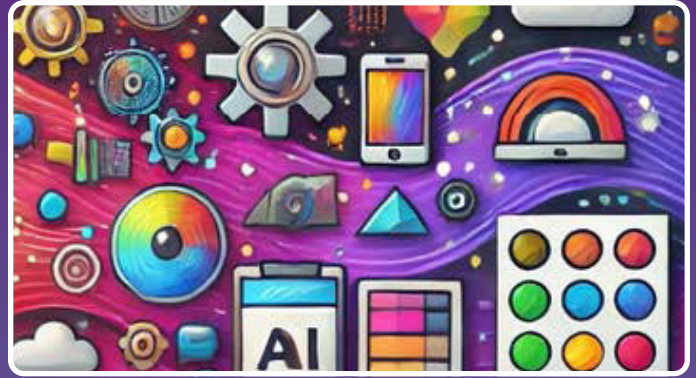
Generate an image based on the following description: {Describe the scene, object, or concept in detail}.

The image should include {Specific Elements: colours, objects, background details, lighting, etc.} and reflect a {Mood/Atmosphere: e.g., vibrant, calm, futuristic, etc.}.

The style should be {Art Style or Medium: e.g., realistic, abstract, digital art, watercolour, etc.}, and the composition should focus on {Specific Focus: e.g., a central character, landscape, or object}.

The image is intended for {Purpose: e.g., a presentation, social media, or artwork}. Make sure it conveys {Any key message or emotion}. The image should be formatted as {A banner, a square, landscape}.

Generating Images



>- Prompts continued..

Example Prompt:

Generate an image based on the following description: {a snow covered mountain in the distance. 3 dogs playing with a little kitten in the snow outside a traditional cottage with smoke coming out of the chimney. They have a football and are pushing it around the garden}.

The image should include {bright clours} and reflect a {happy, lighthearted.} mood.

The style should be {animated}, and the composition should focus on {the kitten}.

The image is intended for {artwork}. Make sure it conveys {happiness and innocence}. The image should be formatted as {landscape}.

? Other Considerations

- **Purpose of the Image:** Consider the context in which the image will be used (e.g., for marketing, presentations, or personal projects). This affects style, resolution, and other visual elements.
- **Art Style and Medium:** Specify the desired art style or medium (e.g., realistic, abstract, cartoonish, watercolor). This helps the AI generate an image that matches your aesthetic preference.
- **Focus and Composition:** Highlight the most important elements of the image, such as the focal point (e.g., a person, landscape, or object) and how you want the scene to be composed. This guides the AI on how to structure the image.
- **Colours and Lighting:** If you have specific colour schemes or lighting preferences (e.g., bright, dark, warm, or cool tones), include them in your prompt. Colours and lighting can drastically change the mood of the image.
- **Iteration and Refinement:** Be prepared to refine the AI-generated image by adjusting your prompt and trying multiple iterations to achieve the desired result.

🔍 Further Information

- [AI Hub](#)

← Back to Top

Data Analysis



Getting Started

Follow these steps to use AI for effective data analysis:

- **Prepare Your Data:** Ensure your data is simply and clearly formatted before inputting it into the AI tool. Remove any unnecessary data. Inconsistent or incomplete data can lead to inaccurate analysis and misleading results. Consider any data privacy and security measures which may need to be implemented.
- **Open AI Tool:** Access ChatGPT or your preferred AI tool.
- **Input Data:** Drag & drop or upload your dataset into the tool. Make sure the tool you use allows you to upload a CSV/Excel file.
- **Check Data:** Ask the tool to describe the data which has been uploaded. This ensures the tool can read the data accurately. See prompt in the section below.
- **Analyse Data:** Depending on the type of analysis, instruct the AI with a specific prompt. Make sure the AI tool understands the context of the data and the specific objectives of the analysis. Clearly define what you are looking to achieve (e.g., identifying trends, forecasting, or discovering correlations) so the AI can provide relevant insights. - see examples in the section below.
- **Review Results:** Review the AI-generated analysis, validate findings, and use insights to inform your decisions.

Prompts

Data Checking Prompt:

Make sure to complete this prompt before completing any data analysis.

{Drag & drop file here}

I have a dataset in {Format: CSV, Excel, etc.} containing information on {Brief description of dataset}. Please analyse the file and describe its contents. Identify and describe the data, including the data type (e.g. numeric, categorical, text).

Mode, Median, Mean etc.:

{Drag & drop file here}

Please analyse the uploaded dataset to calculate and report basic descriptive statistics for the numerical and categorical variables. Focus on the following tasks:

- Numerical Variables:
 - Summary Statistics: Calculate the mean, median, mode, standard deviation, variance, minimum, maximum, and range for each numerical variable.
 - Distribution Analysis: Provide insights into the distribution of the data (e.g. skewness, kurtosis) for each numerical variable.

Please provide a comprehensive report that includes all calculated descriptive statistics. Ensure that the results are clearly explained and any notable patterns or observations are highlighted.

Data Analysis



Prompts continued

Identifying Trends:

{Drag & drop your file here}

Analyse the uploaded dataset with a focus on identifying and describing trends. Consider the following details:

- Trend Identification:
 - Over Specified Range: {Specify the range of the data, eg. time frame you are interested in such as monthly sales, yearly performance, etc.} Identify any trends or patterns that occur over this specified range.
- Description of Trends:
 - Significant Trends: {Indicate if you are looking for specific types of trends, e.g., increasing or decreasing trends, seasonal patterns, sudden changes, etc.}
 - Comparisons: {If applicable, mention any specific comparisons you want to be made e.g. between categories or time periods.}

Please provide a detailed report on the identified trends, including a written description. Ensure that the trends are clearly explained and any significant patterns or anomalies are highlighted.

Other Considerations

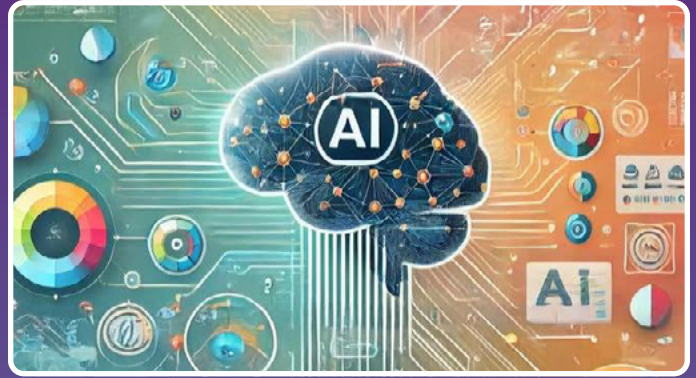
- **AI Limitations:** Recognise that AI tools may have limitations, such as a lack of deep understanding of domain-specific knowledge. The AI might identify correlations but not necessarily understand causal relationships, so human expertise is still essential for interpretation.
- **Validation of Results:** Always validate the AI-generated analysis with additional methods or human expertise. Use the AI's findings as a starting point, but ensure the results are accurate and relevant before making decisions based on them. Python code will be generated in background - if you have a knowledge of python, it is recommended you check the code for accuracy.
- **Data Security and Privacy:** Consider the sensitivity of the data you are analysing. Ensure that the AI tool you are using complies with data protection regulations and that appropriate security measures are in place to safeguard your information.

Further Information

- [AI Hub](#)

 **Back to Top**

Data Visualisation



🔌 Getting Started

Follow these steps to to use AI for effective data visualisation:

- **Prepare Your Data:** Ensure your data is simply and clearly formatted before inputting it into the AI tool. Remove any unnecessary data. AI-generated visuals rely on the quality of the data - poor data quality leads to inaccurate and ineffective visualisations.
- **Open AI Tool:** Access ChatGPT or your preferred AI tool.
- **Input Data:** Drag and drop or upload your dataset into the tool. Make sure the tool you use allows you to upload a CSV/Excel file.
- **Describe Data:** Ask the tool to describe the data which has been uploaded. This ensures the tool can read the data accurately. See prompt in the section below.
- **Define Key Visualisations:** Identify what visualisations you want to highlight. AI can generate various charts, so be specific about what you need to visualise (e.g., trends, comparisons, or distributions).
- **Use a Prompt:** Guide the AI with a specific request. Example prompts can be found in the section below:
- **Review and Refine:** Review the AI-generated visualisation, adjust labels or metrics if needed, and finalise your visualisation.

💬 Prompts

Data Checking Prompt:

Make sure to complete this prompt before completing any data analysis.

{Drag & drop file here}

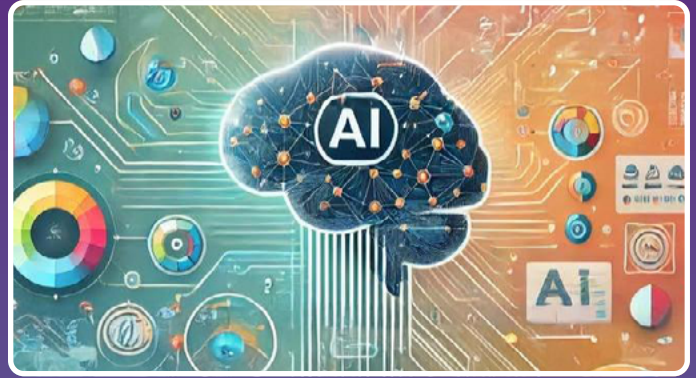
I have a dataset in {Format: CSV, Excel, etc.} containing information on {Brief description of dataset}. Please analyse the file and describe its contents. Identify and describe the data, including the data type (e.g. numeric, categorical, text).

Prompt:

{Drag & drop your file here}

Create a {bar chart, line graph, heatmap, etc.} using the data contained in: {table headers, row headers, column headers etc}. Make sure the chart

Data Visualisation



Prompts continued..

is presented in a {Style: formal, minimalist, etc.} format. Label the axes clearly and include {legends, title, etc.} to improve clarity.

This prompt will generate an image. If you require an editable visualisation, ask the AI to create an excel file which contains both the data and the generated graph. See example below.

Example Prompt:

{Drag & drop your file here}

Create a line graph using the headers January to June. Make sure the chart is presented in a formal format. Label the axes clearly and include the title “Six Month Spend Forecast” to improve clarity. The output should be an excel file which contains both the data and the generated line graph.

Other Considerations

- **Type of Visualisation:** Select the appropriate chart or graph for your data (e.g., bar charts for comparisons, line graphs for trends, pie charts for proportions). The right visualisation type helps communicate insights clearly.
- **Audience and Purpose:** Consider who will be viewing the visualisation and tailor it to their level of understanding. For a technical audience, more complex visuals might be appropriate, while simpler visuals are better for broader audiences.
- **Data Context:** Ensure the visualisation includes context, such as axis labels, units, and scales, so the audience can fully understand the meaning of the data.
- **Customisation:** Be prepared to customise or refine the visualisation. AI tools can provide a good starting point, but manual adjustments may be necessary for better alignment with your goals or aesthetic preferences.

Further Information

- [AI Hub](#)

 **Back to Top**



Additional Prompt Engineering Resources:

- [Prompt Engineering for Generative AI](#) - Online Book
- [Prompt Engineering: Your guide to communicating effectively with Generative AI](#) - Interactive Resource