Quick-Reference Card: Generative AI for Everyday Work

FAST-02 · 7formations · Instructor: Wadood Chaudhary

The four work patterns

Pattern	Key prompt lines	Check
Grounded draft	"Use only the source between the markers." "If missing, write 'not in source' and list Gaps."	Trace every sentence to a source line
Summary	Type (brief / decision memo / action list) · reader · what they must do · hard length	Five-fact check; coverage vs headings
Extraction	Fixed columns with units · source column · "leave blank if not stated" · "no totals"	Audit every cell; zero invented; math in a spreadsheet
Helper	Job · sources · format · missing-fact rule · limits · check step · refusal rule	Partner cold test; before-and-after log

Rounds

Outline (right job?) → **Fill** (facts from source) → **Polish** (tone/length only, *no new facts*)

Five-fact check

Pick 5 facts → find each in the source → **match / wrong / missing** → fix → recheck → log.

Long files

Chunk by section → summarize each → "what did you leave out?" → combine → compare with headings.

Never paste

Name + SSN / license or state ID / account or card number (G.L. c. 93H, 201 CMR 17.00) · PHI · pricing, bids, HR files · passwords · bank details from quotes. Helpers keep their files: never store restricted data in them.

Honest time math

Saving = time by hand − (AI run time + checking and fixing time). No gain after checking? **Stop.**

Helper features (October 2026; changing)

Microsoft Copilot: Agent Builder agents · ChatGPT: GPTs retiring Dec 11, 2026 → plugins/skills · Gemini: Gems (personal accounts → skills from Nov 2026), NotebookLM · Claude: Projects

Shared-printer test: if you wouldn't leave it on the office printer, don't paste it.