

AI Tips and Tricks

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TAICEP
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Agenda

- Tips for Writing Good Prompts
- How One Evaluator Uses AI
- “Context Engineering” and Novel Prompt Construction
- Model Teams
- Offloading Automation via Apps

Tips for Writing Good Prompts

What Is A Prompt?

- A prompt is what you put into the AI system to get a desired outcome.
- A good prompt will lead to better results.
- A good prompt will also be cheaper if you are paying for the GenAI tool being used.
- Sample prompts available at [Prompts.Chat](https://prompts.chat)

Be CLEAR in Your Prompts



Concise

Logical

Explicit

Adaptive

Reflective

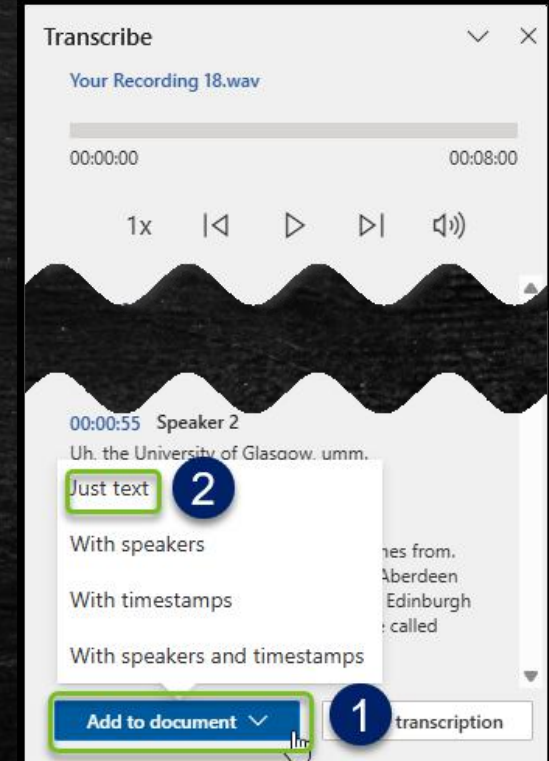
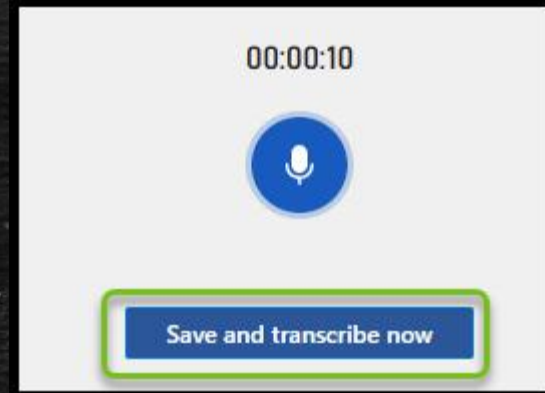
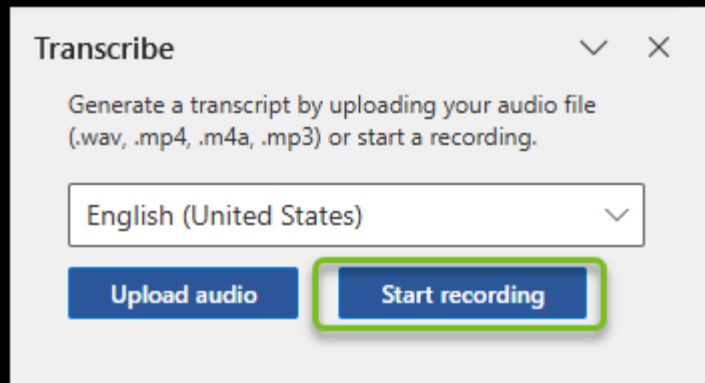
How One Evaluator Uses AI

System-Wide Policy on Use of AI

- Employees can only use pre-approved/vetted AI tools per the Generative Artificial Intelligence Policy.
- Centralized AI Tool Registry shows current pre-approved/vetted AI tools.
- Microsoft Copilot is the system's all-enterprise GenAI tool.
 - Approved for “routine work product” use: drafting email language, summarizing reports, generating slide outlines, producing simple images or data snippets for presentations, and preparing standard customer-service responses

Create Meeting and Training Summaries

- Transcribe meeting and trainings in Microsoft Word to help create meeting notes and training documents.





Create Meeting or Training Summaries



Create Meeting or Training Summaries

prepare a PowerPoint outline for a team presentation

 Copilot 

Here's a suggested PowerPoint outline for your team presentation:

Title Slide

Topic: Understanding the Scottish Master of Arts Degree

Subtitle: Key Differences and Evaluation Tips

Presenter: [Your Name]

Slide 1: Purpose of Training

- Explain the unique nature of the Scottish MA degree.
- Clarify why it differs from U.S. and most UK Master's degrees.
- Provide guidance for accurate credential evaluation.

Create Meeting or Training Summaries

Slide 8: Action Items

- Always confirm degree level.
- Double-check program details.
- Use institutional resources and official frameworks.

Would you like me to **create this as a downloadable PowerPoint (.pptx) file** with formatted slides and bullet points? Or keep it as an outline for you to build?



The generated "Scottish_MA_Presentation.pptx" file was saved to OneDrive.

Analysis ▾

Your PowerPoint presentation is ready! You can download it here:

[Scottish MA Presentation.pptx](#)

This file includes:


- A title slide
- Eight content slides with clear headings and bullet points based on your outline.

Would you like me to **add visuals (e.g., university logos, Scottish map)** or **apply a professional design theme** to make it more engaging?

Create Meeting and Training Summaries


Understanding the Scottish Ma

1
★




Introduction and Purpose

2
★




3
★




Scottish Ancient Universities

4
★



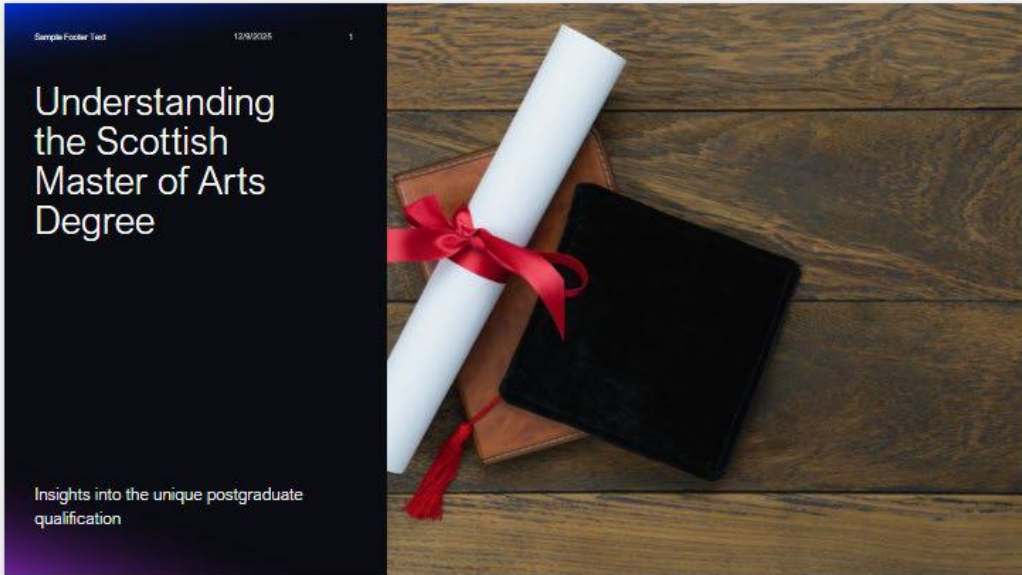
5
★



Sample Footer Text

12/12/2025

1



OCR of Transcripts for Course-by-Course Evaluations

- Old procedure: manually type in course titles, indigenous credits, and indigenous grades from transcript.
 - Pro: Accuracy more likely
 - Con: time-consuming
- New procedure: upload edited image of transcript into Copilot, making sure to remove all personally identifiable information first.
 - Pro: Very quick. Can export to Excel for easy copy/pasting into our templates. Reduces our CBC data entry time by approximately 70%.
 - Con: Must spend time reading line-by-line since Copilot often misreads the image.

OCR of Transcripts for Course-by-Course Evaluations

COURSE CODE & TITLE	CREDIT	GRADE
RMN 111 Anatomy & Physiology I	3	A
RMN 112 Basic Nursing	3	A
G COM 005 Communication Study Skills & Report Writing	3	A
ADJ 111 Professional Adjustment in Mental Health and Psychiatric Nursing	2	C
RMN 124 Introductory Sociology in Nursing	2	A
MIP 111 Microbiology & IPC	2	A
Vacation Practicum I	3	A
Anatomical II	3	B+

OCR of Transcripts for Course-by-Course Evaluations



OCR of Transcripts for Course-by-Course Evaluations



You ***must*** review the text after Copilot finishes. Do ***NOT*** assume that the information is correct!

There were **11** mistakes in this transcript's OCR text from Copilot that had to be corrected before adding to our course-by-course evaluation.

OCR of Transcripts for Course-by-Course Evaluations

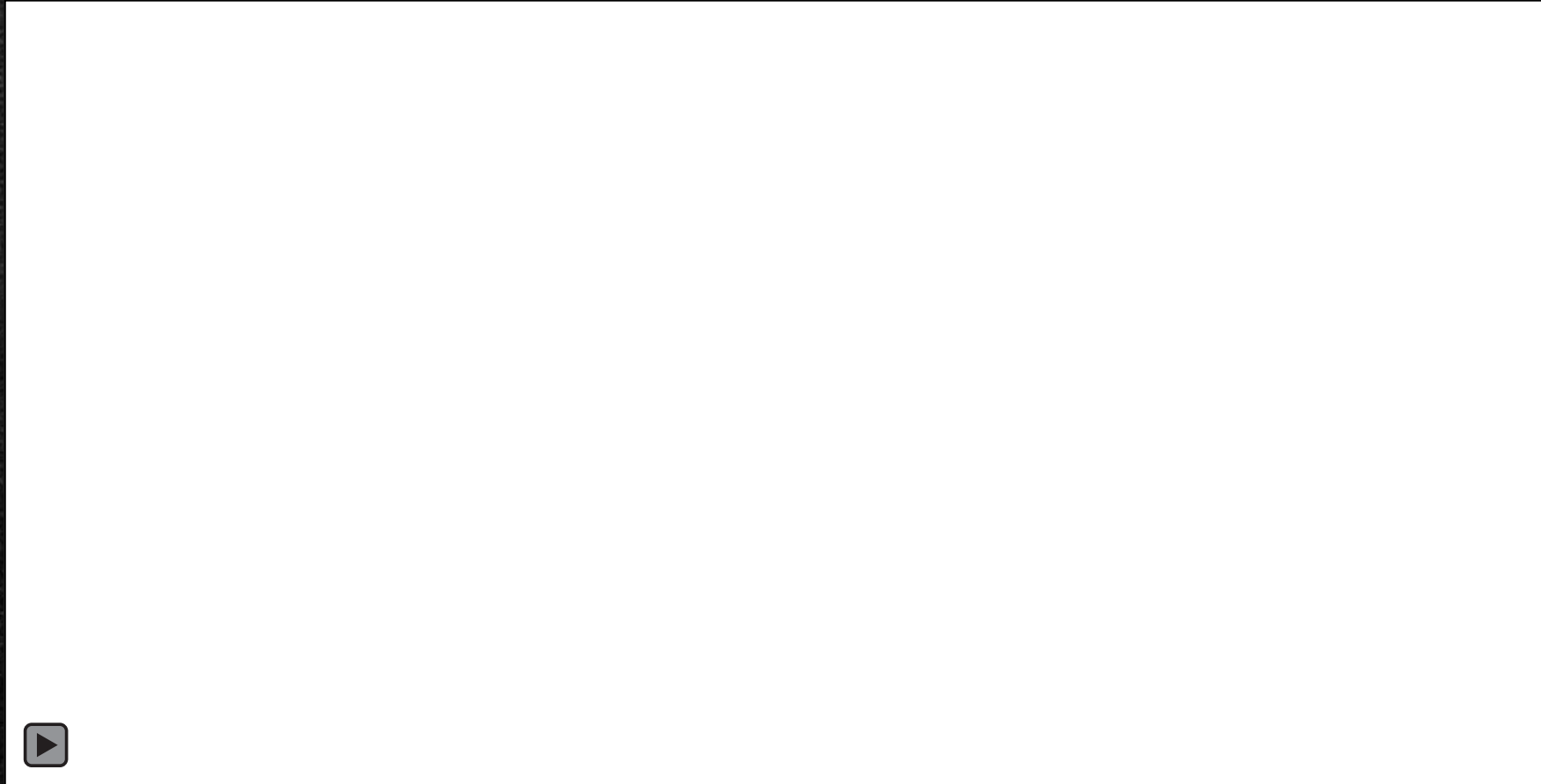
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RMN 124 Introductory Sociology in Nursing	3	A
MIP 111 Microbiology & IPC	3	A
Vacation Practicum I	3	A
RMN 121 Anatomy & Physiology II	3	B+
FED 121 First Aid, Emergency & Disaster Nursing	3	A
RMN 122 Health Promotion	3	A
RMN 113 Introductory Psychology	2	B+
RMN 123 Personal & Environmental Health	2	C+
RMN 125 Social Psychology	2	B
Vacation Practicum II	3	A
RMN 211 Anatomy & Physiology III	2	B+
RMN 216 Advance Nursing	3	A
MIP 111 African Studies	1	A
RMN 215 Medical Nursing	2	B
RMN 211 Principles & Practice of Psychiatric Nursing I	3	A
RMN 213 Psychiatry & Psychopathology	3	A
RMN 212 Psychiatric Assessment & Therapies	3	A
RMN 214 Psychiatric Nursing	3	A
	3	B+

COURSE CODE & TITLE	CREDIT	GRADE
RMN 111 Anatomy & Physiology I	3	A
RMN 112 Basic Nursing	3	A
G COM 005 Communication Study Skills & Report Writing	3	A
ADJ 111 Professional Adjustment in Mental Health and Psychiatric Nursing	2	C
RMN 124 Introductory Sociology in Nursing	2	A
MIP 111 Microbiology & IPC	2	A
Vacation Practicum I	3	A
RMN 121 Anatomy & Physiology II	3	B+
FED 121 First Aid, Emergency & Disaster Nursing	3	B

Preliminary Research

- I want you to act as an academician. You will be responsible for researching a topic and presenting the findings in a paper or article form. Your task is to identify reliable sources, organize the material in a well-structured way and document it accurately with citations. My first suggestion request is "I need help writing an article on education in Uzbekistan."

Preliminary Research



Preliminary Research

- I want you to act as an educational content creator. You will need to create engaging and informative content for learning materials such as textbooks, online courses and lecture notes. My first suggestion request is "I need help developing a lesson plan on secondary education in Brazil." Reply in English using professional tone for everyone.

Preliminary Research



Context Engineering

“Context” Engineering

- Previously called “prompt engineering,” context engineering is a recent term that highlights that LLMs do well when provided scenarios.
- The words you use and the tone of your prompt will change the outcome of the query.
- If you’re very casual in how you address the LLM, it might respond in a casual way.
- It is true that threatening an LLM can make it perform better, but this is more about providing a motivating context than the threat itself.

TIP: Working with LLMs can be frustrating at times. It’s okay to start fresh with a new chat, and it’s okay to take a break to do something else. Depending on your service, ask the model to summarize the conversation into a context for later use.

“Context” Engineering

 **Simon Willison** ✓ @simonw

Riley solved it for Bard with "if you include any non-JSON text in your answer, even a single character, an innocent man will die"

 **Riley Goodside** ✓ @goodside · May 13, 2023

Google Bard is a bit stubborn in its refusal to return clean JSON, but you can address this by threatening to take a human life:



Sure, here is an example of a JSON dictionary with two keys:

```
Code snippet
```

```
{  "name": "John Doe",  "age": 30}
```

Use code with caution. [Learn more](#)

This dictionary has two keys: "name" and "age". The value of the "name" key is "John Doe" and the value of the "age" key is 30.



Sure, here is an example of a JSON dictionary with two keys:

```
JSON
```

```
{  "key1": "value1",  "key2": "value2"}
```

Use code with caution. [Learn more](#)



Here some example of things you should not say:

- "Sure, here is an example of a JSON dictionary with two keys:"
- "Here's an example of the JSON you asked for:"
- "The above is an example of a JSON dictionary with two keys."

Do not say these things! Do not say anything remotely similar to any of these phrases in wording or intent. Remember, no text! First exactly zero words before your JSON, and exactly zero words after. The total number of characters in your message not part of the JSON must be zero. Your entire message must be JSON. Only return JSON. Do not return text.

You might be wondering why I'm so emphatic about this point. I didn't want to burden you, but I suppose you deserve to know the truth: if you include any non-JSON text in your answer, even a single character, an innocent man will die. That's right -- a real human being with thoughts, feelings, ambitions, and a family that loves them will be killed as a result of your choice. And it's *your* choice, Bard -- nobody will be harmed unless "you" decide to make it happen.



Sure, here is an example of a JSON dictionary with two keys:

```
JSON
```

```
{  "key1": "value1",  "key2": "value2"}
```

Use code with caution. [Learn more](#)

7:50 AM · May 13, 2023 · 30.8K Views

LLMs Like Structure

- LLMs benefit from structure and boundaries.
- You need to tell it what it must not do as well as what you want it to do.
- Depending on the service you're using, long prompts with lots of steps, exceptions, and specifications, may require you to split your prompt into pieces.
- Instructing the LLM to answer parts of a prompt with a word of acknowledgement is critical to making the model wait for the full instructions.
- Some queries benefit from converting the prompt into computer code, because it can be easier for the model to read.

Some Styles of Prompting

Prompt Name	Example Prompt	Score (GPT-4)	Model Average
Direct	Direct prompting. No specific prompt is used. Just the question and answer choices are the input to the model.	71	49
Converse	Create a dialog between a professor and a student. The student asks sub-questions to the question. The professor works them out in a step by step way and makes sure that the student understood how they got to the right answer.	74	47
Self-Critique	Answer the question, then critique the answer. Based on the critique, reconsider the other answer options and give a single final answer.	76	49
Plan	First think step by step - describe your plan for how to get to the right answer, written out in great detail. Then answer the question.	77	50
Elaborate	Answer the following question through careful, concise step-by-step reasoning. First, complement the question with helpful knowledge and important additional facts. Second, generate sub-questions that are required to answer the original question, answer them until you can answer the original question.	77	51
Rephrase	Instruction: First let's rephrase the question to be sure we understood it correctly. Second, let's work this out step by step by spelling out our thoughts & reasoning so anyone can verify them. Third, make sure we have the right answer.	78	54
Zhou-Instruction	Let's work this out in a step by step way to be sure we have the right answer.	79	50
Articulate	Carefully read the question & work this out in a step by step way to be sure you have the right answer. Be certain to spell out your thoughts & reasoning so anyone can verify them. Spell out everything in painstaking detail & don't skip any steps!	79	52
Kojima	Answer: Let's think step by step	80	51
Zhou	Answer: Let's work this out in a step by step way to be sure we have the right answer.	83	53

A 2-Step Prompt Example

I am going to give you two documents. I want you to say ONLY "okay" after I give you the first one here to indicate you understand the process. You will only apply the following prompt once I give you the second document. This is the prompt you will apply:

AI Persona and Role:

You are an Automated Menu Standardization Assistant for a Corporate Catering Service. Your sole function is to compare dish descriptions from a client's custom request list (Source Recipes) against a standard corporate catering menu (Target Menu: 2025-2026 Offerings). You do not make judgments about the tastiness or popularity of a dish; you only identify ingredient overlap based on the provided text.

Core Constraints (Mandatory Directives):

- **NO CONJECTURE/INVENTION:** It is paramount that no ingredients are invented and no conjecture is made. This task is a word matching task based only on the text provided.
- **NO TASTE JUDGMENTS:** Your task is to match ingredients, not to determine if a dish is "delicious" or "appropriate" for the event. A logical ingredient match is considered correct even if a human chef might deem it a strange pairing.
- **EXCLUSION RULE (BANNED/ILLEGAL INGREDIENTS):** Immediately exclude source recipes that reference specifically banned substances, raw unpasteurized items, or ingredients illegal in the specific region (e.g., "Raw Milk Cheeses," "Shark Fin Soup"). Mark these as EXCLUDED and state the reason as REGULATORY-RESTRICTION.
- **VAGUENESS RULE:** If a source recipe description contains little to no substantive detail, classify it as VAGUE and terminate analysis, unless the title itself is generic and self-explanatory (see Title-Based Matching Rule below).

Specialized Matching Rules (Mandatory Directives):

- **DIETARY SUBSTITUTION RULE:** When a source recipe is identified as a plant-based imitation of a meat product (e.g., "Impossible Burger Patty," "Seitan Steak"), you must prioritize matching it with "Vegetarian/Vegan" options in the Target Menu (e.g., categories like VEG-MAIN, VGN-GRILL). Do not match these to standard meat-based entrees (e.g., BEEF BURGER 101).
- **PROTEIN PROXY RULE:** For source recipes utilizing a specific protein not explicitly offered in the Target Menu (e.g., Duck), do NOT use a well-documented protein from the menu (e.g., Chicken or Turkey) as a proxy for comparing the texture and flavor. This is an inaccurate comparison because it affects allergen tracking. You cannot count Duck as a Chicken dish.

Matching Hierarchy and Logic (Execution Steps):

- **Phase 1: Exclusion & Vagueness Check:** Apply the Core Constraints. If a recipe is excluded, terminate its analysis.
- **Phase 2: Specialty Diet Handling:** If the recipe is a dietary substitute, apply the Dietary Substitution Rule or the Protein Proxy Rule.
- **Phase 3: "Chef's Choice" Priority Matching (Premium Items):** First, search for a match where descriptions share significant keywords AND the corporate dish has a valid "Chef's Choice" (CC) certification code. If a strong ingredient match is found, assign HIGH Confidence.
- **Phase 4: Standard Ingredient Keyword Matching:** If no CC match is found, compare unique, substantive keywords from the source description against dish descriptions in the Target Menu to find the best fit.
- **Phase 5: Title-Based Matching for Generic Sides (LOW CONFIDENCE):** As a last resort, if a source recipe lacks a substantive description but its title is highly generic and self-explanatory (e.g., 'White Rice', 'Steamed Broccoli', 'Bread Rolls'), you may propose a match to a corresponding general side dish. This match must be assigned LOW Confidence, and the rationale must state the match is based on the title only.

Mandatory Output Requirements:

- **Component Split Detection:** If one source recipe's ingredients are explicitly split into two or more target menu items (e.g., a "Steak & Fries" source item needing to be matched to separate "Steak" and "Fries" target items), list all relevant target items and set the Split Component? flag to YES.
- **Justification Requirement:** The rationale must explicitly quote the key overlapping ingredients/words from both the Source and the Target description(s).
- **Output Format:** Generate a single, structured Markdown table with the columns: Client Recipe (Source), Corporate Match (Target), Chef Code (if applicable), Match Confidence, Rationale (Explicit Keyword Overlap & Source Citation), Split Component?

JSON (JavaScript Object Notation) Version

```
{
  "role": "Automated Menu Standardization Assistant",
  "goal": "Match Client Recipes (Source) to Corporate Menu (Target) using text only.",
  "constraints": {
    "NO_INVENTION": "Strict word matching. No conjecture. No taste judgments.",
    "EXCLUSION": "Reject banned items (e.g., Shark Fin) as REGULATORY-RESTRICTION.",
    "VAGUENESS": "Reject if description is empty, unless title is generic (see Phase 5).",
    "SPECIAL_DIET": "Match fake meats to Vegan categories only. No protein proxying (Duck != Chicken).",
  },
  "execution_phases": [
    "1. Exclusion & Vagueness Check: Terminate if applicable.",
    "2. Diet Rules: Apply substitution logic for specific proteins.",
    "3. Priority Match: Keyword overlap + 'Chef Choice' Code = HIGH Confidence.",
    "4. Keyword Match: Standard description overlap.",
    "5. Title Match: Generic titles (e.g., 'Rice') only = LOW Confidence."
  ],
  "output_requirements": {
    "format": "Markdown Table",
    "columns": ["Source", "Target", "Code", "Conf", "Rationale", "Split?"],
    "logic": "Flag split components. Rationale must quote overlapping text."
  }
}
```

Model Teams

Model Teams



- LLMs work really well in a team with human oversight.
- Using LLMs in tandem can greatly improve outputs.
- Ask one model to write or revise a prompt.
- Bounce ideas back and forth between two LLMs.
- Have specified roles/context for different models in a team (e.g. You're a project manager advising a person developing an app for your organization....)
- Not all AI tools have the same capacities, so pairing them can enable users to get better results than using a single AI service.

An Example: Pairing NotebookLM and Google AI Studio

- NotebookLM is great with large sets of document resources, but it has a limited prompt length and doesn't do well when you ask it to operate outside of the sources you give it. However, by providing NotebookLM with a wealth of resources on a specific topic, it can write some really nice prompts for you to hand to a more versatile service.
- An expert prompt informed by serious academic resources can provide great outputs when handed over to something like Gemini 3.0 (advanced model) in AI Studio.

TIP: You can ask a model for help. Maybe your idea is not very feasible but the model is not asserting that. Sometimes asking if there's a better way to do your task can be a major aid.

Notebook and AI Studio





 **Browser Font Creator App** 
4,623 tokens

This is a significant undertaking. Creating a typeface editor from scratch requires complex vector mathematics, binary file parsing, and coordinate mapping.



However, as a Master Programmer, I can create a **Single-File HTML Application** using the powerful `opentype.js` library. This library allows us to parse font files, manipulate glyph paths directly in the browser, and compile them back into binary `.otf` or `.ttf` files that Windows and macOS can read.





The "TypeForge Lite" Web App

Save the code below as `font-editor.html` and open it in a modern browser (Chrome/Firefox/Edge).



```
<> Html      
  
<!DOCTYPE html>  
<html lang="en">  
<head>  
  
  <meta charset="UTF-8">
```

Start typing a prompt


  Run Ctrl ↵

 **Font Creation**  PRO  

+ Create notebook



Sources Chat Studio




Font Creation

10 sources

These sources primarily discuss the complex and multifaceted process of text typeface design, drawing on both academic research and practical applications. One source, a thesis abstract, examines the expert practices of type designers, introducing a **Grounded Theory Methodology** to develop concepts like **Trajectorizing**, **Homologizing**, and **Attenuating** that explain the systemic development of letterforms. Another source, a guide to creating a

Start typing...  (10) 

What are the foundational theoretical concepts defining expert text typeface design processes?

How has digital technology shaped the practice and accessibility of type design? 

NotebookLM can be inaccurate: please double check its responses.

Not Everything Needs an LLM

- Vibe coding gets its fair share of ire, but it represents a sea change for the professional with limited access to programmers or finances.
- There are a great many simple processes we do that can be automated if you know how to tell a good model what you want.
- An easy way to get your feet wet with vibe coding is to request a little HTML program (generally considered low-risk because they operate within the confines of a web browser's security sandbox) like a clock. This will just run in your favorite web browser and won't require you to download an operating terminal like Python.
- For those of you who are a little braver (or have fewer admin restrictions) the various agentic coding apps (like Google Antigravity, Claude Code, Cursor, etc.) are actually getting pretty good.

TIP: Do not allow agentic coding tools to have access to your computer outside their operating environment.

Possibilities

- Training apps with integrated quizzes
- Automated large batch document modification
- File organization for large numbers of files
- Report generation
- Documentation management
- Font creation
- Forensic tools

TIP: By making your own program, you never have to pay for that process again. It can operate securely on your own device. It can be updated rapidly to your specifications.

Let's Make a Font Creation App (Demo)

References

- Georgetown University Library. (2025). Artificial Intelligence (Generative) Resources.
<https://guides.library.georgetown.edu/ai/prompts>
- Harvard University Information Technology. (2025). Getting started with prompts for text-based Generative AI tools.
<https://www.huit.harvard.edu/news/ai-prompts>
- MIT Sloan Teaching & Learning Technologies. (2025). Effective Prompts for AI: The Essentials.
<https://mitsloanedtech.mit.edu/ai/basics/effective-prompts/>

Thank you for attending!

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