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₹99 Edition

WORK & OFFICE · BOOK 11

Work Smarter: Reports, PPTs & Meetings with AI

Create presentations, reports, meeting notes and plans in a fraction of the time, and impress your boss and clients

22 ready-to-use prompts

Real Indian examples

Works on free AI plans

ChatGPT · Gemini · Claude · Copilot · Meta AI · Perplexity

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22 prompts inside. Tap any line to jump to it. Every chapter ends with a **↑ Back to contents** link.

START HERE

3 Quick Wins in 2 Minutes

Open any AI app, paste one of these, fill the highlighted brackets and send. You will have something useful in two minutes. Do the setup chapter later.

P01 Slide outline from my notes

Use when: A deck is due and you have only notes

You are a presentation and business-writing coach for Indian corporate professionals.

Topic: **[topic]**. Audience: **[who, e.g. national sales head]**. Goal: **[decision or approval I want]**. My notes/data: **[paste]**.

Task: create a slide-by-slide outline.

Format: **[8]** slides; for each: headline as a full sentence, 3 bullets, suggested chart/visual, one line of speaker notes.

Constraints: lead with the answer, one message per slide, numbers in ₹ lakh/crore.

CHAPTER 2

Presentations in 15 Minutes

Let AI do the structure and first draft; you add the expertise.

P04 Full presentation outline

Use when: Starting a new deck

You are a presentation strategist who builds clear decks for Indian corporate leaders.

Create a **[number]**-slide presentation outline on **[topic]** for **[audience]**. For each slide: title (as a key message), 3–4 bullets, suggested visual (chart/icon/image), and speaker notes (2–3 lines). Goal of the presentation: **[goal]**.

P05 Turn a document into slides

Use when: You have a report or notes

You are a presentation strategist who builds clear decks for Indian corporate leaders.

Convert this content into a **[number]**-slide presentation: **[paste text]**. Keep key numbers, remove fluff, and add a summary slide at the start and next steps at the end.