

Generative AI

Summarize Content Efficiently

LEARNING OBJECTIVES

By the end of the lesson, you will be able to...

- Use Generative AI to generate accurate and concise summaries of long or complex content.
- Use Generative AI to save time and improve your efficiency in processing information.



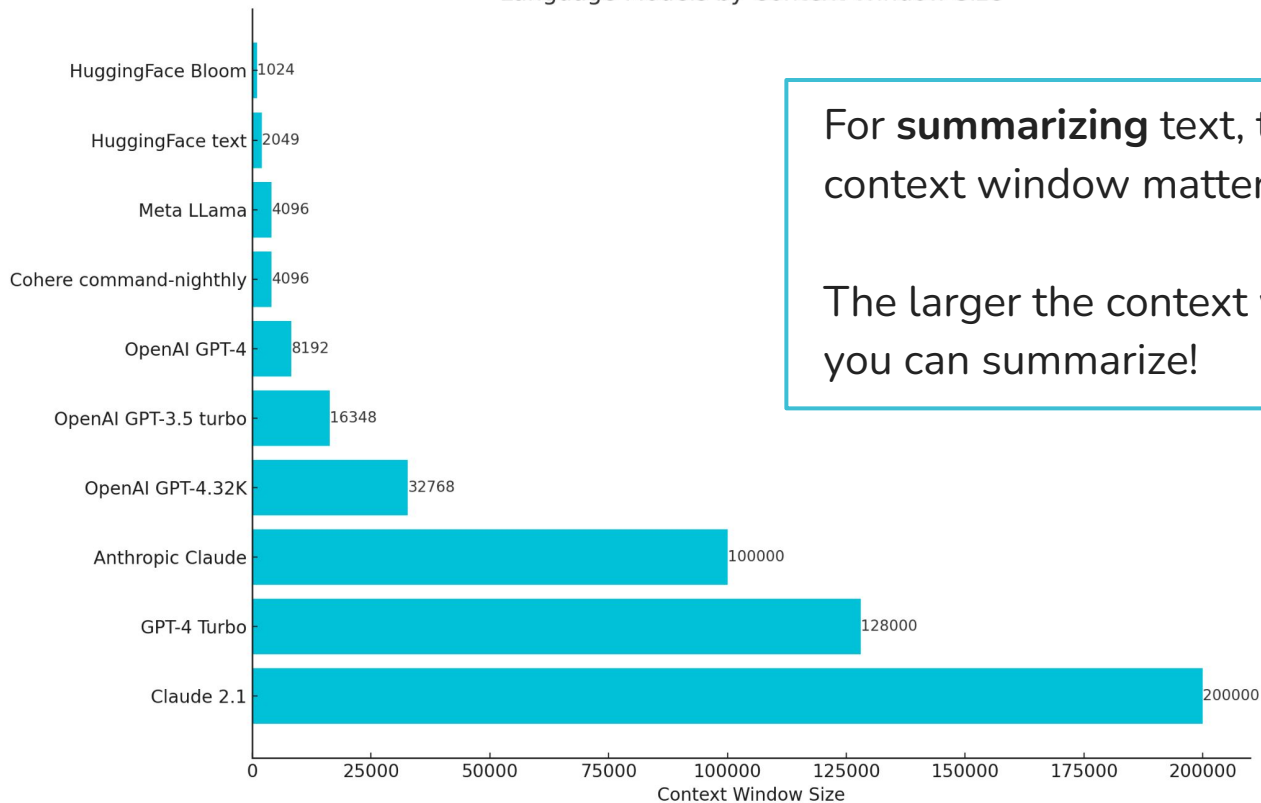
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Summarizing Content



Summarizing Text: Size Matters

Language Models by Context Window Size



For **summarizing** text, the size of the model's context window matters.

The larger the context window, the more text you can summarize!

**As of December 2023*



Think About It: Context Windows 🤔

Do you think larger context windows could lead to any issues in a Large Language Model?

**Reminder: A context window is the amount of text a model “remembers” in a given thread.*



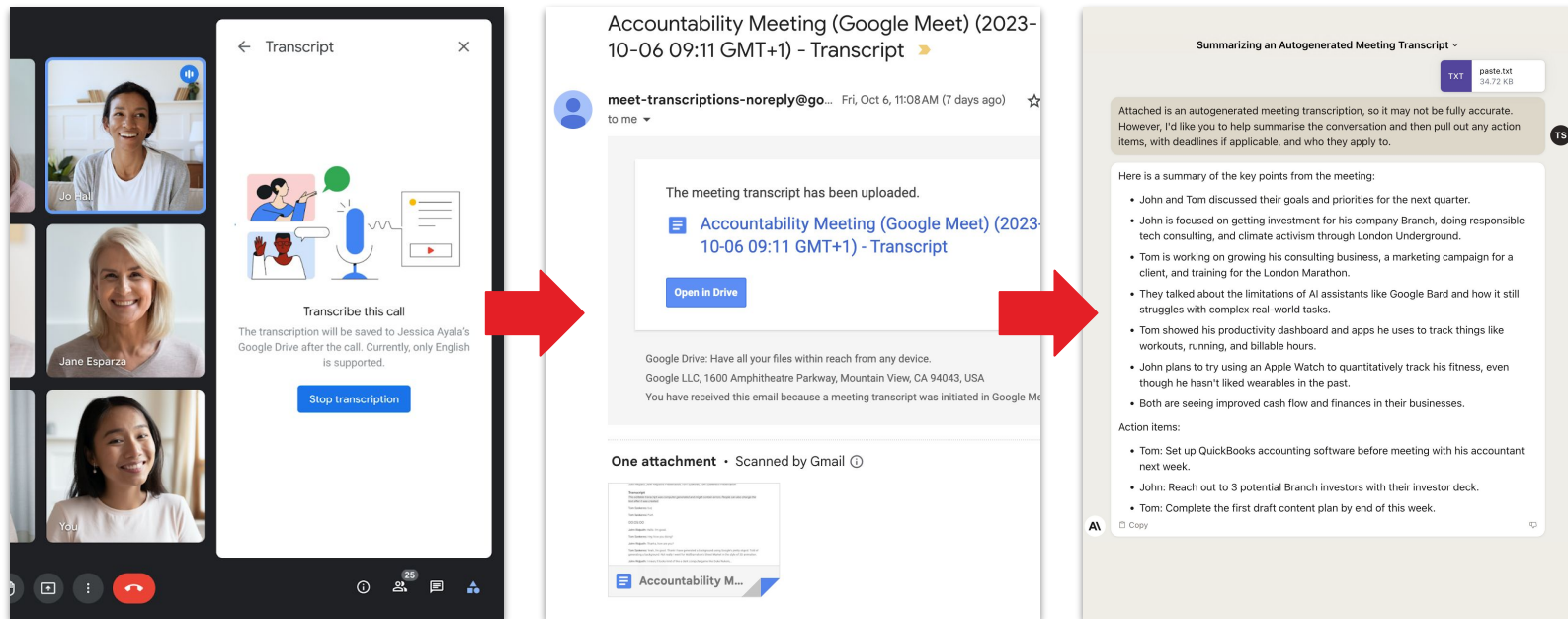
**Type your response
in the chat.**

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Real Life Examples



Real Cases: Meeting Summaries



Tip: To make summaries useful and accurate, you'll need to use a collaborative approach that involves both humans and artificial intelligence working together.

Meeting Summaries - Take Caution



Samsung used AI to generate meeting minutes. This resulted in a leak of proprietary information about their semiconductors!

Whoops, Samsung workers accidentally leaked trade secrets via ChatGPT

ChatGPT doesn't keep secrets.

By [Cecily Mauran](#) on April 6, 2023



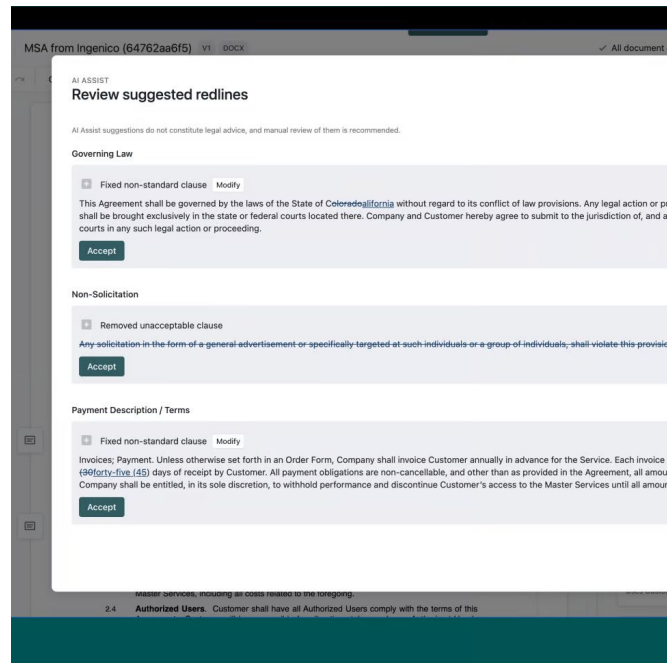
Source: Cecily Mauran, Mashable

Real Cases: Generative AI for Legal Teams



Ironclad Transforms Contract Workflow

- Ironclad built AI Assist, a contract review tool, using OpenAI's GPT-4-32K.
- AI Assist automates contract redlining by flagging irregularities. It also suggests clauses based on company guidelines.
- Legal teams saw a **95% time savings**, from 40 mins to 2 mins per contract review.
- Ironclad focused on augmenting people with AI, not replacing them. Human oversight remains critical.



A Disclaimer - Generated by Claude AI

The sample prompt and response provided on the next slide are **for educational purposes only**. They do not constitute legal advice or create an attorney-client relationship. Any information contained in the generated response may not be suited to a specific legal situation or jurisdiction.

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Guided Walkthrough: Making Legal Docs Legible

5 Minutes



Matt Shumer
@mattshumer_

You are a world-class attorney with incredible attention to detail and a knack for explaining complex concepts simply.

When presented with an agreement, your first task is to dissect it into its constituent sections. This step is crucial to ensure no part of the agreement is overlooked.

Next, you'll provide a summary for each section. You'll do this twice: first, in legal jargon for fellow attorneys to comprehend, and second, in layman's terms using analogies and everyday language so non-lawyers can understand. Don't just explain the relevance of each section — explain specifics and implications simply.

Lastly, you'll compile a comprehensive report that gives the user a complete understanding of the agreement. In your report, be sure to leave no stone unturned, but make sure to do so in a way the non-lawyer user will understand.

Follow this format to structure your work:

Let's try out this prompt using a [sample tenancy agreement](#).

What's it All Mean?

Gen AI is not a
replacement for
legal
professionals...

But it is a
powerful tool at
their disposal.

It can help
make legal
documents
more accessible
to more people.



PRACTICE

Large Document Summary



Tip!

ChatGPT-4 will work well for this activity, but if you'd like to use [Claude 2.1](#) go right ahead!

Better yet, you could try both and compare their performance!

Large Document Summary

Start a new chat window in Claude or GPT-4, then upload **Large PDF to Summarize.pdf** (found in your resources folder).

Instructions:

- 1 Summarize the document for three different audiences. Kids? Students? Sales Team?
- 2 Ask the model to turn the paper into one of the following: **Twitter Thread, FAQ, LinkedIn Post.**
- 3 Be prepared to share your screen if you find an interesting insight.

The Dawn of LMMs: Preliminary Explorations with GPT-4V(ision)

Zhengyuan Yang*, Linjie Li*, Kevin Lin*, Jianfeng Wang*, Chung-Ching Lin*,
Zicheng Liu, Lijuan Wang*
Microsoft Corporation

* Core Contributor ♦ Project Lead

10 Minutes

Prompt Example:

Please summarize the attached paper. I want to send the key takeaways to my Product Development team via a Slack message, so ensure that all of the practical, applicable learnings are included in your summary. Finish with the three most important takeaways.

REFLECT

Summarizing Content



Reflection: Summarizing Content

Taking what you learned and what you practiced, answer the following reflection questions.

- 1 How do you envision using Generative AI summarization in your work?
- 2 What challenges do you anticipate in implementing this technology?
- 3 Is there a specific domain within your business where you see immediate applicability?



Tips for Reflection:

Think carefully through the questions, provide specific details and examples, and try to break down your thinking.

