Google

AI Explained



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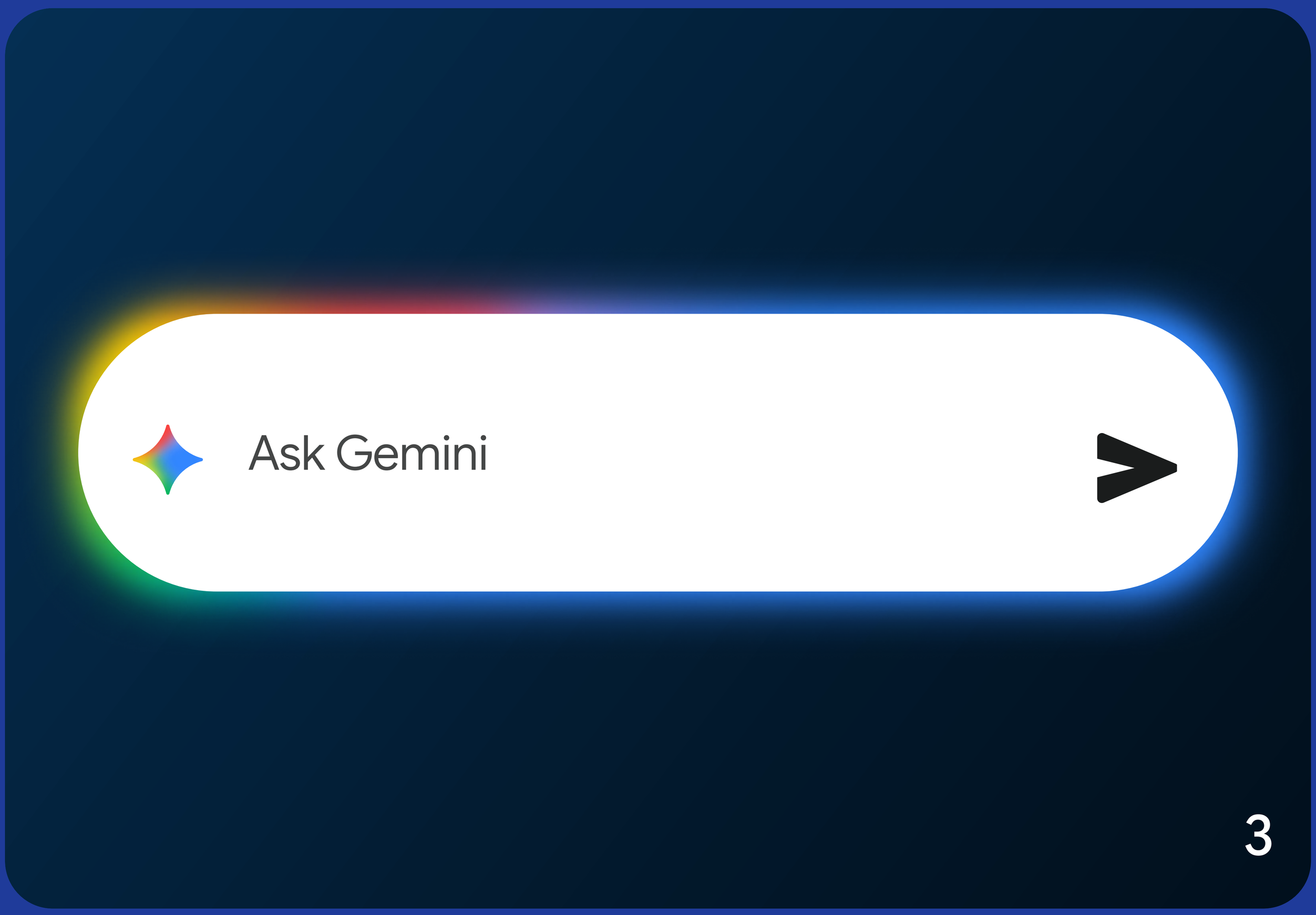
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Writing an effective AI prompt

Whether you're drafting policy questions or preparing for an interview, clarity matters. These five elements turn a simple prompt into a strategic advantage.



You are the comms director for a government official. 1 Provide a list of tough questions 2 from a major news outlet 3 for an interview on the state of the economy 4 in bullet points. 5

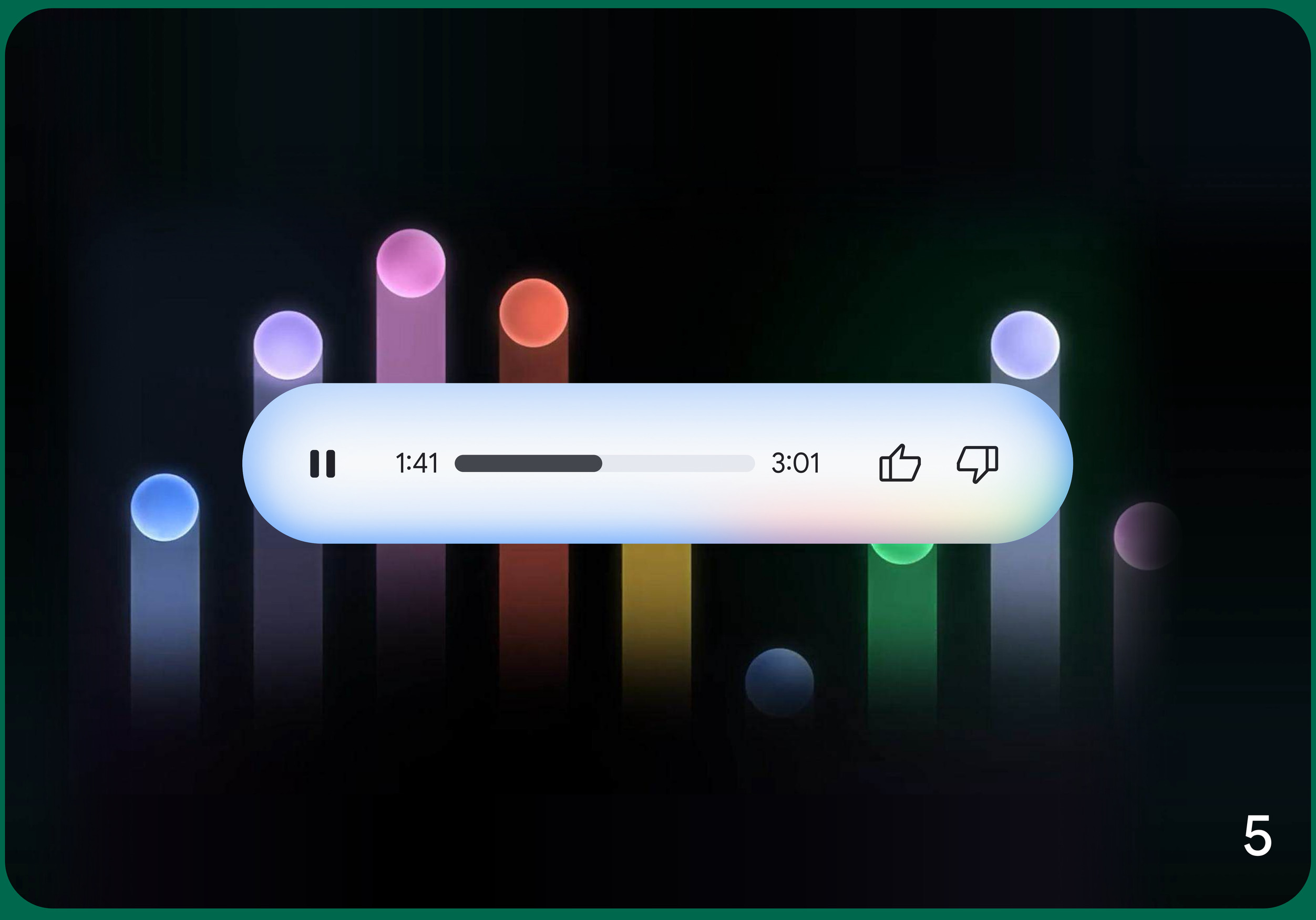
The five components of an effective prompt:

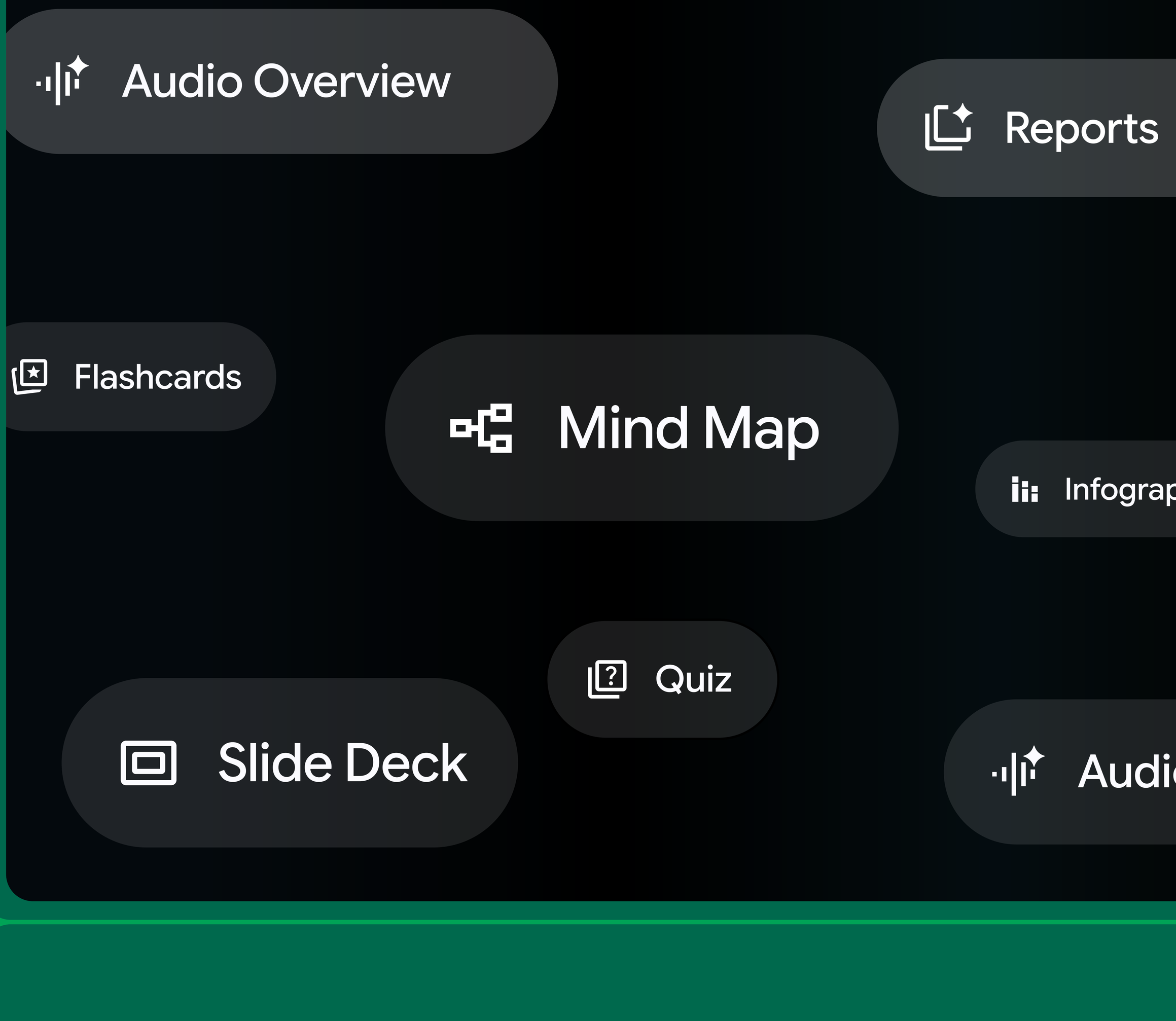
1. Provide role, if applicable
2. Define the goal
3. Specify audience
4. Set restrictions and style
5. Format the result

Try it at gemini.google

Conducting policy research and analysis

Gemini Notebook helps you sort through dense information. It pulls information from files and sources you upload, allowing for specific analysis and citation.





Gemini Notebook generates audio summaries, video overviews, and answers to your questions to deepen your understanding of policy content, with easy export to slides or PDFs.

Try it at notebooklm.google

Creating resources for constituents

Gemini can analyze large volumes of data — summarizing, categorizing, transcribing, and flagging urgent public comments you upload.

2026 Infrastructure Policy Brief

PDF PDF

Generate a simple FAQ for constituents explaining the uploaded policy. Use only the provided brief and clearly answer common questions about its purpose, eligibility, and implementation timeline.



FAQ: 2026 Infrastructure Projects

What is the goal?

The project aims to connect the Highland District to the downtown core. Key benefits include reducing the city's carbon footprint, lowering gridlock on I-90, and bringing new walkable commerce to the area.

How will local businesses be supported?

A business mitigation fund is proposed to help shops survive a predicted four-year construction period

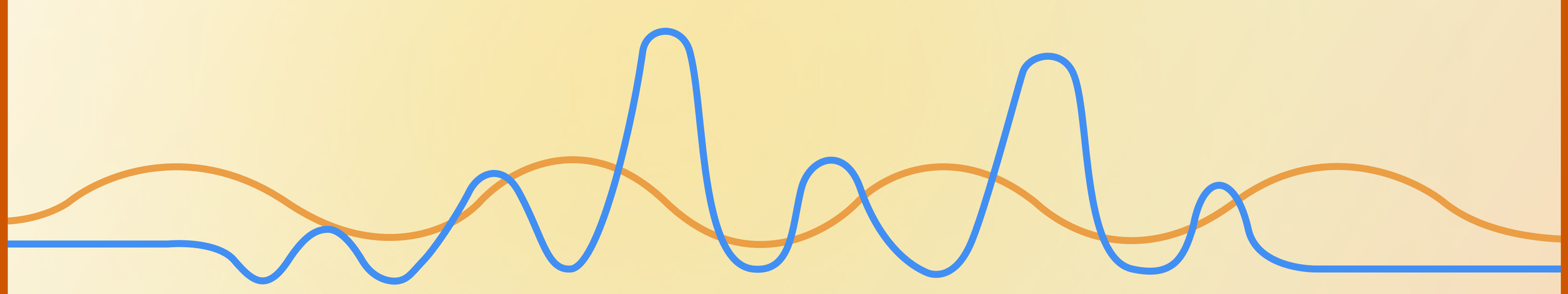
Gemini can draft a structured FAQ that explains the policy in simple language, answers common questions, and stays grounded in the source material. Simply edit for tone and accuracy, then share with constituents.

Try it at gemini.google

Transcribing audio recordings

Need a transcript of an audio clip? Gemini can quickly transcribe speech from recorded audio files.

Interview_Recording.m4a
Audio File



Campaign_Speech.m4a
Audio File

Interview_Recording

M4A

Provide a transcript of this audio clip with timestamps and identify the speaker.

Analysis

The provided audio clip is a recording of an interview. I will label speaker 1 as “Interviewer” and speaker 2 as “Interviewee” since two people are speaking throughout the recording.

Start Time	End Time	Speaker	Transcript
0:02	0:08	Interviewer	Hi, Some residents have raised concerns about affordability — how is the council addressing that?
0:09	0:15	Interviewee	It’s a fair concern. We’ve built in income-based pricing to ensure long-term residents aren’t priced out of their neighborhoods.
0:15	0:18	Interviewer	Great to hear. What’s one thing you want the public to understand about this project?

Upload your audio file and ask Gemini for a timestamped transcript. It will transcribe, label speakers, and generate a summary.

Try it at gemini.google

Drafting a press release

Gemini can help you improve your press releases and save time creating the first drafts.

the national workforce:

- **Employer Incentives:** Companies in "Critical Growth
  S

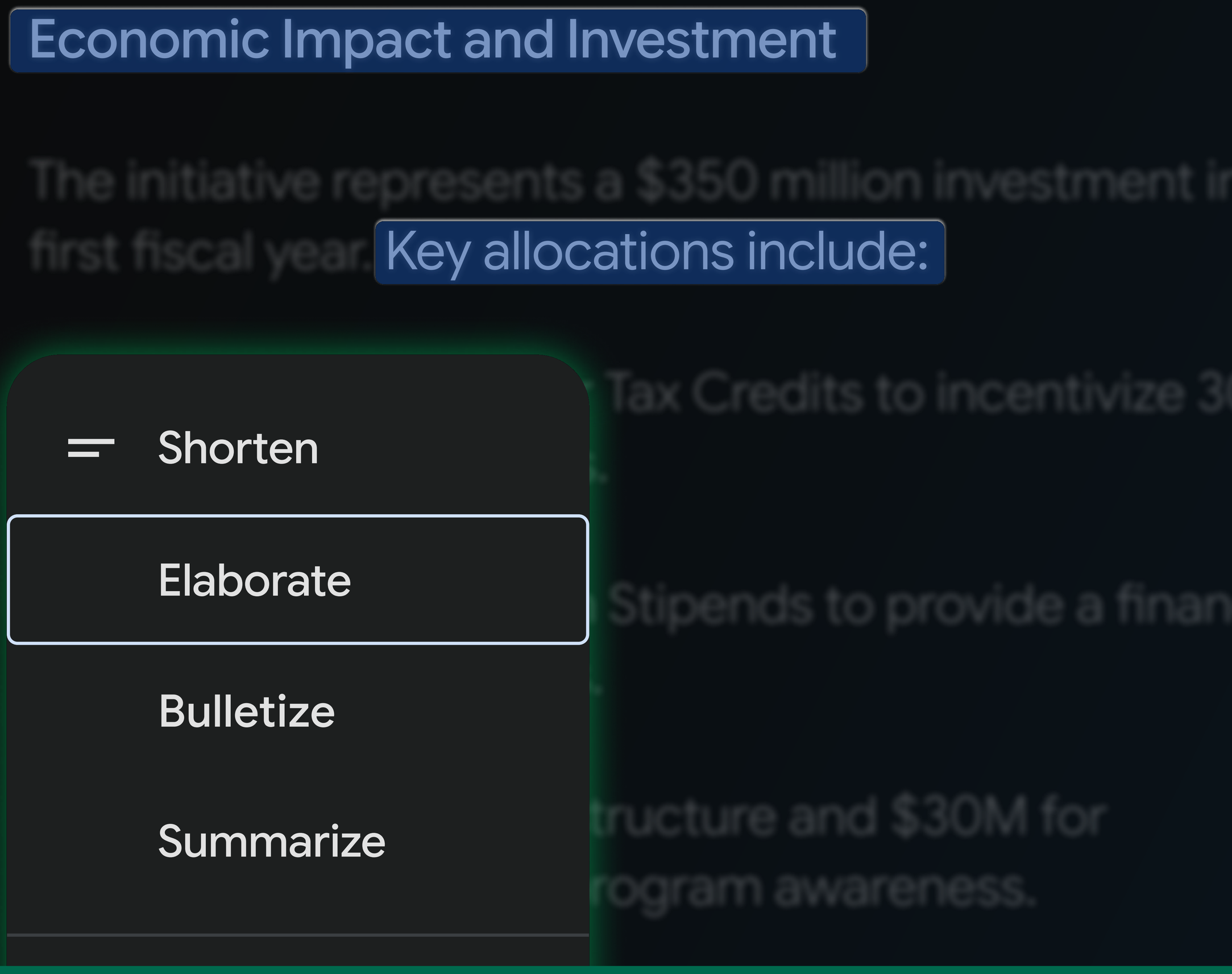
- FOR IMMEDIATE RELEASE

  Contact: Office of Workforce Innovation
  Email: media@workforceinnovation.gov

  Office of Workforce Innov
  Announces New Future In
  Transition 50,000 Worker

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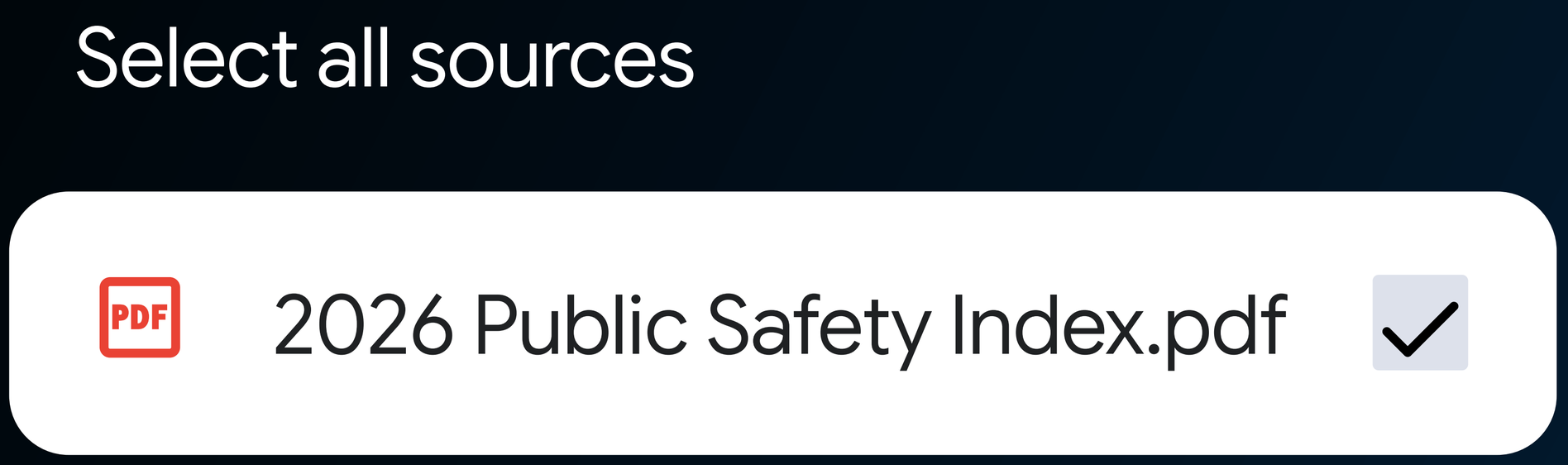


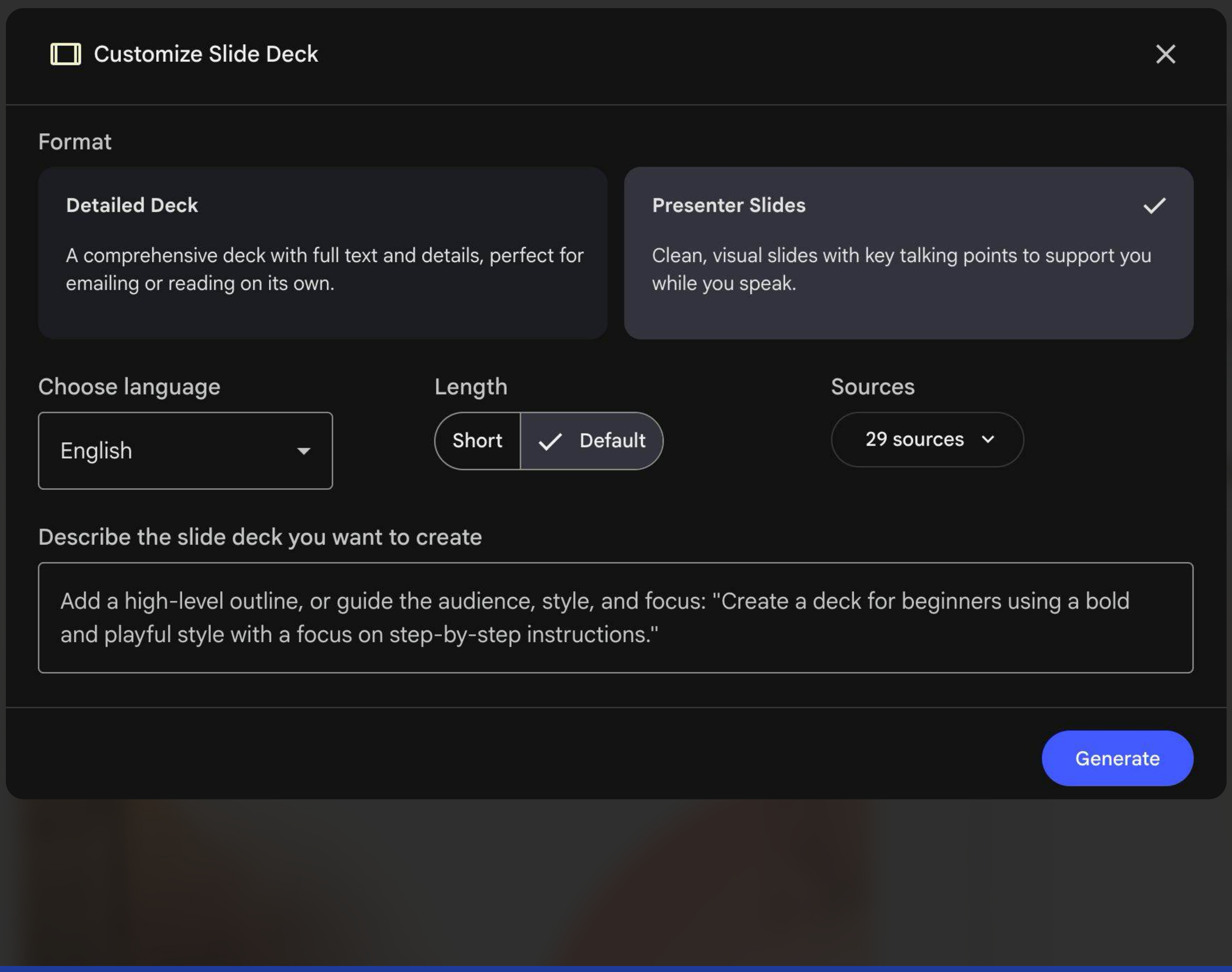
Upload past press releases, memos, and relevant notes. Ask Gemini to give you ideas to strengthen your arguments and help simplify complex language before you finalize a version with your team.

Try it at gemini.google

Transforming content into slide presentations

Upload research, notes, reports, or existing slides and Gemini Notebook can create a deck that summarizes all of your source materials.

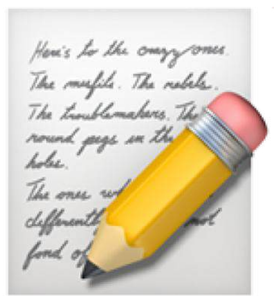




Adjust layouts, update titles, or improve visuals across your presentation, which can be downloaded as a PDF or PowerPoint.

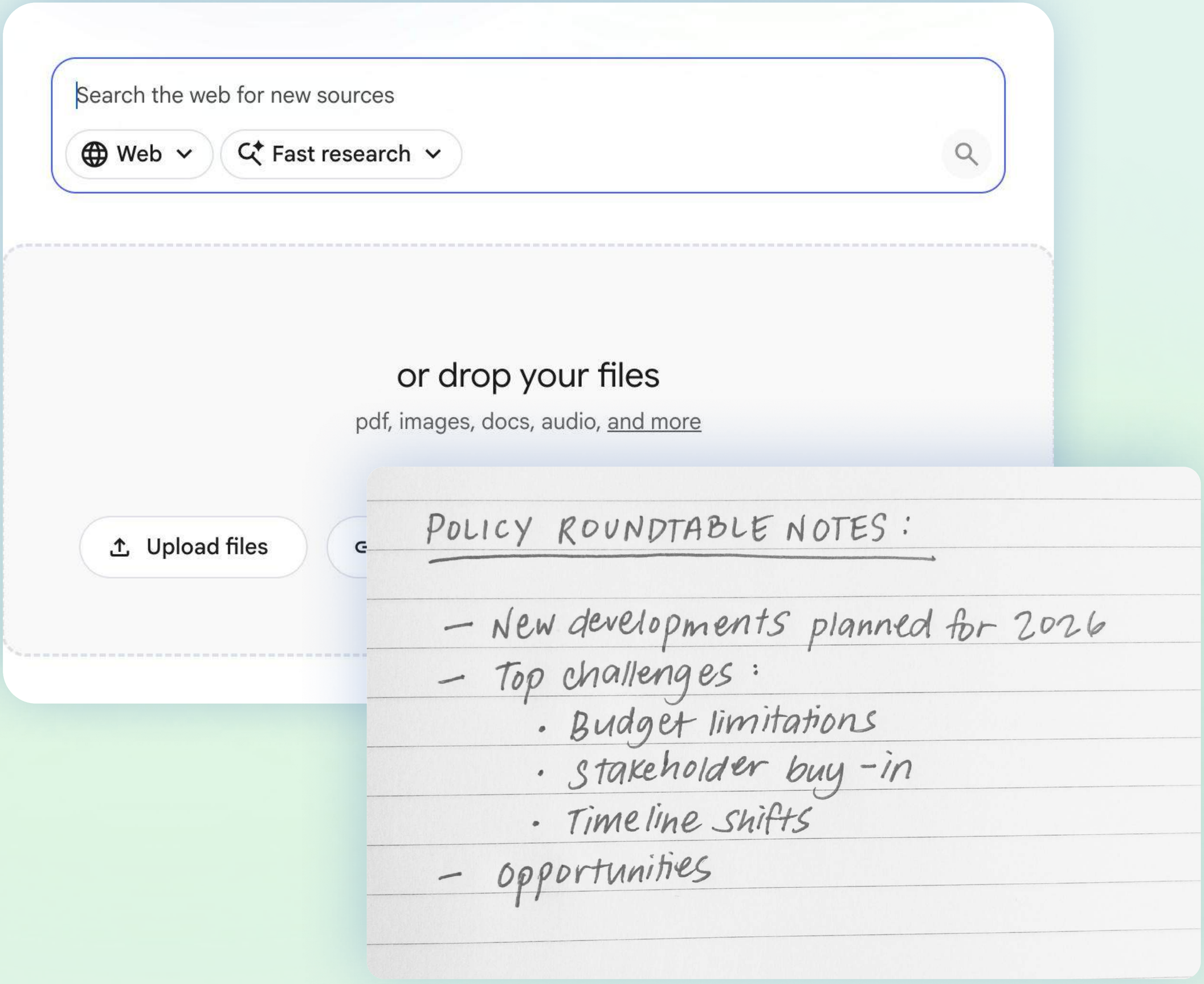
Getting insights from handwritten notes

Digitize your handwritten notes with Gemini Notebook and make the text fully searchable.



Policy Roundtable Notes

August, 2026 · 1 source



Snap a photo of your handwritten notes and upload the image as a "Source" to Gemini Notebook. Once the notes are digitized, ask questions about the content to pull insights and get responses with in-line citations.

Try it at notebooklm.google

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Google's AI products at
ai.google

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