## Presentation Notes

Basic AI Tools to get you started:

**ChatGPT** <https://chatgpt.com/> (By Open AI)

**Copilot** <https://copilot.microsoft.com/>(By Microsoft)

**Gemini** <https://gemini.google.com/app>(By Google)

**Claude 3** <https://claude.ai> (By Anthropic)

**Perplexity** <https://www.perplexity.ai/>

\*\*We did not have time to talk about Perplexity. I use Perplexity for search instead of Google. Give it a try! You can interact with it like ChatGPT but also search like Google.

Use this prompt to change the tone of your writing:

**Please rewrite the following email to maintain a firm and clear tone while making the language more professional, respectful, and diplomatic. Ensure that the message conveys urgency and importance without sounding confrontational or harsh. The revised version should be constructive, solution-oriented, and maintain positive relationships.**

**Prompt Engineering: 3 Basic Techniques**

Specificity, Role Playing, Iterative Prompting

**Effective prompts are CRITICAL to your success! If you are not getting the desired responses, keep clarifying with more specific details.**

* Clearly define what you need
* Provide specific data and context
* Ask for more examples or explanations
* Don’t give unnecessary details
* Use proper grammar and spelling
* Avoid using slang or jargon
* Ask one question at a time

**Caution**

* **Confidentiality:** Avoid entering confidential or sensitive information with chatbots that aren’t private.
* **Always verify the information AI provides**. It does hallucinate and fill in the gaps, if not given enough information. Never prompt and publish.
* **Compliance**: Ensuring compliance means adhering to copyright laws, privacy regulations, and fair use policies.

