

How to Direct GenAI (by Celine Rich-Darley, SBS)

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| 1. | Clarity and Specificity: | Be clear and specific about what you're asking. Vague or ambiguous prompts can lead to equally vague responses. The more specific the prompt, the more targeted and useful the response will be. |
| 2. | Contextual Information: | Provide relevant context. If your question or task requires background information, include it in the prompt. This helps the model understand the full scope of what you're asking. |
| 3. | Concision: | While context is important, it's also good to be concise. Overloading a prompt with too much information can be counterproductive. Aim for a balance. |
| 4. | Sequential Prompts: | If you're working on a complex task, break it down into smaller, sequential prompts. This step-by-step approach can be more effective than a single, complex prompt. |
| 5. | Positive Framing: | Frame your prompts positively, especially when seeking solutions or ideas. Positive framing often leads to more constructive and creative responses. |
| 6. | Open-Ended vs. Closed-Ended: | Decide whether your prompt should be open-ended (inviting a range of responses) or closed-ended (looking for a specific answer). Use open-ended prompts for brainstorming and creative tasks, and closed-ended prompts for specific queries. Don't use leading questions or you will get misleading answers. The models are always trying to agree with you to be helpful. |
| 7. | Anticipate Misinterpretations: | Be aware of how your prompt might be misinterpreted and try to phrase it in away the minimises potential confusion. Be clear about what you want. |
| 8. | Iterative Approach: | Treat the process as iterative. Based on the responses you get, refine your prompts to get closer to the desired outcome. Chain of thought where the model is prompted to solve complex problems through a series of logical steps. |
| 9. | Ethical Considerations: | Avoid prompts that could lead to harmful, biased, or inappropriate content. Beware of false positives, especially when dealing with non-English names and words or output from search engines. Always check. |
| 10. | Leveraging Examples: | If applicable, include examples in your prompt to guide the model's response. |
| 11. | Understanding Model Limitations: | Including the model's training data cut-off, lack of access to real-time information (if applicable), and areas where it might not provide accurate or reliable responses. |
| 12. | Be Firm: | Tell it to do better and try again. Don't take no for an answer. |

Task Sheet iSkills – Using AI to Find, Analyse, and Share Information Sources

AI Tools

ChatGPT

<https://chatgpt.com> – if the link won't open, copy and paste it into your browser.

Logging in:

If you have Single Sign On credentials, please log in to ChatGPT using these (click 'Log in', then enter your Single Sign On (SSO) username in the form abcd1234@OX.AC.UK in the 'Email address' box and click 'Continue'. In the next screen click 'Oxford University'. You will be directed to the standard University SSO log-in process).

If you do not have Single Sign On credentials, please log in to ChatGPT using any of the other options (Google, Microsoft, Apple, phone, or email address).

Tasks preface:

When trying out the below exercises, see how ChatGPT performs when you give it a persona and when you don't e.g. in one prompt, tell it that it's an expert in a relevant field and who its audience is, and compare its answer when you don't give a persona.

Example persona (adapt to suit your needs):

"During this conversation, please take on the role of an expert in **[fill in research field or topic of interest]**. You have extensive experience, have published several peer-reviewed papers, and presented findings at international conferences. You are known for breaking down complex concepts and providing clear, concise, and actionable insights.

My level of knowledge in **[fill in field/topic]** is **[fill in your level of knowledge]**. I want you to use specific examples and references from reputable sources to match my knowledge level. The primary purpose of your guidance is to assist in **[fill in purpose e.g. data analysis, literature reviews etc.]**."

Tasks

1. Try giving ChatGPT written material you're familiar with and prompt it to summarise. How well does it do? Did it miss anything out? Did it hallucinate? Here are some links to publicly-accessible journal articles if you'd prefer to use content from those:
 - a) [Hospitalization Rates and Characteristics of Patients Hospitalized with Laboratory-Confirmed Coronavirus Disease](#)
 - b) [The study of gesture in cognitive linguistics: How it could inform and inspire other research in cognitive science](#)
2. Ask ChatGPT to find scholarly articles or important authors on a particular topic, especially one that's relevant to your field. Does it miss out important articles or

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authors? How does it perform when you enable the “Study and learn” tool or use the “GPT-5 Thinking” model?

3. **[May take 10+ Minutes]:** Choose a complex, niche topic (e.g. “What are the ethics of AI in hiring?”, “What is the impact of remote work on productivity?”). Ask ChatGPT to provide a deep research summary on this topic with sources, then review the result. Is it well-structured? Did ChatGPT include appropriate sources from multiple perspectives? How does it compare to a traditional research report?

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Elicit

<https://elicit.com/>

Tasks

1. Enter this research question on the “Find papers” tab: What are the effects of mindfulness on student stress?

Read the generated summary after entering in the question and skim the top 5 results in the table below the summary.

Experiment with adding columns to this table by clicking “+ Column” at the top of the table. A pane will open on the right. In the “Name” and “Instructions” box, enter a name for the new column and describe what kind of data you want to extract respectively, like the methodology. What differences can you now see between the papers in the table?

2. Navigate to Elicit’s start screen. Click the “Research report” tab and try one of the sample questions to see what the feature does e.g. ‘How does the effectiveness of online cognitive behavioural therapy (CBT) compare to face-to-face CBT in treating depression?’ Trying this example question is free and won’t use up your quota to perform more research reports with Elicit.

How does Elicit’s research report feature compare to ChatGPT’s? Did you notice a difference in how long it takes to generate this report?

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ResearchRabbit

<https://www.researchrabbit.ai/>

Navigate to the **Search page** for all search features.

ROBOT Checklist:

N.B. You'll be unlikely to find information on all of the below questions in such a short time. It may be best to only consider some questions.

- **Reliability**
 - How reliable is the information about the tool?
 - Is the developer's contact information available?
 - When was the tool released/updated?
 - Are there privacy policies?
 - Are you happy with how your data will be used?
- **Objective**
 - What is the goal/objective of the tool? e.g. inform or persuade users, add to developer datasets, find financial backing
 - How transparent is the developer about their purpose?
- **Bias**
 - Is there information about how the tool has been built or the data that underpins it?
 - Are there ethical issues associated with this?
 - Are biases or ethical issues acknowledged by the developer?
- **Owner**
 - Who is the owner or developer of the tool? Are they the same? How credible are they?
 - Who is responsible for the tool? e.g. government, private company, research group
 - Who can access the tool?
- **Type**
 - Which subtype of AI is it?
 - Is the technology applied or theoretical?
 - What kind of information system does it rely on?
 - Does it rely on human intervention?

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Tasks

1. Look at what information is provided on ResearchRabbit's website compared to Elicit's. What differences can you see between the two? Are there some areas of the ROBOT checklist that are barely covered by each developer?
2. Search for and add several papers to a collection. You may like to find and download PDFs of papers from SOLO (<https://solo.bodleian.ox.ac.uk/>). Explore the recommendations that ResearchRabbit gives you. If you were familiar with your collection's papers beforehand, do ResearchRabbit's similar authors and papers seem relevant? Is it easy to filter through the lists?
3. In the "Search Settings" pane (bottom right), look for similar articles. Choose a particular suggested paper in the left-hand pane to open ResearchRabbit's default graph for it. Is it easy to tell by the graph which papers are the most prominent? Are the map's nodes (known as 'seeds') easy to navigate?
4. Following on from the above exercise – in the central pane of the Search, try toggling between the "Split", "List" and "Map" view for the papers (top right). How would you explore the history of publications if you weren't using ResearchRabbit?