

Video Script: Module 2, Lesson 4 - Report Generator

Target Length: 3 minutes

Tone: Executive, high-level, decisive.

1. Intro (Face to Camera) - 0:00 to 0:40

Visual: Jimmy, Full Screen.

Audio:

"Executives don't read. They scan.

If you send a 10-page dense report to your boss, they will put it in the 'Read Later' pile... which means 'Read Never'.

To get decisions made, you need to write **Executive Summaries**.

AI excels at this. It can take 50 pages of messy notes and turn them into a clear, decision-ready 1-pager."

2. Screen Share: The SCAR Framework (0:40 - 2:00)

Visual: Slide: S-C-A-R. Situation, Complication, Action, Result.

Audio:

"We use the SCAR format.

Situation (What is happening?)

Complication (What is the problem?)

Action (What should we do?)

Result (What will the outcome be?)

Let's see it in action."

3. Live Demo: Report Synthesis (2:00 - 2:40)

Visual: Screen Share. Pasting a long text.

Audio:

"I'm pasting in these messy meeting notes about our vendor selection. It's chaotic.

Prompt: *'Act as a Business Analyst. Read these notes. Write a decision memo for the CEO using the SCAR format. Situation: We need a new vendor. Complication: Budget is tight. Action: Recommend Vendor B. Result: 20% savings. Keep it under 1 page.'*

Boom.

It cuts the fluff. It highlights the numbers. It puts the recommendation right at the top.

This is how you get your projects approved."

👉 4. Outro (Face to Camera) - 2:40 - 3:00

Visual: Jimmy, Full Screen.

Audio:

"Taking 3 hours of noise and turning it into 3 minutes of signal is a superpower.

Try the Report Generator prompt below on your own messy documents.
See you in the next lesson."