

Video Script: Intermediate

Module 2, Lesson 2 -

Organizing Data

Target Length: 3 minutes

Tone: Practical, "Digital Janitor".

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

Visual: Jimmy.

Audio:

"Here is the hard truth about AI: **Garbage In, Garbage Out.**

If your company shared drive is a mess of unnamed folders and
'Final_Final_V3.docx', RAG won't save you.

Before we build cool bots, we need to tidy up our room.

We need structured data."

2. Screen Share: The Clean Data Structure (0:40 - 2:00)

Visual: Comparison of Messy Folder vs Clean Q&A List.

Audio:

"AI struggles with 50-page PDFs full of images and jargon.

It *loves* clearly formatted text.

The best way to prepare your data is to create **Q&A Documents**.

Take your messy handbook and convert it into a list of 'Question: [X] / Answer: [Y]'.

This gives the AI bite-sized chunks of truth to retrieve.

We call this 'Knowledge Management', and it's the foundation of the AI era."

👉 3. Outro (Face to Camera) - 2:00 - 2:15

Visual: Jimmy.

Audio:

"Your homework: Take one policy document—like your Refund Policy—and rewrite it as a clear Q&A list.

This simple step makes it instantly ready for a Chatbot."