

# PRACTICE SCENARIOS

## Scenario 1: Write An Email

**Task:** You are working with a coworker on a project proposal that you are presenting to your boss next week. Your colleague has yet to do the research they promised to do for the presentation. Draft an email to this colleague, asking them to get it done by the end of the workday. Make sure it is an email that can be well received but will not be swept aside by this coworker.

**Tips:**

- Be specific about tone, length, and formality.
- Be specific on the format you are looking for (i.e. email format)
- Provide a persona so the AI service understands both who is writing the email and what kind of person it is being written for.

## Scenario 2: Summarize Meeting Transcript

**Task:** You were out of town last week on a family vacation. Rather than taking notes in the meeting for you, your coworker sends you a lengthy meeting transcript. Reading through the whole thing will take a large chunk of time. Summarize the meeting transcript using an AI service to save yourself valuable time.

If you have your own meeting transcript you would like to use, feel free to use it, however, make sure that it does not include non-public Institutional data. If you do not have your own meeting transcript, use our sample on the workshop page of the GenAI site.

**Tips:**

- Consider specifying length and purpose of the summary.
- Specify topics that might be discussed that are particularly important for you.

## Scenario 3: Meeting Agenda

Task: You just left a long meeting and created the meeting notes (as seen in scenario 2). You now need to prepare a meeting agenda for the next meeting where you will refer to these notes. Upload the meeting notes you just created and ask the AI service to create a meeting agenda. This agenda should include:

- Review of previous meeting minutes
- Action items from meeting #1
- Discussion topics based on meeting #1
- Announcements
- Open forum
- Closing remarks
- Anything else that you personally would see in a meeting at work

**Tips:**

- Introduce the attachment that you are using for this prompt. Explain the meeting notes that you are using and how they can be used to create the meeting minutes for the coming meeting's agenda.
- Share the amount of time that you have for this meeting. The agenda for an hour-long meeting will be very different from that of a 3-hour long meeting.

- Consider asking the GenAI service to arrange the meeting by importance of each task (or use another metric).

## Scenario 4: Zoom AI

**Task:** You are running late for your first meeting of the day and are joining about 10 minutes late. In an effort to avoid interrupting the ongoing meeting, you join the Zoom meeting quietly and hope you can get enough context to understand what has already been discussed in the meeting. Using Zoom AI Companion, you can understand the context of the meeting faster and become an active participant in the conversation sooner.

**Tips:**

- Zoom password: aiworkshop
- Consider what questions might be helpful to ask in order to understand what has been discussed in the meeting so far.
- Realize that AI Companion might not be 100% correct at all times.
- Look at the task bar at the bottom of your screen for the AI Companion icon in order to access the private AI Companion chatbot.

## Scenario 5: Make A Graph from A Screenshot

**Task 1:** You are creating a pamphlet that evaluates program acceptance at the BYU Marriott Business School. Screenshot (or download/save) the table found at [genai.byu.edu/2024-workshop](https://genai.byu.edu/2024-workshop). Upload the screenshot and ask for an “equivalent text table.” This should return a more interactive table in the chat. Save the table.

**Tips:**

- If you see an Excel icon, click on it to open the file in excel
- Guide the model to create a CSV (after creating the text table, prompt it with “As CSV:”)

**Task 2:** Now prompt Copilot to create a graph that you can use in your pamphlet. This visual can be any type of graph, but it should be made to demonstrate the “Applicants” versus “Enrolled” students. The graph should have a blue color scheme. Screenshot or download this graph for a future scenario.

**Tips:**

- If this does not work in Copilot, use ChatGPT.
- The free version of ChatGPT only allows you to create a few graphs daily. If you can't get this to work after one or two tries, ask a friend for help.
- Bar and pie charts are often the easiest charts to create in ChatGPT.

## Scenario 6: Analyze Graphs

**Task:** Refresh the chat you just created. In this scenario you were given a graph and need help analyzing or understanding it. Upload the graph you just made and ask for the AI model to analyze it. If you were not able to create a graph, visit [genai.byu.edu/2024-workshop](https://genai.byu.edu/2024-workshop) and screenshot the alternative visual. Come up with some specific questions that the chat might be able to answer about the graph such as, “Which program accepts the most students?” You can make the prompts as simple or complicated as you'd like.

**Tips:**

- Provide as much background information about the graph as you can.

- Prompt the model with step-by-step instructions, rather than one giant prompt.
- Sometimes this does not work in Copilot. If you are struggling. Try it in ChatGPT

## Scenario 7: Idea Generation

**Task:** You oversee a “beginning of school” workshop, but you want to make it as fun as possible. You understand that your ideas are valuable but AI models can help you get started with the planning process. This should be done in Q&A form, meaning the AI model will ask you questions and then take your answers to generate one big plan. Plan the workshop for your specific department and chosen audience (such as students, faculty, etc.). The model should generate ideas about: \*

- Food
- Budget
- Activities
- Schedule
- Decorations

**Tips:**

- Take it step by step. One big prompt can be confusing for the model. Start with one strong, simple prompt and build on the conversation.
- Use your own ideas! If you don't like any of the options the model gives you, but it still helps trigger an original idea, build on your own idea while you come up with the other requirements.
- Use what you know. If there is anything you could add that would make for a more fruitful brainstorming session, add it in.

## Scenario 8: Resume Optimization and Creation

**Task:** Cosmo is looking to apply for a different job within BYU. You need to update his resume. Upload a copy of his resume found on the GenAI site and ask it to optimize the content of the resume to apply for a marketing professor position or another position related to his experience.

**Tips:**

- Try specifying that you do not want the chatbot to add any content to the resume, merely change the content that already exists.
- Try asking the chatbot to assume the role of a recruiter.
- Try asking the chatbot to give you the results back in a text format (e.g. bulleted list) rather than editing your resume file for you.

## Scenario 9: Student Survey Sentiment Analysis

**Task:** You are assessing the sentiment of student feedback about classes on campus. Use the statements on the AI workshop page as examples on how to classify the rest of the student feedback.

**Tips:**

- Create an example (Few Shot Prompt) for the AI chatbot to follow.
- Assign a helpful persona to the chatbot.

## Scenario 10: Summarize Websites

**Task:** You are a professor doing research on air quality and you come across this webpage while doing research. You have a particular interest in metal pollutants.

Summarize the following webpage. Prompt the AI Service give you more detailed information about your interests.

<https://news.byu.edu/intellect/byu-study-reveals-fireworks-impact-on-air-quality>

**Tips:**

- Ask specific questions.
- Find a Wikipedia article and ask the model to summarize it. Then ask for a table with key topics.

## Scenario 11: Generate Specific Interview Questions

**Task:** You are a Senior HR Manager at BYU. Brigham Young University is looking to expand its HR team by hiring a new Recruitment Specialist. You need a new hire who will not only fit into the university's culture but also excel in recruitment activities. The goal is to find candidates who can effectively manage the recruitment process, from sourcing to onboarding, and contribute to the strategic goals of the HR department. You can start filtering through candidates by preparing adequate interview questions. Use these job requirements to have Copilot create 10 interview questions you can use in your upcoming interviews.

**Subtasks (as leading question):**

- Convert the questions to a bulleted list.
- Convert them to a text table.
- Convert the table to a CSV.
- Ask for potential good answers to the first 3 questions.

**Tips:**

- There are many qualities you are looking for in a potential candidate, explain these to the model as clearly as possible.
- Give context about the organization and the role.

- Specify the format you want the list in (i.e. numbered list, bullets, CSV, table, etc.).

If you don't get the response you want, start a new chat and try rewording your prompt.

## Scenario 12: Data Sanitization and Data Cleanup

**Task:** You've been sent a CSV file which is similar to an Excel File (you can find this file at the [genai.byu.edu/2024-workshop](https://genai.byu.edu/2024-workshop)) with data collected by a coworker. You quickly spot some errors and missing values in the data that need to be fixed. Moreover, you plan on posting the data online, so you need to anonymize the names to protect the privacy of the participants. Upload the file and ask the model to make the necessary changes.

### Tips:

- Upload the file and ask the model to display it in the chat without any modifications to make sure that it is reading the file correctly.
- Prompt the model to replace the data in the "Name" column with made-up names.

Tell the model to remove any entries in the table that are missing values.

## Scenario 13: Data Classification and Categorization

**Task:** You are an employee tasked with analyzing various jobs and assessing job industry as well as job expertise (mid-level, C-suite, etc). Use the list on the AI workshop site and classify the jobs into their various categories.

### Tips:

- Use persona prompting.

- Give the chatbot examples of the different industries and levels of expertise.
- Consider using shot prompting.

## Scenario 14: Match This Style

**Task:** You want to create text that appears that it was written by another persona or character. Select a character or person and ask the chatbot to create text in that style. Next, ask the chatbot to create text in your own writing style.

**Tips:**

- Select a well-known persona or character so that the chatbot has an easier time mimicking the style (Bible and Book of Mormon figures work well)
- Give the chatbot an example of your own writing so that it can write more easily in your style. Consider using shot prompting.

## Scenario 15: Data Extraction

**Task:** You just received an invoice from a company purchase and need to upload the date of purchase, vendor, products, cost per product, and overall cost to a spreadsheet. You don't have time to type all of this by hand, so you upload it to an AI model and ask it to create something you can copy and paste easily into your spreadsheet. Visit [genai.byu.edu/2024-workshop](https://genai.byu.edu/2024-workshop). Screenshot the invoice shown for scenario 18. Upload the screenshot and ask the model to extract information from it.

**Tips:**

- You can ask it to "extract all relevant information" or you can specify what you want extracted.
- This is meant to save time, don't overcomplicate the prompt.

When asking for the information to be extracted, you can also specify what format you need it extracted as (such as CSV, table, markdown, etc.).

## Scenario 16: Pattern Matching

**Task:** You just received student biographies from study abroad applications and need to extract data for their student profile. You don't have time to search through all the information, so you upload it to an AI model and ask it to create something you can copy and paste easily into a spreadsheet. Visit [genai.byu.edu/2024-workshop](https://genai.byu.edu/2024-workshop). Copy the biographies from scenario 16 and paste them into the chat. Ask the model to extract the names, states, and ages of each student. Also ask for interests, degree pursuits, and degree levels. This should be extracted and organized as a table.

**Tips:**

- Use "(delimited by ###)" when asking for the data.
- You can ask it to "extract all relevant information" or you can specify what you want extracted.
- This is meant to save time, don't overcomplicate the prompt.

When asking for the information to be extracted, you can also specify what format you need it extracted as (such as CSV, table, markdown, etc.).

## Scenario 17: Choose Your Own Adventure

**Task:** You want to play a "Zork"-style "choose your own adventure" game with the chatbot, since you can't find your old floppy disk that contained the game. Prompt the AI service so that you can play the game in a new location (ex. Santa's Workshop)

**Tips:**

- Using the word "Zork" will give the chatbot a great idea of what you want

