

How I Use AI in my Workplace

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I believe in 10 years AI will continue to advance rapidly and prove to be a useful tool in the workforce. It was mentioned in the classroom that only those who do not know how to use AI will fall behind, and I agree. As of now, I volunteer for an Islamic center in Leicester, UK, to produce books, translations, and audio clips. There is a lot of work that goes into producing such things that take up tremendous amounts of time but do not require much skill. One example is, when Arabic is transcribed into English, it requires different marks on letters to accommodate sounds in Arabic that are not in English. Furthermore, proof-reading takes a lot of time, and it only reviews the preset rules of grammar. AI proves extremely useful to this. Another example how I use AI is in creating transcriptions of audio lectures, to produce usable notes and resources to follow along with the video. AI is able to organize what I have to say and create a proper summary of the audio lecture.

Within my workplace, I can imagine myself using these tools. In most meetings, *meeting minutes* have to be taken, to record the main points in the meeting and summarize the ideas. AI can be extremely useful in such, to record the main points of information and organize ideas. This can allow for an easy solution, and less stress on myself, or whoever records the *meeting minutes*, as they do not have to worry about missing a point, or perhaps poor connection.

Another way I can see myself using AI, is in engineering notation. AI knows how to format formulas very well, and I can imagine working in engineering will contain many specific notations. AI can be used to reduce the time it takes to produce reports, or to create a well-organized documentation of the processes used to complete engineering work.

Another way I can see myself using AI in troubleshooting software. In advanced engineering softwares like Autocad or Revit, there are many functions and different settings, which can make learning the software very difficult. AI, I imagine, will likely, or hopefully, be integrated into these advanced softwares to ease their use and save time. This can allow engineering drafts and projects to be completed faster, and put less stress on the company's IT team.

AI, being trained on millions of previously written documents, knows the proper formatting for texts and can provide clearer phrasing for texts. I believe this can be useful for writing emails within the company or to clients. Often, when we write, we have a preconception in our head, and thus think people will understand context, or think how we think. AI can help break this thought process and help us to write emails in a clearer fashion. This will allow collaboration to be easier, clearer, and reduce errors that may happen in projects due to miscommunication. Clients will also be able to receive emails that break down and detail what engineering work our company actually does, which will increase transparency, will make it easier for them to stay in the loop and for them to trust our company.

Another useful tool with AI is transcribing written notes or diagrams, and converting them to something digitally processable. This will allow our company's team to work in whichever way they feel comfortable, especially in early phases and meetings, where people talk and brainstorm, and sketch ideas. This will also make information easier for our company to process, and increase our efficiency and collaboration.

The last use for AI can be to design posters, or diagrams to visualize what we have brainstormed. Sometimes it is hard to make a presentation for the layperson to display our ideas, or sometimes it takes a lot of time and company resources. By using AI, the time needed for

these activities will be cut back, and allow our company to run on a decreased budget and greater profit.