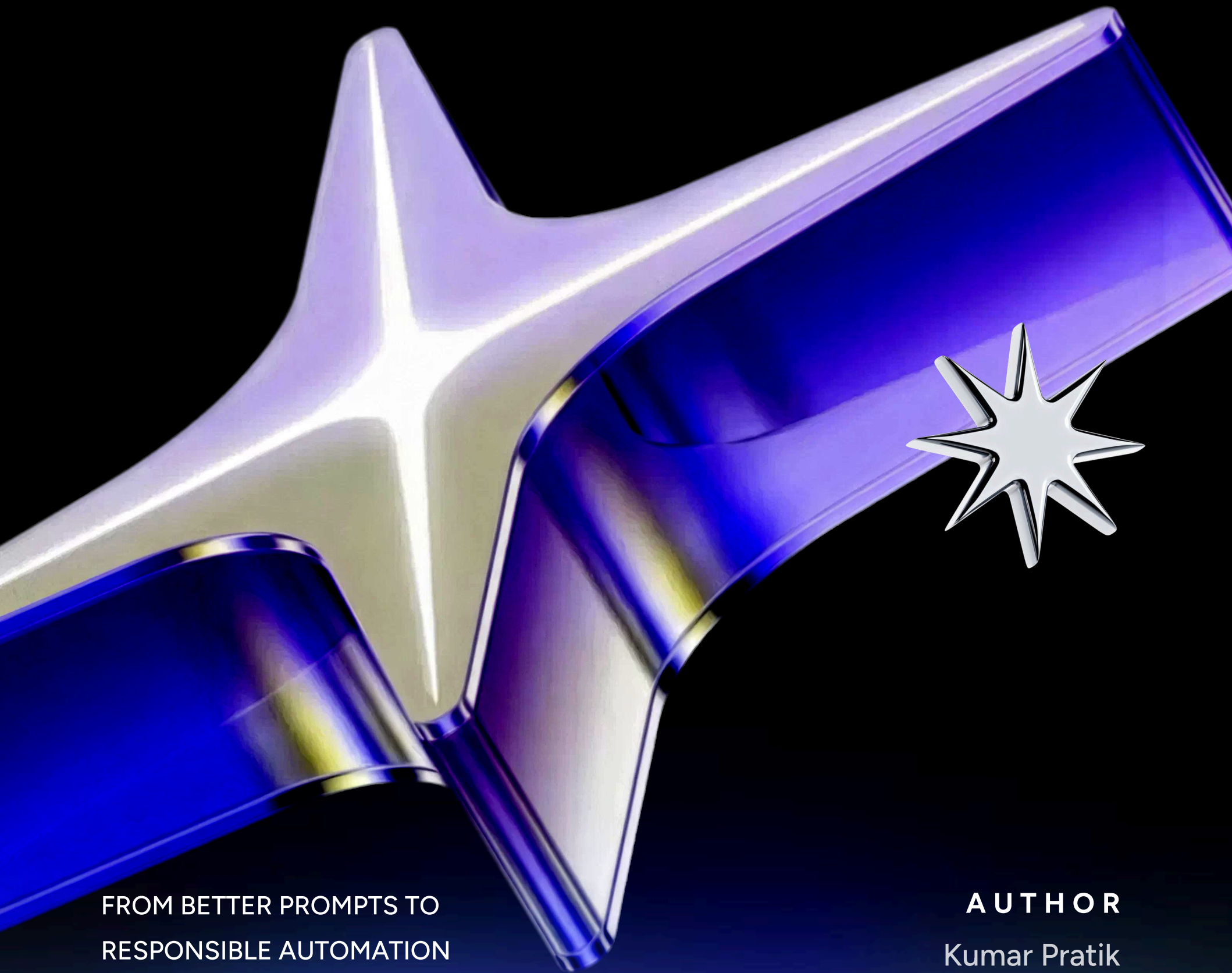


A PRACTICAL HANDBOOK FOR MODERN PROFESSIONALS

AI AT WORK



FROM BETTER PROMPTS TO
RESPONSIBLE AUTOMATION

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READ TIME
23 minutes

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What You Will Learn

—	Introduction • Why This Book Exists
01	The Ground Rules: Using AI Safely at Work
02	What Is AI, Really? A Look Inside the Machine
03	Prompting: The Skill of Talking to AI
04	Personas, Tone, and Emotion
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08	Deterministic vs. Non-Deterministic: Choosing the Right Tool
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About this guide: This handbook keeps the focus practical. It explains the concepts professionals need in order to use AI with more confidence, produce better work, and recognize when human review or a different tool is required.

Why This Book Exists

AI is already part of the workday. Professionals use it to draft reports, untangle spreadsheet formulas, brainstorm, summarize documents, and search for information. That is a strong start. But using AI and understanding AI are two different things. The gap between them is where mistakes happen: sensitive information is shared with the wrong tool, fluent answers are accepted as facts, and time is lost fighting an assistant that would respond better with clearer instructions.

This handbook is for professionals who want to become confidently AI-literate without writing code. It draws on GeekyAnts' experience helping teams use AI in everyday work and turn promising ideas into structured, governed workflows and production-ready systems.

By the end of this book, you will be able to:

-
- 01

Explain, in plain language, what a language model is doing when it generates an answer.
-
- 02

Write prompts that produce clearer, more relevant, and more usable output.
-
- 03

Distinguish between chat, research, connectors, agents, scripts, and hybrid workflows.
-
- 04

Recognize when an AI answer requires source verification or expert review.
-
- 05

Identify a practical, low-risk workflow where AI can save time or improve the quality of your work.
-

How to read this book: Chapters 1-5 establish the essentials. Chapters 6-8 explain how AI moves beyond a chat window. Chapters 9-10 help you use it safely and build a repeatable practice. The appendices are designed to stay open beside your work.

01 The Ground Rules: Using AI Safely at Work

The first step toward useful AI is choosing the right environment for the work.

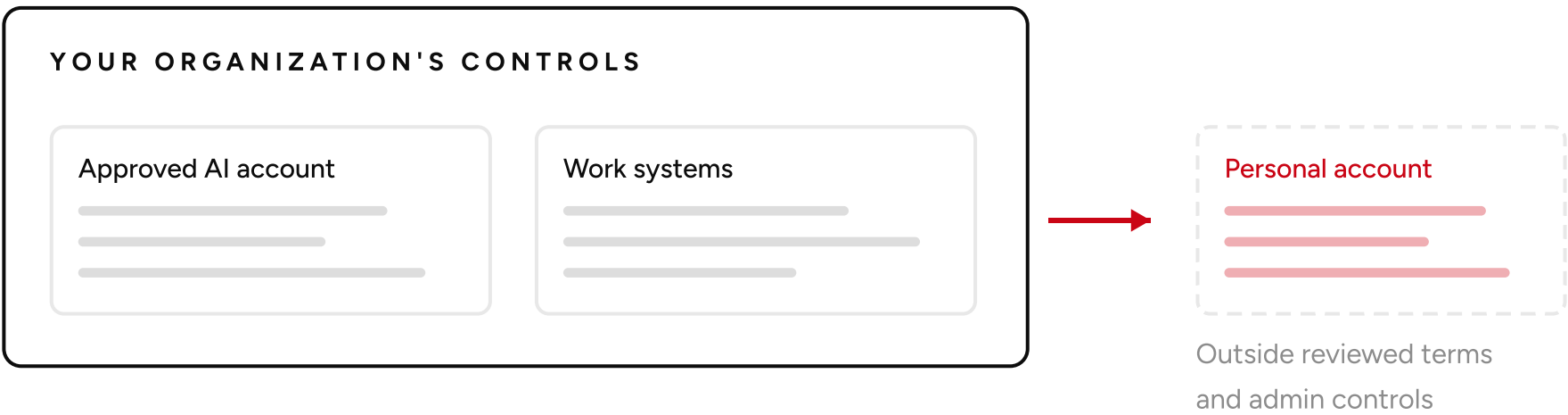
The one rule that matters most

Use only organization-approved AI tools and accounts for company work. This is not a bureaucratic formality. In your daily work, you may handle client data, internal reports, financial information, employee details, and business plans. Pasting that material into a personal or unapproved AI account can place it outside your organization's controls.

Data handling varies by provider, product, plan, and settings. Consumer accounts may operate under terms that your organization has not reviewed, and a compromised personal account can expose anything stored in its history. Approved enterprise accounts are designed to provide stronger administrative controls, access management, and contractual protections. Your organization's policy remains the source of truth.

The question is not only, "Can AI do this?" Ask, "Am I using an approved tool, and am I sharing only the information needed for the task?"

WHERE COMPANY DATA ENDS UP



Company data belongs inside approved accounts.

Pasting it elsewhere moves it outside those controls.

What you need to do

Confirm access	Use the AI tools and account types your organization has approved. Ask the relevant IT, security, or operations team when you are unsure.
Protect sensitive information	Do not upload company or client data to personal or unapproved accounts, including documents, spreadsheets, screenshots, and copied excerpts.
Separate work and personal use	Keep personal AI activity separate from professional work, especially on company-managed devices and browsers.
Use the minimum data required	Remove names, identifiers, confidential fields, or unnecessary detail whenever the task can be completed without them.

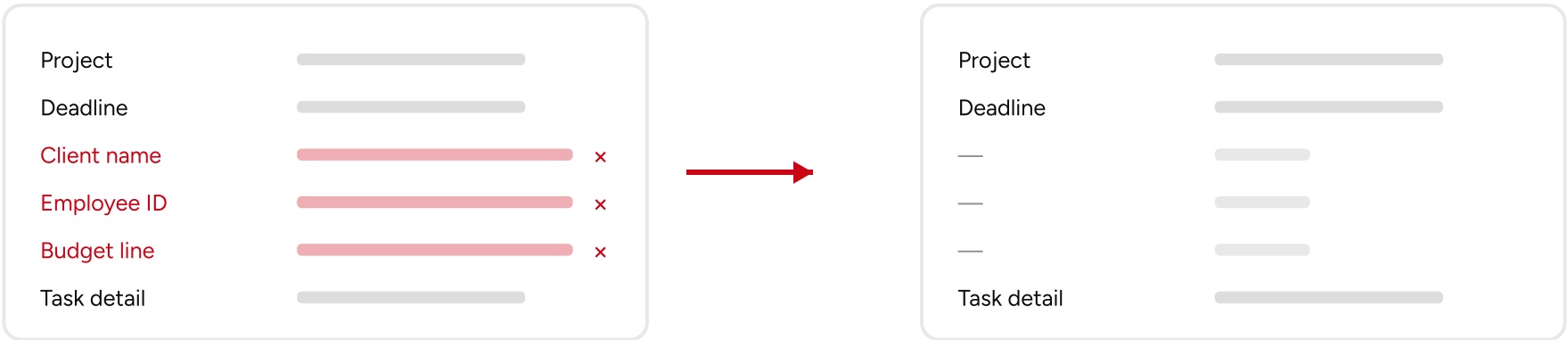
What you gain in return

Approved organizational tools may provide more than stronger controls. Depending on the platform and configuration, they can:

- / Connect to work systems
- / Support shared projects and agents
- / Run scheduled tasks
- / Offer higher usage limits

The goal is to move from isolated chat use to a governed tool that fits the way your organization works.

SEND ONLY WHAT THE TASK NEEDS



The whole record

Names, identifiers, confidential fields

Only what the task needs

Same answer, far less exposure

02

What Is AI, Really? A Look Inside the Machine

A practical mental model explains both the strengths and the limitations of generative AI.

A prediction machine, not a knowledge database

When people hear that a model has billions of parameters, they often imagine a giant library of stored facts. That is close, but not quite right, and the difference matters. A large language model (LLM), such as the technology behind ChatGPT, Claude, or Gemini, is at its core a prediction system. During training, it processes enormous amounts of text and learns statistical patterns in language: given these words, what is likely to come next?

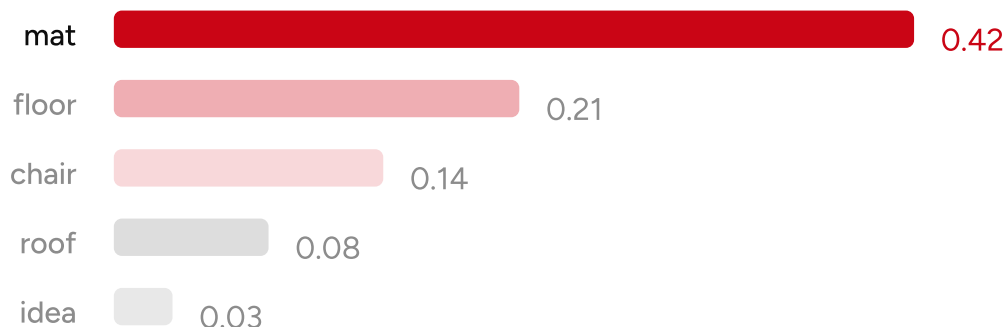
Parameters are not stored sentences or facts. They are numerical weights, which you can think of as billions of tiny dials tuned during training. Knowledge is encoded across those dials in a compressed, distributed way. A model's capability depends on more than parameter count alone, including the quality of its training, design, tools, and instructions.

The brain analogy, used carefully

A common comparison is between an LLM and the human brain. The analogy is useful but limited. Like a person, an LLM can generalize from patterns and combine ideas in new ways. Unlike a person, it has no lived experience, awareness, or independent understanding of why an answer matters. It generates a plausible continuation of the text it receives. That is why it can be brilliantly right and confidently wrong in the same paragraph.

HOW THE NEXT WORD IS CHOSEN

The cat sat on the ____



The model ranks likely continuations.

It is not looking up a stored sentence.

Keep this in mind: The model is often answering, "What would a good answer look like?" That is not always the same as, "What is true?"

What happens when you press Enter

When you type a message, the model does not simply retrieve a stored answer. In simplified terms, your text is broken into tokens, or small chunks of language. The model reads the tokens available in the conversation and generates its reply one token at a time, repeatedly selecting a likely continuation. This process is called inference.

Two practical consequences follow. First, everything in the conversation influences the answer, which is why prompting matters. Second, some variation is built into the process, so the same question may not produce exactly the same response every time. Chapter 8 explains why that flexibility is useful and why it also requires care.

The context window

The model can only work with the information available to it at that moment: your message, the accessible conversation history, attached files, instructions, and any tools it has been allowed to use. This visible workspace is called the context window. What is inside the window shapes the answer. What is outside it is unavailable to the model. If a long conversation feels as though the AI has forgotten an earlier point, restate the important context or start a fresh chat.

WHAT THE MODEL CAN ACTUALLY SEE



Everything inside the window shapes the answer.

What is outside it is unavailable to the model.

Key takeaway: An LLM is a pattern-completion engine trained on vast amounts of language. It predicts rather than verifies, unless it is given trustworthy sources and tools to work from.

03

Prompting: The Skill of Talking to AI

Good prompting is less about magic words and more about giving a clear professional brief.

The circle experiment

Try this simple experiment. Open an AI tool and type:

Explain a circle

You will probably get a textbook-style answer: a definition, the parts of a circle, properties, and formulas. It may be correct and complete, but a little generic. Now change one thing:

Explain a circle to a child

The topic is the same, but the language and examples change. You may see a pizza, a wheel, or a plate. Now push it in the other direction:

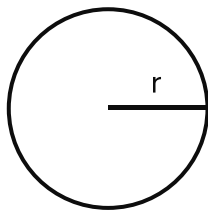
Explain a circle at PhD level

Now the answer may include formal definitions, topology, or mathematical rigor. The model did not acquire new knowledge between prompts. Your instruction changed the context and selected a different kind of response.

You can keep adding dimensions. Ask for a story and the format changes. Ask for code and the model may produce a program. Each useful detail, such as audience, depth, tone, or format, guides the model toward a more relevant answer. Prompting is a form of navigation.

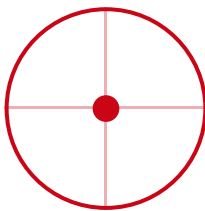
SAME TOPIC, DIFFERENT INSTRUCTION

EXPLAIN A CIRCLE



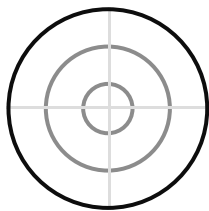
Definition, parts, properties, formulas.

TO A CHILD



A pizza, a wheel, a plate.

AT PHD LEVEL



Formal definitions, topology, rigor.

The model gained no new knowledge.

The instruction selected a different kind of response.

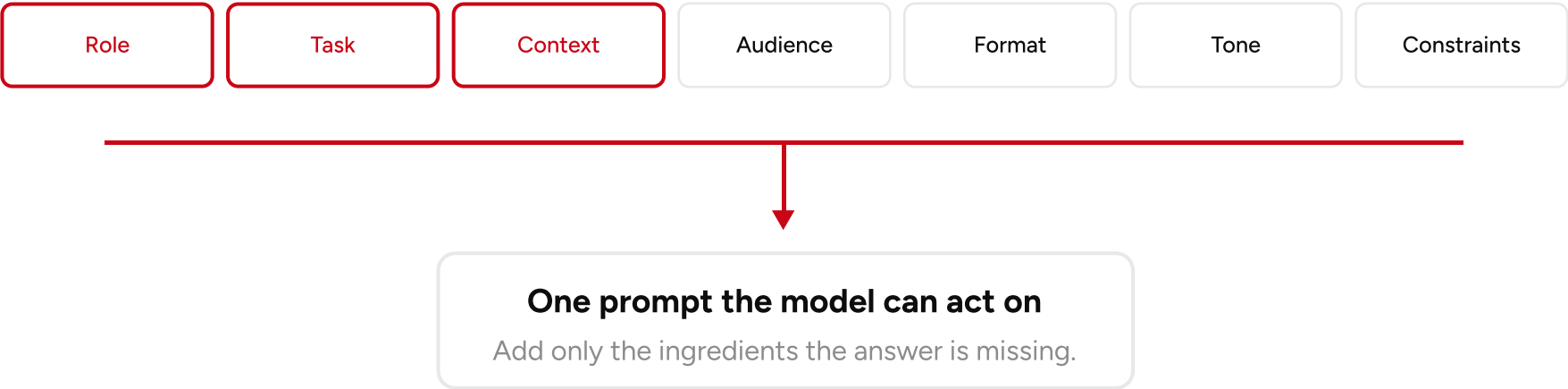
The anatomy of a good prompt

You do not need to memorize magic phrases. A reliable prompt answers the same questions a thoughtful human assistant would ask before beginning.

INGREDIENT	WHAT IT DOES	EXAMPLE
Role / Persona	Sets the perspective or expertise to draw on	Act as a senior financial analyst
Task	States the action you want completed	Summarize this report
Context	Provides the background needed for relevance	This is for our quarterly client review
Audience	Identifies who will use or read the output	For a nontechnical client
Format	Defines the shape of the response	Use a table with five rows
Tone	Guides the voice and level of formality	Professional and warm
Constraints	Sets limits and exclusions	Under 200 words, without jargon

You rarely need all seven elements at once. When an answer disappoints you, the fix is usually to add missing context, define the audience, tighten the format, or state a constraint more clearly.

ASSEMBLING A PROMPT



Each ingredient narrows the response. Add the one your answer is missing.

Controlling the output format

A common frustration is asking a simple question and receiving an essay. You can control the response. Try instructions such as:

- 01

Give me the final answer only. Include a caveat only if it affects accuracy or safety.
- 02

Format the output as CSV-ready rows.
- 03

Create a spreadsheet-style table with columns for Item, Owner, and Deadline.
- 04

Give me exactly five bullet points, each under 15 words.
- 05

Reply as a two-column comparison table.

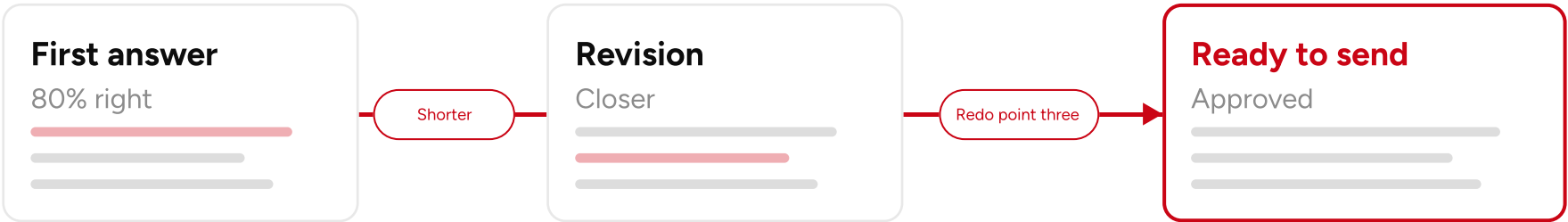
Some AI tools can create downloadable files, while others will provide content that you can copy into a document or spreadsheet. Ask for the format you need and use the platform features available to you.

Iterate; don't restart

Prompting is a conversation, not a slot machine. If the first answer is 80% right, do not start over. Say what needs to change: 'Shorter.' 'More formal.' 'Redo point three; it is inaccurate.' 'Now convert this into an email.' Each correction adds context and improves the result. Keep a personal prompt library in a notes file so you can reuse and refine instructions that work well.

Key takeaway: Prompt engineering is the practice of providing enough context, direction, and constraints for the model to produce useful work. Like any professional skill, it improves through deliberate practice.

ITERATION COMPOUNDS



Each correction adds context.

Starting over throws away what already worked.

04

Personas, Tone, and Emotion

You can direct the expertise, vocabulary, and emotional register of an AI-generated response.

'Act as...' and the persona technique

One useful prompt ingredient deserves closer attention. When you begin with a role such as 'Act as a software engineer,' 'Act as a content editor,' or 'You are an experienced HR manager,' the answer may shift in vocabulary, depth, priorities, and the issues it chooses to emphasize. You can also state your own level and needs:

I am not a technical person. I am working through a computer science problem: [describe it]. Explain it in clear, everyday language, while keeping the solution at a professional engineering standard.

This prompt sets your level, names the domain, and defines the quality bar. The technique is called role prompting. It helps the model draw on patterns associated with different types of professional writing. It does not guarantee genuine expertise or factual accuracy, so important recommendations still require verification.

Tone and emotional register

Language models can reproduce the emotional texture of human writing, which means you can direct it. The same message can be rewritten to sound empathetic, energetic, celebratory, firm, or formal. When drafting something another person will read, such as an email, announcement, or client message, specify the tone instead of leaving it to the model's default.

01 Rewrite this email so it sounds empathetic but firm about the deadline.

02 Make this announcement warmer and more celebratory.

03 Write this rejection politely and preserve the relationship.

Stay grounded: The model can reproduce emotional language, but it does not experience emotion. That distinction rarely matters for editing a sentence, and it always matters when judging the tool itself.

05

Memory and Your Profile: Teach the AI Who You Are

A small amount of persistent context can make everyday answers feel far less generic.

Why the AI treats you like a stranger

Without additional context, a new conversation may not know your role, team, projects, technical comfort level, or communication preferences. Generic questions therefore produce generic answers. Many modern AI tools address this through profile settings, custom instructions, project instructions, and optional memory features.

Set up your profile properly

In your AI tool's settings, you may find a profile or custom-instructions section. Information entered there can be applied as base context in future conversations. A short professional profile can include:

-
- 01** Your role and team, for example, an operations analyst at a digital product engineering company.
 - 02** What you work with regularly, such as reports, spreadsheets, client communications, or scheduling.
 - 03** Your technical level, such as comfortable with Excel and basic SQL, but not a programmer.
 - 04** Your preferences, such as concise answers, tables where useful, and a professional but friendly tone.
-

With this context, answers can arrive at a more appropriate depth and in a more useful format. Keep the profile accurate and avoid placing confidential or unnecessary personal information in it.

Memory across conversations

Some tools can remember information that you provide or explicitly ask them to retain, such as a recurring report deadline or a formatting preference. Review these memories periodically where the platform allows it. Remove anything inaccurate, outdated, sensitive, or no longer useful.

Practical tip: Use your base profile for stable information about how you work. Use project or chat instructions for the specific task, audience, and output you need right now.

06

Beyond Chat: Deep Research, Connectors, and MCP

The largest productivity gains often appear when AI can work from current sources and approved business systems.

Deep Research: sending the AI to the library

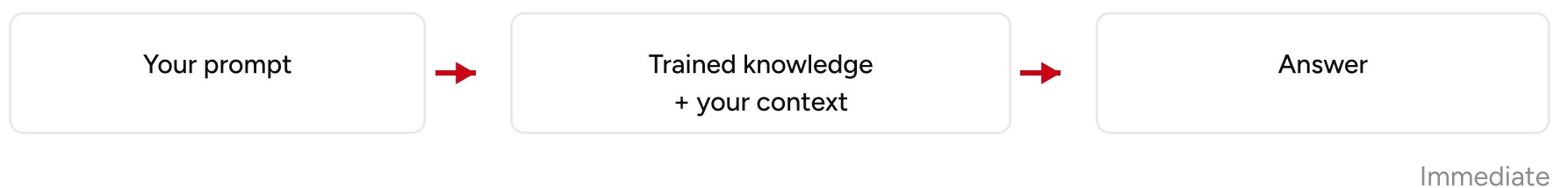
A normal chat answer may rely primarily on the model's trained knowledge and the context you provide. A deep-research or web-research mode works differently: you give the system a research brief, it searches live sources, reviews relevant material, and returns a structured answer with citations. The process takes longer because it is designed for breadth, freshness, and traceability.

Connectors: plugging AI into your tools

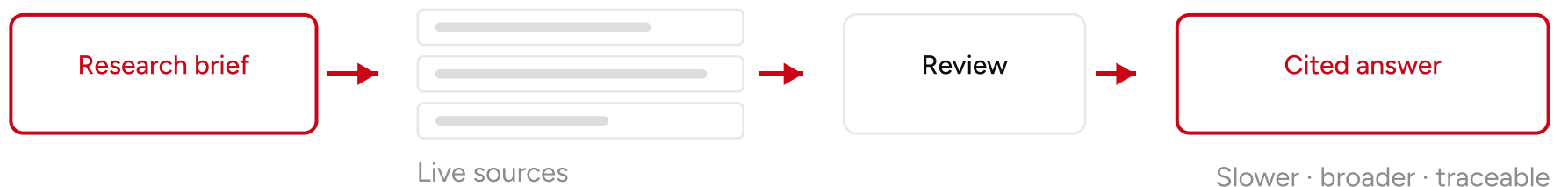
With an approved organizational account, AI may be connected to the tools where work already lives: email, shared drives, calendars, communication channels, and project systems. Once access is configured, you may be able to ask for a weekly project summary, a draft response to unread messages, or the latest figures from a shared file. Some platforms can also support scheduled tasks, turning repetitive routines into monitored automations.

TWO WAYS TO GET AN ANSWER

NORMAL CHAT



DEEP RESEARCH



Breadth and traceability cost time.

Use research modes when the answer must be sourced.

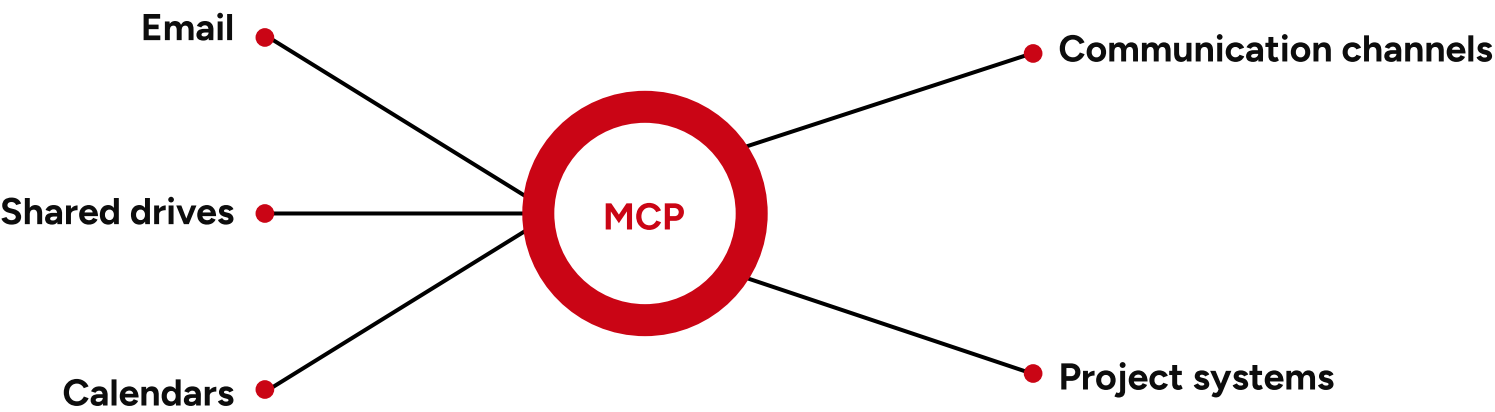
Use research modes when the answer must be current, comprehensive, and sourced, such as market research, competitive comparisons, vendor evaluation, or understanding a new industry. Do not use them for every quick question. The difference is similar to asking a colleague for an immediate answer versus commissioning a short study.

MCP: the standard behind many connections

MCP stands for Model Context Protocol. It is an open standard that helps AI systems connect to external tools and data sources through a consistent interface. Think of it as a common socket: an approved source can provide information or actions to an AI assistant without requiring users to copy everything into a chat by hand.

You do not need to understand the technical implementation to use the concept. Chat is the visible surface. Connectors and protocols allow AI to work with the systems behind it. GeekyAnts uses this same principle when designing AI-assisted enterprise workflows that need controlled access to business data, tools, and approval steps.

ONE SOCKET, MANY APPROVED SYSTEMS



Chat is the visible surface. Connectors and protocols reach the systems behind it.

Security reminder: Connect only through organization-approved accounts and integrations. Access to company email, files, or internal systems should be controlled, limited, and auditable.

07

Agents: Your Digital Coworkers

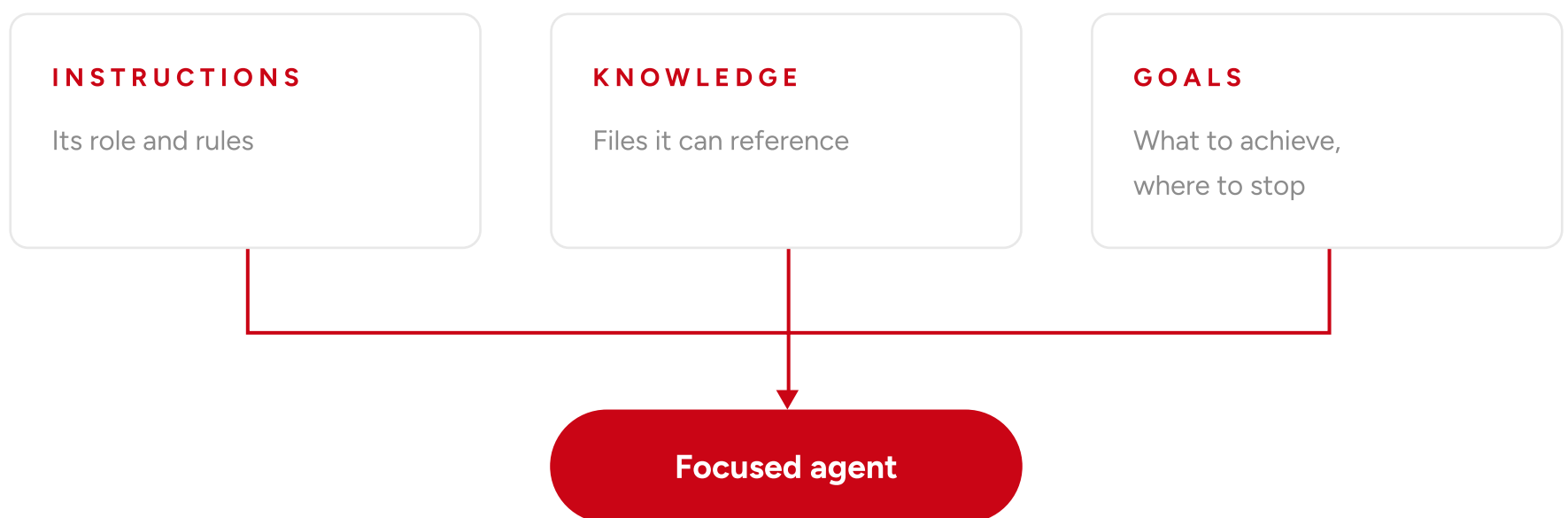
An agent is a focused AI system configured to perform a defined job with clear instructions and boundaries.

What an agent actually is

An agent uses the same underlying type of AI model you may already chat with, but it is configured for a specific job. Three elements are typically preloaded: instructions, which define its role and rules; knowledge, which includes the files or information it can reference; and goals, which define what it should achieve and where it should stop.

The advantage is focus. A general chat can discuss almost anything. A resource-management reporting agent, for example, can be configured around the correct report format, terminology, and rules. A well-designed agent stays within scope, requests missing information, and follows approval requirements. That consistency makes it useful for repeated work across a team.

WHAT IS PRELOADED INTO AN AGENT



A general chat can discuss anything.

An agent is configured to do one job well.

What you can do with agents today

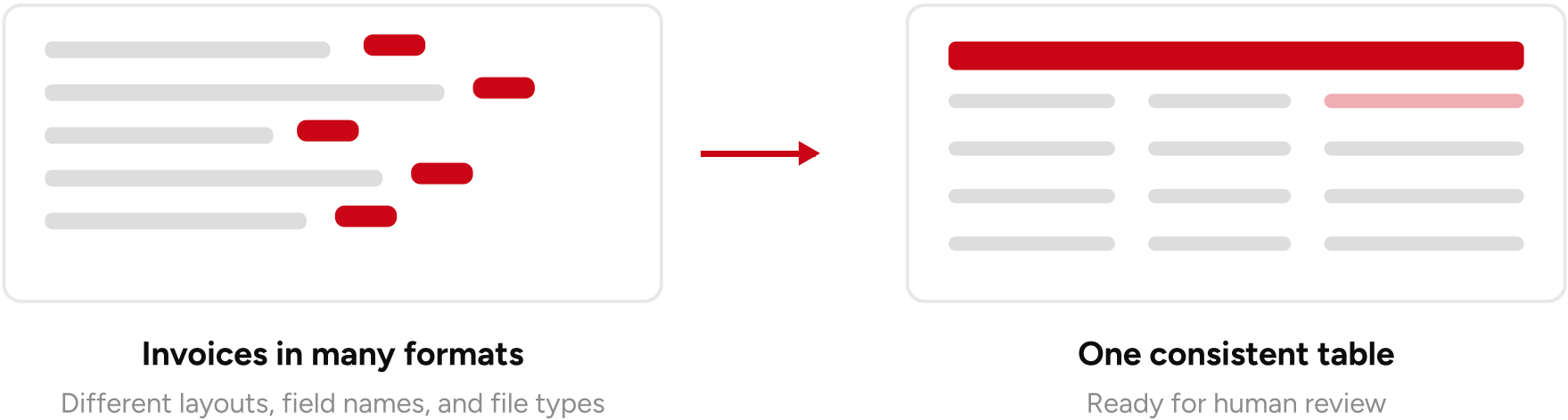
Upload knowledge	Create an agent that works from standard operating procedures so team members receive more consistent answers.
Query files	Provide an approved spreadsheet and ask which projects are overallocated next month.
Automate routines	Use approved connectors to retrieve a file, prepare a summary, and deliver it on a schedule, with review where required.
Apply a focused pattern	GeekyAnts has used focused agents for internal workflows such as resource-management reporting; the same pattern can be adapted to other functions with the right data controls and review steps.

Where agents shine: the invoice example

Suppose invoices arrive from many companies in different formats: different layouts, field names, PDFs, scans, and emails. A traditional script often expects every input to follow the same structure. An agent can interpret the varied documents, locate fields such as invoice number, date, and total amount, and place the results into a consistent table for review. The pattern is unstructured input to structured output.

The same logic applies to emails that arrive in inconsistent formats and need to be logged consistently, or replies that must be composed for each situation rather than sent from a fixed template. When the input varies and some interpretation is needed, consider AI. When the input and rules are identical every time, consider a script. The next chapter provides the decision framework.

UNSTRUCTURED INPUT TO STRUCTURED OUTPUT



08

Deterministic vs. Non-Deterministic: Choosing the Right Tool

The right automation depends on whether the task requires certainty, interpretation, or both.

Two kinds of workers

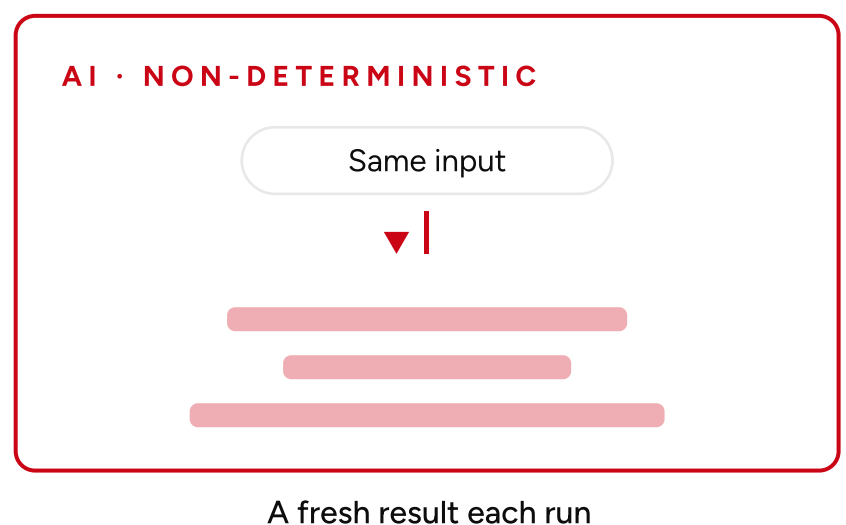
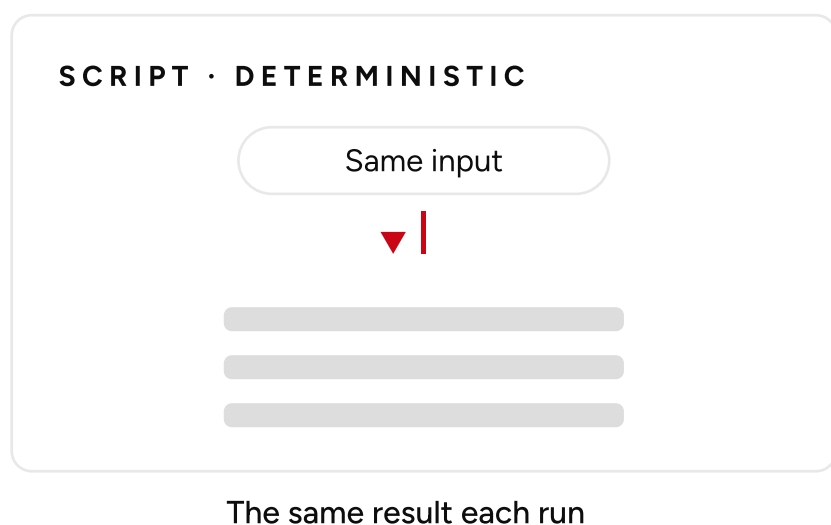
A deterministic system is designed to produce the same output from the same input under the same conditions. A formula, a rules-based script, or a standard program follows explicit logic. A non-deterministic system may produce different wording or reasoning from the same prompt. Large language models are non-deterministic by design, which makes them flexible and creative but also variable.

A useful analogy is that a script behaves like a precise calculator: it executes defined rules consistently. An LLM behaves more like a well-read assistant: it can interpret messy input and adapt its response, but it can make mistakes or approach the same task differently. Neither is universally better. They solve different kinds of problems.

The decision framework

Before automating a task, ask three questions: Is the input always structured the same way? Does the output have to be repeatable and exact? Can a human review the result before it creates a consequence?

SAME INPUT, DIFFERENT GUARANTEES



Neither is better.

One repeats exactly; the other interprets.

QUESTION	SCRIPT (DETERMINISTIC)	AI / AGENT (NON-DETERMINISTIC)
Input format	Consistent or predefined	Varies by layout, format, or phrasing
Data type	Structured fields, tables, or records	Documents, emails, images, or mixed content
Accuracy requirement	Exact rules and repeatable output are required	Human review and tolerance for variation are built into the process
Task nature	Mechanical and rule-based	Requires interpretation, reading, or generation
Output	The same result is expected each run	A fresh or adaptive result is useful
Examples	Payroll calculations, tax formulas, fixed notifications	Summaries, mixed-invoice extraction, draft replies

The best answer is usually both

Real workflows often combine the two. AI can help draft a script, and a reviewed script can run a repeatable process. A script can retrieve files, while an agent interprets or summarizes them. You do not need to code to help design the workflow; you need to know which steps require fixed rules and which require interpretation.

Ask the AI to explain generated code in plain language, and have a technical colleague review anything that touches important data, calculations, permissions, or external systems. Scripts still require testing and maintenance when inputs or environments change.

Rule of thumb: When a wrong output would be costly and no human will check it, use deterministic controls. When inputs are messy and a qualified person reviews the result, AI can be a strong fit.

WHERE THE TWO WORK TOGETHER



Real workflows combine both. Fixed rules for some steps, interpretation for others.

Hallucinations and How to Stay Safe

AI output can sound authoritative even when the underlying claim is wrong.

When AI makes things up

Because an LLM generates plausible language rather than automatically checking every claim against a verified source, it can produce confident, fluent, well-formatted falsehoods. This is called hallucination. The model may invent a statistic, cite a report that does not exist, or state an incorrect number with the same calm tone it uses for a correct one. Search and document-grounding tools can reduce this risk, but they do not eliminate the need for review.

Your safety habits

Verify before it leaves your hands

Check anything that goes to a client, informs a financial figure, or affects a decision against an authoritative source.

Ask the AI to work from documents

Attach the approved source and instruct the model to answer only from it. Source grounding reduces unsupported claims.

Make uncertainty acceptable

Use instructions such as, 'If the source does not contain the answer, say so.'

Prefer cited research

For current research, use web or deep-research modes and verify that the citations exist and support the claim.

Sample-check automations

Review recurring outputs regularly, especially during the first weeks and after any change to the data or workflow.

The mindset

Treat AI like an extremely fast, widely read new colleague: capable, tireless, occasionally overconfident, and unfamiliar with your organization. You would not send a new hire's first draft to a client without reading it. Apply the same judgment here. You provide responsibility, context, and review. AI provides speed, range, and a useful first pass.

10

CHAPTER TEN

Your 30-Day Starter Plan

A month of focused practice can turn occasional AI use into a repeatable professional skill.

Week 1

Set up properly

- Confirm which AI tools and account types your organization has approved.
- Complete your professional profile or custom instructions without adding confidential information.
- Run the circle experiment from Chapter 3, then repeat it with a topic from your own work.

Week 2

Build your prompting muscle

- Start a personal prompt library in a notes file. Save instructions that produced useful results.
- For each real task, add one element you usually skip: audience, context, format, tone, or constraints.
- Practice output control by requesting tables, CSV-ready rows, short summaries, and direct answers.

Week 3

Bring in your real work

- Use an approved, nonsensitive spreadsheet or document and ask questions directly from it.
- Rewrite one real email in three tones and compare which version best fits the relationship and purpose.
- Run one source-backed research task on a topic your team genuinely needs.

Week 4

Think in automations

- List five repetitive weekly tasks and apply the Chapter 8 framework: script, AI, agent, or a hybrid?
- Select one low-risk task and describe it as though you were briefing a new assistant. That description is the starting point for instructions.
- Define the inputs, expected output, review step, and condition that would make the workflow unsafe to run unattended.

What this month gives you: Thirty days will not make you an AI expert. It will make you a more capable professional user: better at briefing AI, faster at shaping rough information into useful output, more confident about what to verify, and better prepared to identify work worth automating. The lasting advantage is a repeatable way to learn, test, verify, and improve, skills that transfer as tools change.



Prompt Cheat Sheet

The universal template

Act as [ROLE]. I am [WHO YOU ARE]. [TASK] for [AUDIENCE]. Context: [BACKGROUND]. Format: [OUTPUT SHAPE]. Tone: [TONE]. Constraints: [LIMITS].

Ready-to-use prompts

UNDERSTANDING SOMETHING COMPLEX

Explain [topic] as though I am completely new to it. Use an everyday analogy, then give one practical example from [my field].

IMPROVING A DOCUMENT

Act as a senior editor. Improve this text for clarity and professionalism. Keep my meaning and roughly the same length. Show the revised version only.

WORKING WITH A SPREADSHEET

Here is my data [attach approved file]. Answer only from this file. Which [items] meet [condition]? Output a table with columns [X, Y, Z].

WRITING A DIFFICULT EMAIL

Draft an email to [person or group] about [topic]. Tone: empathetic but clear about [the difficult point]. Keep it under 150 words and avoid corporate cliches.

BUILDING A FORMULA

Write an Excel formula that [goal]. My columns are [describe]. Explain what the formula does in one sentence.

GETTING A DIRECT ANSWER

Give me the final answer only. Include a caveat only if it changes the decision, accuracy, or safety of the answer.

RESEARCH

Research and compare [A, B, C] on [criteria]. Use current sources, cite every factual claim, and end with a recommendation table.

Do's and Don'ts at a Glance

DO

Use organization-approved accounts and tools for work.

Set up a concise professional profile where the tool supports it.

Specify the audience, format, tone, and constraints when they matter.

Attach approved source files and ask the AI to work from them.

Iterate on useful answers by correcting and reshaping them.

Review anything that goes to clients or informs a decision.

Use deterministic controls for tasks that require exact repeatability.

Keep a personal prompt library of instructions that worked.

Separate professional AI use from personal accounts and activity.

DON'T

Paste company or client information into personal or unapproved AI accounts.

Leave the model guessing about your role, audience, and preferred format.

Use one vague sentence and assume the tool will infer your full intent.

Trust numbers, quotations, or citations without checking the source.

Restart from scratch when the first answer is mostly right.

Forward AI output unread because it looks professional.

Use an agent when a fixed formula or template already solves the problem.

Retype and partially reconstruct your best prompts every time.

Work around organizational policy with an unapproved tool.



Glossary of AI Terms

TERM**PLAIN-LANGUAGE MEANING****AI (Artificial Intelligence)**

Software that performs tasks that normally require human intelligence, such as understanding language, recognizing patterns, or making judgments.

LLM (Large Language Model)

The type of model behind many conversational AI tools. It is trained on large amounts of language to predict and generate text.

Parameter

One of the many numerical weights tuned during training. Knowledge is encoded across these weights rather than stored as a collection of complete documents.

Token

A small unit of text that a model reads and generates. A token may be a word, part of a word, punctuation, or another short text fragment.

Inference

The process of a model generating an answer one token at a time.

Context window

The information the model can use for the current answer, including the prompt, accessible conversation history, files, and instructions.

Prompt

The message or instruction you give an AI system.

Prompt engineering

The skill of supplying the right task, context, audience, format, tone, and constraints to produce a useful result.

Persona / role prompting

Starting with a role such as 'Act as...' to guide the perspective, vocabulary, and style of the answer.

Mixture of Experts (MoE)

A model architecture that routes parts of a request through specialized internal components for efficiency. It is unrelated to persona prompting.

Hallucination

A confident, fluent, but false or unsupported AI-generated claim.

TERM

PLAIN-LANGUAGE MEANING

Deterministic	Designed to produce the same output from the same input under the same conditions. Formulas and rules-based scripts are common examples.
Non-deterministic	May produce different outputs from the same input. Language models are flexible and adaptive, but variable.
Structured data	Information stored in fixed fields or formats, such as spreadsheets, databases, and forms.
Unstructured data	Free-form information such as emails, documents, images, and invoices with varied layouts.
Agent	An AI system configured for a defined job with instructions, approved knowledge, goals, tools, and boundaries.
Deep research	A research mode that searches live sources and returns a structured, cited response.
Connector	An approved link between an AI system and a work tool or data source, allowing the AI to retrieve information or perform permitted actions.
MCP (Model Context Protocol)	An open standard that helps AI systems connect to external tools and data sources through a consistent interface.
Fine-tuning	Additional model training on selected data to specialize behavior for a particular domain or task.
Memory / custom instructions	Features that provide persistent information about who you are, how you work, or how you prefer responses to be formatted.
Custom agent / project	A user-configured AI workspace with preloaded instructions, knowledge, or tools for a specific purpose.
Knowledge cutoff	The point up to which a model was trained on information. Current events require live search or updated sources.
GenAI (Generative AI)	AI that creates new content such as text, images, code, audio, or video.

GeekyAnts helps organizations identify practical AI opportunities, design secure workflows, build focused agents, modernize the surrounding systems, and move AI-enabled products from prototype to production. The objective is not to add AI everywhere. It is to apply it where it creates measurable value and can be governed responsibly.

From AI Understanding to Practical Business Value

- 01 Clearly defined business problems
- 02 Trusted and appropriately governed information
- 03 Workflows designed around human and AI strengths
- 04 Review and approval points for important decisions
- 05 Integration with existing systems and processes
- 06 A path from experimentation to secure, scalable use

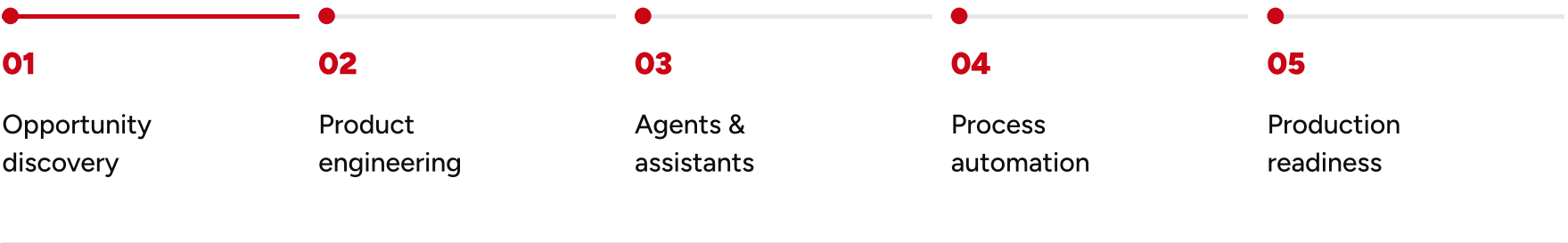
How GeekyAnts Helps

GeekyAnts helps organizations turn AI opportunities into practical digital products and workflows. We work with teams to identify high-value use cases, design responsible AI experiences, connect AI with enterprise knowledge and systems, and move successful concepts toward production.

Our AI capabilities include:

AI Opportunity and Workflow Discovery	Identify where AI can reduce effort, improve access to information, or support better decisions.
AI-Powered Product Engineering	Design and build AI-enabled web, mobile, and enterprise applications around real business needs.
Enterprise Agents and Knowledge Assistants	Create focused AI systems grounded in approved documents, workflows, tools, and organizational context.
AI-Assisted Process Automation	Combine AI interpretation with reliable software and integrations to support repeatable business operations.
Production Readiness and Modernization	Prepare AI initiatives for security, scale, integration, observability, governance, and ongoing improvement.

HOW AN ENGAGEMENT PROGRESSES



Discovery first, production last.

Explore Where AI Fits in Your Business

Whether you are evaluating your first AI use case, improving an existing workflow, or preparing an AI initiative for production, the strongest starting point is a clearly defined problem and a practical adoption path.

Innovate. Collaborate. Build.

EXPLORE OUR AI CAPABILITIES

geekyants.com

Let's talk.

Explore Where AI Fits in Your Business

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