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Prompt Engineering for Productivity - Mastering Techniques for Enhanced Efficiency Douglas Tonks, 2026-02-14 Prompt Engineering for Productivity Prompt Engineering for Productivity teaches practical techniques to get faster more accurate and more useful results from AI tools so you can work smarter not harder Overview This book focuses on clear repeatable prompt patterns and workflow designs that boost efficiency across writing coding research planning and creative work You will learn how to craft prompts that reduce back and forth surface higher quality outputs and integrate AI into everyday tasks while maintaining control and clarity Who This Book Is For Self learners and knowledge workers who want to save time and improve output quality Managers and small teams seeking consistent prompts for shared workflows Technically curious users who want practical tool agnostic techniques rather than vendor specific tutorials How This Book Works Short lessons introduce a technique show examples and explain why it works Templates and patterns provide ready to use prompts for common tasks Checklists and diagnostics help you refine prompts when results are off target Safety and ethics notes guide responsible use and guardrails for sensitive tasks Core Techniques Covered Goal framing and context packing to make intent explicit and reduce ambiguity Progressive prompting for iterative refinement and controlled output length Role and persona prompts to shape tone expertise level and perspective Chain of thought scaffolding to elicit stepwise reasoning when needed Prompt templates for productivity including meeting agendas email drafts code reviews research summaries and task automation Practical Exercises and Projects Each chapter ends with hands on exercises that scale from five minute experiments to multi step projects you can apply to real work Use the projects to build a personal prompt library and measure time saved and quality improvements Final Note This book is a practical toolkit learn by doing adapt templates to your context and treat prompts as living artifacts that improve with iteration By the end you will be able to design prompts that consistently produce useful actionable results and fold AI into your daily productivity with confidence

Learning English with AI Gusti Astika, 2025-04-27 Learning English with AI is a practical and inspiring guide for high school and college students in Indonesia and beyond who want to boost their English skills using the power of Artificial Intelligence This book makes learning English easier faster and more fun with the help of smart student friendly tools Through ten simple chapters students will discover how AI can support everyday practice improve writing and speaking and personalize their learning journey From chatbots to games stories to simulations each chapter offers hands on activities that build confidence in reading writing speaking and listening More than just a language guide this book also teaches students how to use AI safely and wisely encouraging critical thinking creativity and responsible use By the end learners will be able to create their own AI powered study plans and feel proud of how far they've come With AI as a learning partner mastering English becomes more exciting and empowering than ever

Generative AI and Implications for Ethics, Security, and Data Management Gomathi Sankar, Jeganathan, David,

Arokiaraj,2024-08-21 As generative AI rapidly advances with the field of artificial intelligence its presence poses significant ethical security and data management challenges While this technology encourages innovation across various industries ethical concerns regarding the potential misuse of AI generated content for misinformation or manipulation may arise The risks of AI generated deepfakes and cyberattacks demand more research into effective security tactics The supervision of datasets required to train generative AI models raises questions about privacy consent and responsible data management As generative AI evolves further research into the complex issues regarding its potential is required to safeguard ethical values and security of people s data Generative AI and Implications for Ethics Security and Data Management explores the implications of generative AI across various industries who may use the tool for improved organizational development The security and data management benefits of generative AI are outlined while examining the topic within the lens of ethical and social impacts This book covers topics such as cybersecurity digital technology and cloud storage and is a useful resource for computer engineers IT professionals technicians sociologists healthcare workers researchers scientists and academicians

The Artificial Intelligence Playbook Meghan Hargrave,Douglas Fisher,Nancy Frey,2025-04-11 The Latest Time Saving AI Tools that Make Learning More Engaging Busy educators need tools that support their planning and provide them with more time with students While artificial intelligence AI has emerged as a promising solution it can only help if we re willing to continuously learn how to use it in ways that improve upon what we already do well The Artificial Intelligence Playbook Time Saving Tools for Teachers that Make Learning More Engaging Second Edition is a thoroughly updated expanded new edition that reflects the transformative changes that have emerged since the first publication offering updated strategies insights research and examples that address the latest developments in AI technology Learn how to purposefully use AI with Best practices for composing effective prompts for optimal output and incorporating images PDFs or other documents with those prompts An expanded look at the responsible use of generative AI addressing plagiarism citations and other common concerns New strategies and research supporting AI literacy instruction to prepare students for an AI powered future More classroom examples demonstrating AI use cases for instructional best practices across various grade levels Practical ways to implement AI to enhance teaching functions from planning instruction assessment student engagement and more Though AI has the potential to reduce workload for educators it will never replace teachers Your connection with students is irreplaceable and greatly impacts their learning With The Artificial Intelligence Playbook Second Edition in hand educators will find even more time saving tools to help build and sustain those vital relationships with students all while enhancing learning and engagement in the classroom

From Street-smart to Web-wise® Al Marcella,Brian Moore,Madeline Parisi,2024-12-27 Book 2 continues as the tiny fingers in Book 1 Grades K 2 grow and become more familiar with online activities The critical job of ensuring our children s safety expands as students become more independent and begin to have greater online autonomy From Street smart to Web wise A Cyber Safety Training Manual Built for Teachers and Designed for

Children isn't just another book; it's a passionate call to action for teachers, a roadmap to navigate the digital landscape safely with confidence and care. Written by authors who are recognized experts in their respective fields, this accessible manual is a timely resource for educators. Dive into engaging content that illuminates the importance of cyber safety not only in our classrooms but extending into the global community. Each chapter is filled with practical examples, stimulating discussion points, and ready-to-use lesson plans tailored for students in third and fourth grades. Regardless of your technology skill level, this book will provide you with the guidance and the tools you need to make student cyber safety awareness practical, fun, and impactful. As parents partner with educators to create cyber-secure spaces, this book stands as a framework of commitment to that partnership. It's a testament to taking proactive steps in equipping our young learners with the awareness and skills they need to tread the digital world securely. By choosing *From Street Smart to Web Wise: A Cyber Safety Training Manual Built for Teachers and Designed for Children*, you position yourself at the forefront of educational guardianship, championing a future where our children can explore, learn, and grow online without fear. Join us on this journey to empower the next generation, one click at a time.

Understanding Generative AI in a Cultural Context: Artificial Myths and Human Realities Saka, Erkan, 2024-12-18. The interplay between artificial intelligence (AI) and cultural dynamics is reshaping communication practices in the digital era, highlighting how technology and culture influence each other. Generative AI technologies, deeply embedded in cultural contexts, are transforming how individuals and societies interact, share ideas, and create meaning. Understanding these interactions requires diverse methodologies and perspectives to capture the complexity of AI's role in cultural evolution. This exploration helps illuminate the broader societal impact of AI, offering insights into its potential to shape communication and cultural practices worldwide. *Understanding Generative AI in a Cultural Context: Artificial Myths and Human Realities* explores the nuanced interactions between AI, cultural dynamics, and communication practices within the digital landscape. It offers a multidisciplinary examination of how generative AI technologies are reshaping the contours of digital life, focusing on how these technologies are influenced by cultural contexts and how they in turn influence cultural and communicative practices. Covering topics such as AI influencers, human-AI interaction, and storytelling, this book is an excellent resource for academicians, researchers, scholars, students, policymakers, technologists, industry professionals, librarians, and more.

Emerging Technologies Transforming Higher Education: Instructional Design and Student Success Boivin, Jacquelynne Anne, Al-Obaidi, Jabbar A., Rao, Madhusudana N., 2024-10-03. As higher education institutions grapple with the rapid evolution of technology, they are faced with a myriad of challenges in effectively integrating these innovations into teaching, learning, and student support services. From navigating the complexities of instructional design to addressing issues of student engagement and success, educators and administrators are often left searching for comprehensive solutions to enhance the academic experience. Moreover, the increasing diversity of student populations and the growing demand for inclusive practices further complicate this landscape, requiring innovative approaches to ensure equitable access and support.

for all learners Emerging Technologies Transforming Higher Education Instructional Design and Student Success emerges as a timely solution to the pressing challenges facing higher education in the digital age By offering a nuanced exploration of the intersection between technology and academia this book equips educators and administrators with the knowledge and tools needed to navigate the complexities of technology integration effectively Through insightful discussions on topics ranging from virtual reality and artificial intelligence to student support services and cybersecurity this book provides practical guidance for leveraging emerging technologies to enhance teaching learning and student success

Artificial Intelligence: From Zero To Practical Use Kael Novera,2025-11-04 Artificial Intelligence is no longer the future it is the present In this accessible and engaging guide Kael Novera takes readers on a journey that transforms curiosity into practical knowledge In a clear and human way the book explains what AI is how it came about how it works and how to apply it in everyday life even if you have never used it before Using simple language and real life examples the author shows how AI is changing careers businesses and habits revealing essential tools such as ChatGPT Midjourney Copilot and more Throughout the chapters readers learn how to use technology to increase productivity stimulate creativity and create new opportunities without needing to know how to program More than a technical manual this is a guide to personal and professional transformation teaching you how to think smart in the digital age Master AI practice and see real results Because the future isn't about replacing people with machines it's about expanding what people are capable of doing with them

Artificial Intelligence in Business, Science, and Industry: Applications Wendy B. Rauch-Hindin,1985 *AI Expert* ,1987 **Business Writing with AI For Dummies** Sheryl Lindsell-Roberts,2024-07-03 Learn how to generate high quality business documents with AI This essential guide helps business writers and other professionals learn the strengths and weaknesses of AI as a writing assistant You'll discover how AI can help you by chopping through writer's block drafting an outline generating headlines and titles producing meaningful text maintaining consistency proofreading and editing and optimizing content for search engines Employees in all industries spend enormous amounts of energy writing editing and proofreading documents of all kinds Now you can improve your efficiency and boost the quality of your work thanks to AI writing tools like ChatGPT Jasper Grammarly and beyond With clear instructions and simple tips Business Writing with AI For Dummies guides you through the process of using AI for common business writing tasks Produce high quality specialized writing quicker and at a lower cost Use AI to draft business related content like emails articles business plans grant proposals bios websites and many others Incorporate AI into your writing process to make your workday more efficient Take advantage of AI so you can focus your human creativity on going beyond the basics For business professionals facing tight deadlines or large volumes of writing tasks this easy to use Dummies guide will be a game changer

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