Session 4 Handout: Explain

FAST-11 AI-Assisted Analytics and Business Intelligence · 7formations · Instructor: Wadood Chaudhary · All examples fictional

Why this session matters

Most decision makers read the summary, not the dashboard. AI drafts summaries well but tends to **overstate trends** and **add causes** the data does not show. This session turns an AI draft into a data story where every sentence can be traced to a number or chart.

Key concepts

1. Draft from verified numbers

- Give the AI the **verified numbers and chart takeaways**, not the raw file.
- Name the **reader and decision**.
- Ask for plain language, three points, answer first.
- Tell it: **no causes** unless they are in the facts you gave.

2. Fact-check the story

1. Underline every claim.
2. Trace each to a number or chart.
3. Mark it supported, overstated, or unsupported.
4. Fix overstated wording with the exact number; remove unsupported claims.
5. Watch every "because."

AI wording	Verified	Fix
"Skyrocketed"	+6.0%	"rose 6%"
"Mostly VF-4"	41%	"the largest share, 41%"
"Because of the new coolant"	Not in data	Remove

3. Write for decision makers

- **Lead with the answer and the action.**
- Three points, not ten.
- State uncertainty plainly ("24 rows have no recorded reason").
- Put the method in an appendix.
- **End with the decision you need.**

Worked example (fictional)

> **Recommend a VF-4 bearing inspection this week.** VF-4 produced 41% of Q3 scrap cost ($6,602 of $16,102), and its monthly cost rose 15% from July to September. Shop-wide, Q3 scrap cost was 6% higher than Q2; tool breaks were the largest single reason (22%). Note: 24 rows ($1,182) have no recorded reason. **Decision needed:** approve 4 hours of VF-4 downtime by Friday.

Checklist

- ☐ AI given verified numbers only.
- ☐ Every claim underlined and traced.
- ☐ No overstated words; no unsupported causes or predictions.
- ☐ Answer and action first; three points.
- ☐ Uncertainty stated; decision named.

Do and don't

Do	Don't
Use exact figures	Use "skyrocketed," "clearly," "always"
Say what the data can't show	Fill gaps with plausible reasons
Keep it to one page	Paste the whole analysis