SKILLTECH ACADEMY / PRACTICAL AI GUIDES

BOOK 05

Your AI Office Assistant

Turn everyday office notes into clear drafts and checked handovers

6 chapters / 6 tutorials / 18 prompts

10 teaching figures and a five-piece office pack

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Find the office task you need

Read the fictional sources, follow the six tutorials, then reconcile your five draft documents. The ten figures explain the important checks.

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Copyable prompts P01-P18 and all 35 fictional source records are supplied in separate text files.

Answers and figures are authored teaching examples. Check your own outputs against the supplied sources.

START HERE

Build a useful office pack

This book helps you turn ordinary office information into drafts you can check: workplace emails, meeting minutes, action lists, agendas, short reports, checklists and summaries. You will finish with a small administration pack for one fictional job.

The work is connected. A message that says 'confirmed' can conflict with minutes that say 'proposed'. A checklist can quietly assign an owner whom nobody agreed to. We will keep a source record so these differences remain visible.

How to use the tutorials

1. Copy the numbered prompt and the named source records from this book or the separate source file.

2. Replace bracketed instructions before sending a prompt. Keep the actual reply you receive.

3. Compare the reply with the authored answer key, then trace important facts to their source IDs.

Examples are fictional and authored, not ChatGPT transcripts. Check replies against the supplied sources. These text exercises need no API setup. The exercises prepare drafts for review; they do not send email or change business records.

What you need

A text conversation and a place to save drafts are enough. You do not need connected email, calendar or office apps for these exercises. You will prepare documents for review; this book does not set up automated sending or change business records.

Read the six chapters in order, then assemble the five-piece project pack. The source IDs make the exercises checkable without requiring identical wording.

The job and the client

C01 Maple Desk Services is a fictional printing office. Client Nandi Maseko has reference MD-118 for 20 printed training packs.

C02 The approved quoted total is R600, unchanged.

C03 The proposed collection window is 29 October 2026, 14:00-16:00, at reception. Collection only.

C04 Ask Nandi to confirm that window by 28 October 2026 at 12:00.

C05 As at 26 October 2026, customer acceptance and ready-for-collection status are not recorded.

C06 Asha Dlamini prepares the draft. Lerato Mokoena must review it before any external sending. No customer email address is supplied.

What the brief does not establish

The proposed window is not yet an accepted appointment. An approved price does not prove payment. A completed draft does not prove sending. The quantity of 20 packs does not prove those packs are printed or ready.

Keep these distinctions in every document. If an output says 'your packs are ready', point to the missing ready record rather than polishing the sentence.

Copying source material

Copy the complete records requested by a tutorial. Include the IDs so you can trace the result. Do not assume a fresh conversation knows this brief or the next page's meeting notes.

What the team actually agreed

M01 Internal meeting: 26 October 2026, 09:00-09:20. Present: Asha Dlamini, Ben Naidoo and Lerato Mokoena.

M02 Decision: include the client reference in every internal handoff, starting immediately.

M03 Asha will draft the MD-118 collection email for Lerato's review by 27 October 2026 at 10:00. This is a drafting task, not a record of sending.

M04 Ben will check availability of 20 folder covers by 27 October 2026 at 11:00.

M05 Lerato will review one sample pack by 28 October 2026 at 10:00. Bulk printing must wait for sample approval.

M06 Suggestion only: consider a courier backup if covers are late. Not approved; no owner or deadline agreed.

M07 Archive proofreading notes after handover. No owner or deadline agreed.

M08 Next internal check-in is agreed for 27 October 2026, 13:00-13:20.

The notes contain a decision, three named assignments, a suggestion and an unassigned task. They are a working source, not a polished transcript. Keep uncertain parts uncertain.

How the work should move

W01 Asha logs the client reference, client name and request. If a required fact is missing, keep it visible and ask for it.

W02 Asha prepares the customer draft; Lerato reviews it before external sending. Staff verify the recipient before sending.

W03 Ben checks and records cover availability. A shortage goes to Lerato; do not promise stock that has not been confirmed.

W04 Lerato approves one sample before bulk printing starts.

W05 Asha records the customer's reply. Without explicit acceptance, the collection window stays proposed.

W06 After bulk printing, Ben records the quantity and quality check. Ready status requires completed printing and a passed check.

W07 At collection, Asha checks the client reference, quantity and confirmed collection arrangement before recording handover.

W08 Archive the proofreading notes after recorded handover. The archiver and archive deadline are not assigned.

A checklist needs evidence

These notes describe the intended process. They do not say that its steps have happened. A completed stock check cannot stand in for sample approval, printing or the final quality check.

W08 also exposes an incomplete assignment. Keep the archiving step, but show that its owner and deadline need a decision. A neat-looking process must not hide that gap.