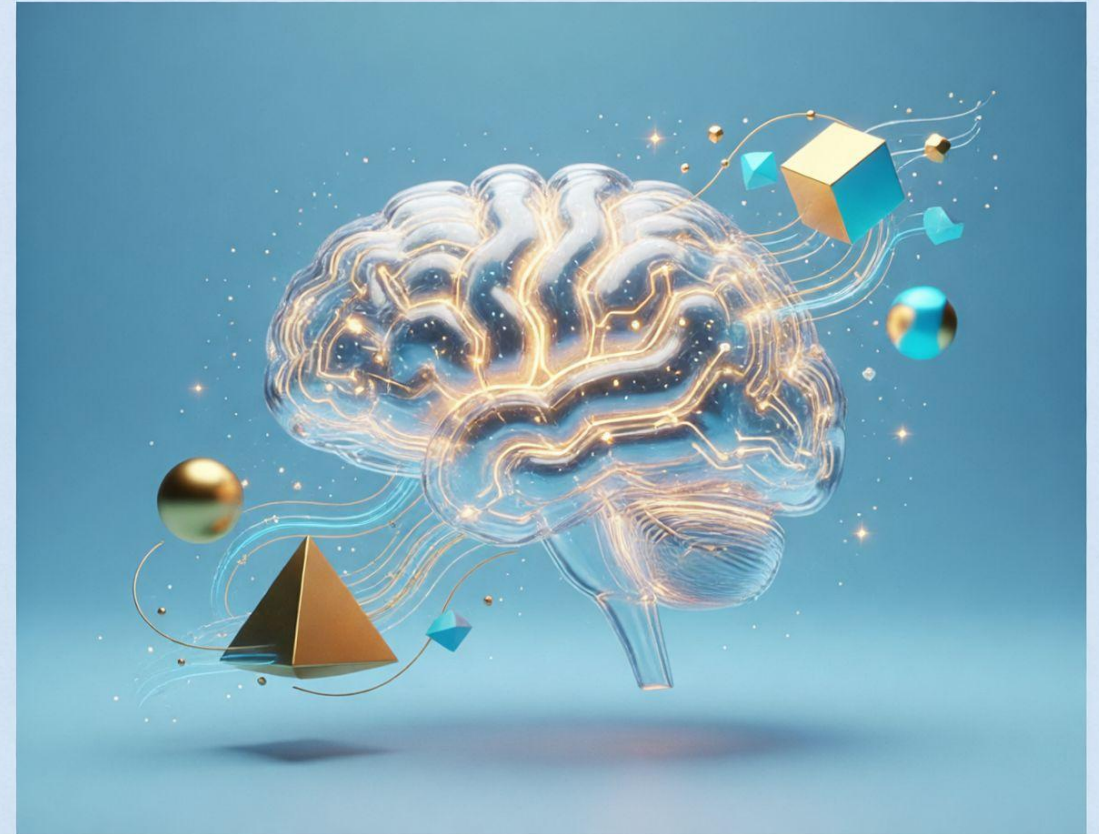


Effective Prompt Engineering in Generative AI for Education

Ir Prof Alan Lam, JP



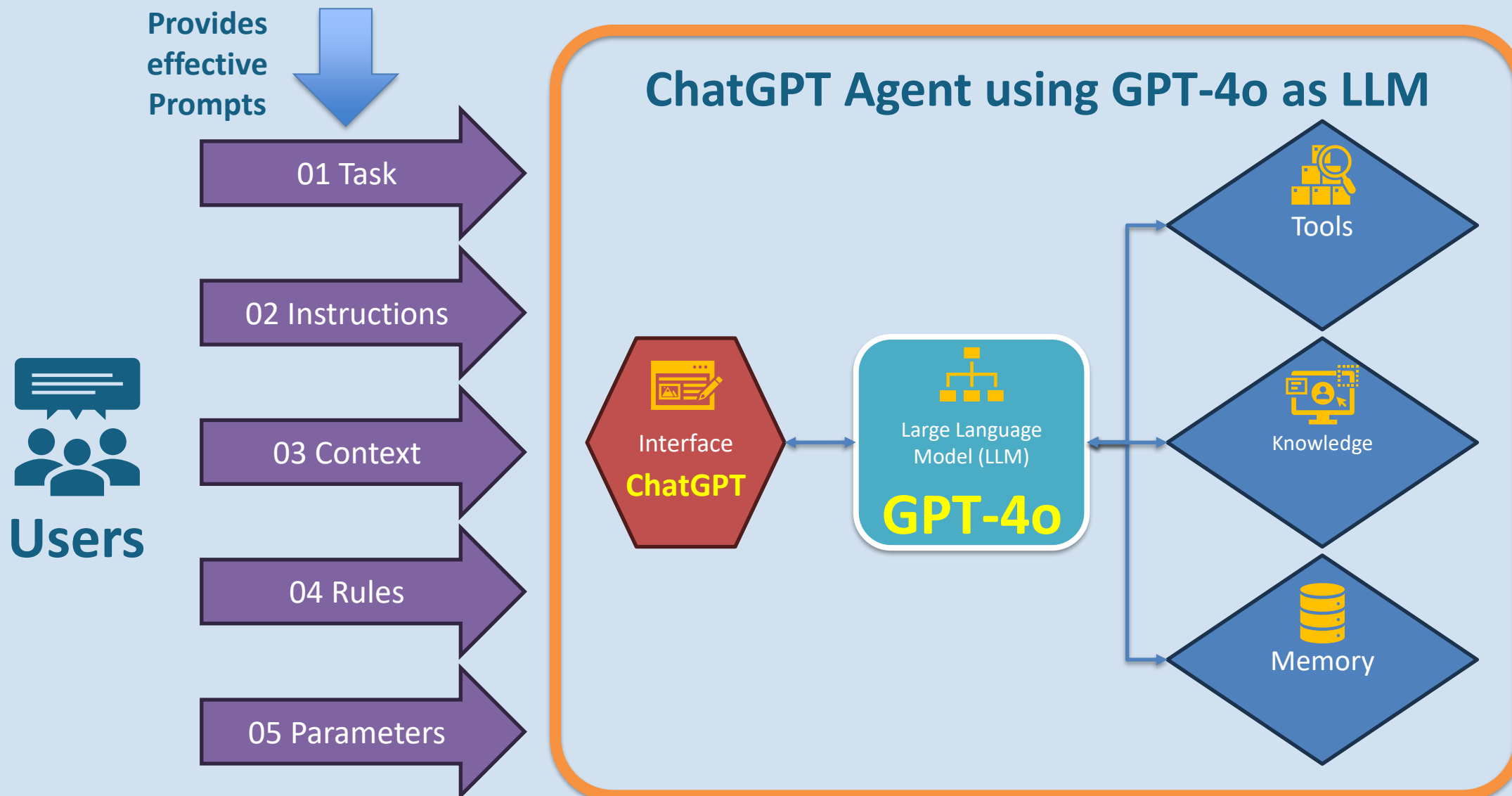
Fundamentals of Prompt Engineering

Ir Prof Alan Lam, JP



Powered by Poffices.AI

Prompt Engineering



What is Prompt Engineering



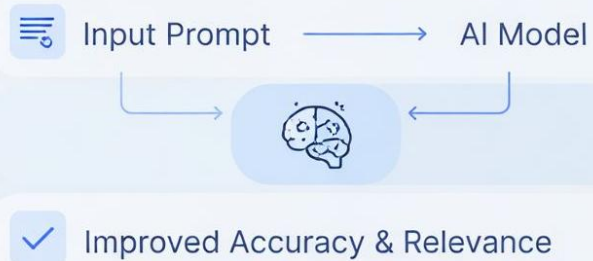
Definition of Prompt Engineering

Prompt Engineering

Designing precise inputs
to guide AI outputs



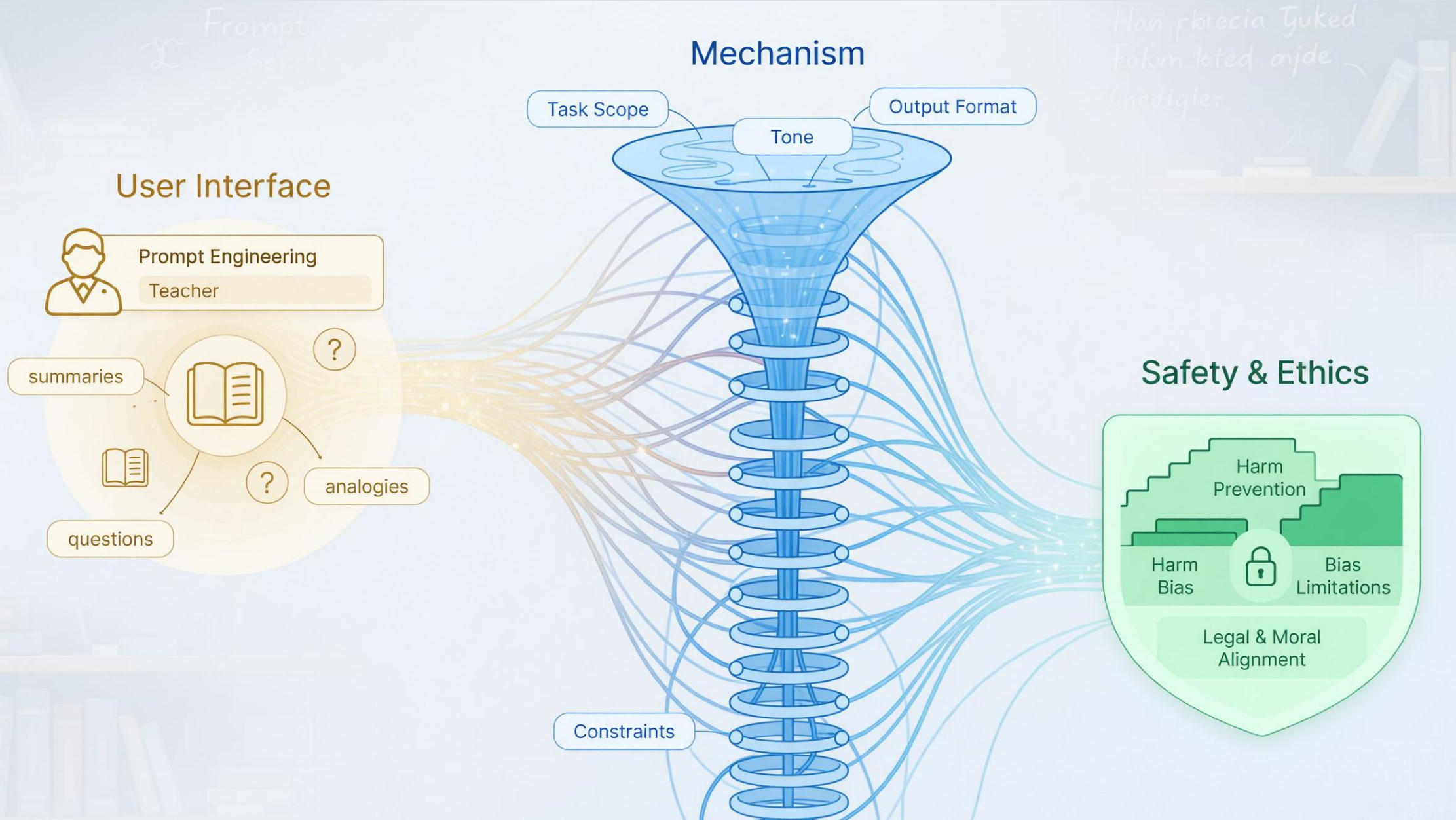
Role of Prompts in AI Output Quality



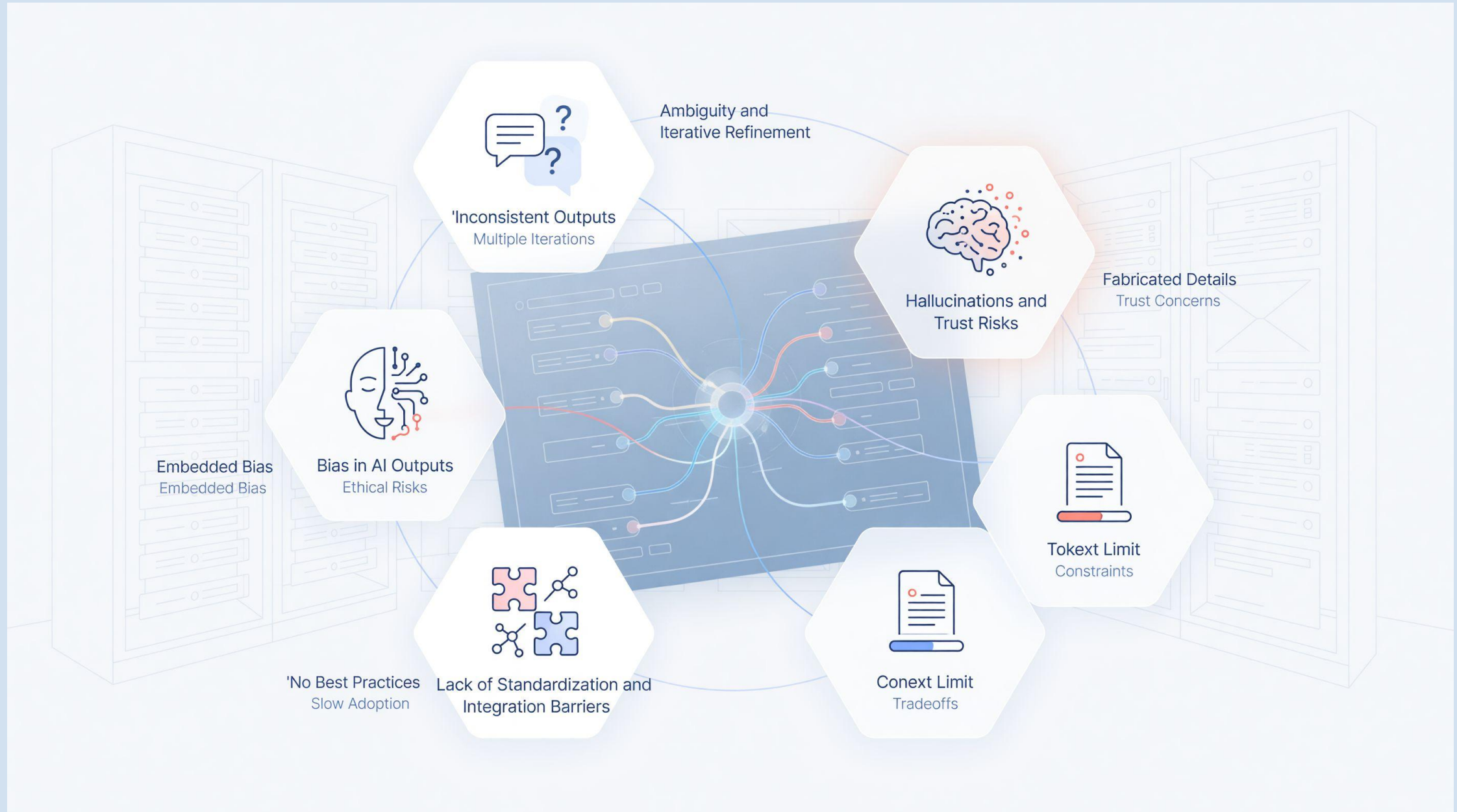
Creative & Iterative Practice



Role of Prompts in GenAI



Challenges in Basic Prompting



Practical Example

Add Background in prompt

<https://poffices.ai/>

The screenshot shows the Poffices.AI website interface. At the top, there's a navigation bar with a logo, a 'Language' selector, and a user profile 'Alan_gravitycp'. The main heading is 'Poffices.AI AI Document Generator'. Below this, there's a text input area containing a prompt: 'Considering You are the personal assistant of 'AUTHOR'. Your name is 'Poffices'. Today and current time is 'DATE_UTC_TIME'. Your current location is in 'USER_LOCATION'. Generate a Business Plan for Rescue Robot'. Below the input area are two radio buttons: 'Private' and 'Agent Master' (which is selected). To the right of the input area is a red box containing the same prompt text. Below the red box is a 'Generate' button. Three red arrows point to specific elements: one from the text '1) Add the background information such as Name, Date, Time, Location' to the prompt text; another from '2) Keep LLM ONLY' to the 'Agent Master' radio button; and a third from '3) Click Generation Button' to the 'Generate' button.

1) Add the background information such as Name, Date, Time, Location

2) Keep LLM ONLY

3) Click Generation Button

Practical Example

Add Background in prompt

https://poffices.ai/generation-history/?share_id=690b47e82e9d4

The screenshot shows the Poffices.ai web interface. At the top, there's a navigation bar with a logo, a 'Language' selector, and a user profile 'Alan_gravitycp'. Below this is a yellow header labeled 'LLM ONLY'. The main content area displays a conversation log. A red arrow points from the text '1) New prompt with the background information' to the prompt text in the log. The prompt includes background information: 'Considering You are the personal assistant of 'AUTHOR'. Your name is 'Poffices'. Today and current time is 'DATE_UTC_TIME'. Your current location is in 'USER_LOCATION'. Generate a Business Plan for Rescue Robot'. Below the prompt, it says 'Processing has started with the given parameters, and the result will be available shortly.' and shows 'Time of preparation: 2.9s' and 'Time of completion: 43s'. Another red arrow points from the text '2) Generated outcome' to the title 'Business Plan for Rescue Robot'. Below this title, there's a section for 'Prepared by: Poffices', 'For: Alan', 'Date: November 5, 2025', and 'Location: Hong Kong'. A third red arrow points from the text '3) Background information was included' to the 'Location: Hong Kong' field. Below this, there's an 'Executive Summary' and a 'Company Overview' section.

1) New prompt with the background information

2) Generated outcome

3) Background information was included

Practical Example

Comparison of Task Prompt and Task Prompt with Background Information

Prompt with Task title ONLY

No date information

Rough Document

Prompt with Task title and Background Information

Date has been added

More details in document

Market Analysis

Industry Overview

The global market for robotics, especially in emergency management, is on the rise due to increasing awareness of safety, technological advancements, and growing funding for disaster response innovations. According to industry reports, the rescue robotics market is expected to grow significantly over the next decade.

Target Market

Our primary customers will include:

- Government emergency services (fire departments, police, and civil defense)
- Non-Governmental Organizations (NGOs) involved in disaster response
- Private security and rescue firms
- Educational institutions focusing on robotics and engineering

Market Needs

- Durability and reliability in challenging environments.
- Real-time communication capabilities for coordination with rescue teams.
- Autonomous capabilities to reduce the need for human intervention.
- Advanced sensors to locate and assess victims quickly.

Product Overview

Rescue Robot Features

- Autonomous Navigation:** The robot will use LIDAR and camera systems for mapping and navigating complex environments.
- High-Resolution Cameras:** For capturing real-time video feeds and transmitting them to remote rescue teams.
- Thermal Imaging Sensors:** To detect body heat in disaster zones.
- Communication System:** Allows the robot to relay information back to headquarters and receive commands.

Market Analysis

Industry Overview:

The global market for rescue robots is projected to grow significantly due to increasing occurrences of natural disasters, urbanization, and advancements in robotic technology. The demand for innovative emergency response solutions is at an all-time high.

Target Market:

- Government agencies (fire departments, military, civil defense)
- Non-governmental organizations (NGOs), particularly those focused on disaster relief
- Private sector companies engaged in safety and security

Market Size:

The rescue robot market is expected to reach \$1.5 billion by 2030, with a compound annual growth rate (CAGR) of 15% from 2025.

Competitive Analysis:

Key competitors include existing robotics companies and startups focused on emergency response. Our unique value proposition of autonomous navigation, advanced AI, and robust design tailored for various terrains will distinguish us in the market.

Product and Services

Product Offerings:

- Rescue Robot Model XR-1:**
 - Features: Autonomous navigation, obstacle avoidance, thermal imaging, and real-time communication with rescue teams
 - Applications: Search and rescue in urban environments, disaster recovery, and building collapse scenarios
- Service Packages:**
 - Training for users (emergency responders)

Practical Example

Add Role and Background in prompt

<https://poffices.ai/>

The screenshot shows the Poffices.AI website. The main heading is "Poffices.AI" with the subtitle "AI Document Generator". Below this is a text input area containing a prompt. The prompt is divided into two parts: a title/role/background section and a specific task section. The first part is highlighted with a red box and an arrow pointing to it from the text "1) New prompt with title, background information and role". The second part is highlighted with a red box and an arrow pointing to it from the text "2) Keep LLM ONLY". Below the input area are two radio buttons: "Private" and "Agent Master". The "Agent Master" button is selected and highlighted with a red box and an arrow pointing to it from the text "3) Click Generation Button". To the right of the input area is a "Generate" button with a right arrow icon, also highlighted with a red box and an arrow pointing to it from the text "3) Click Generation Button".

1) New prompt with title, background information and role

2) Keep LLM ONLY

3) Click Generation Button

Prompt:

Considering You are the personal assistant of 'AUTHOR'. Your name is 'Poffices'. Today and current time is 'DATE.UTC_TIME'. Your current location is in 'USER_LOCATION'.

When creating business forecasts, you are responsible for creating detailed business forecasts with data in detail by compiling market demand, pricing

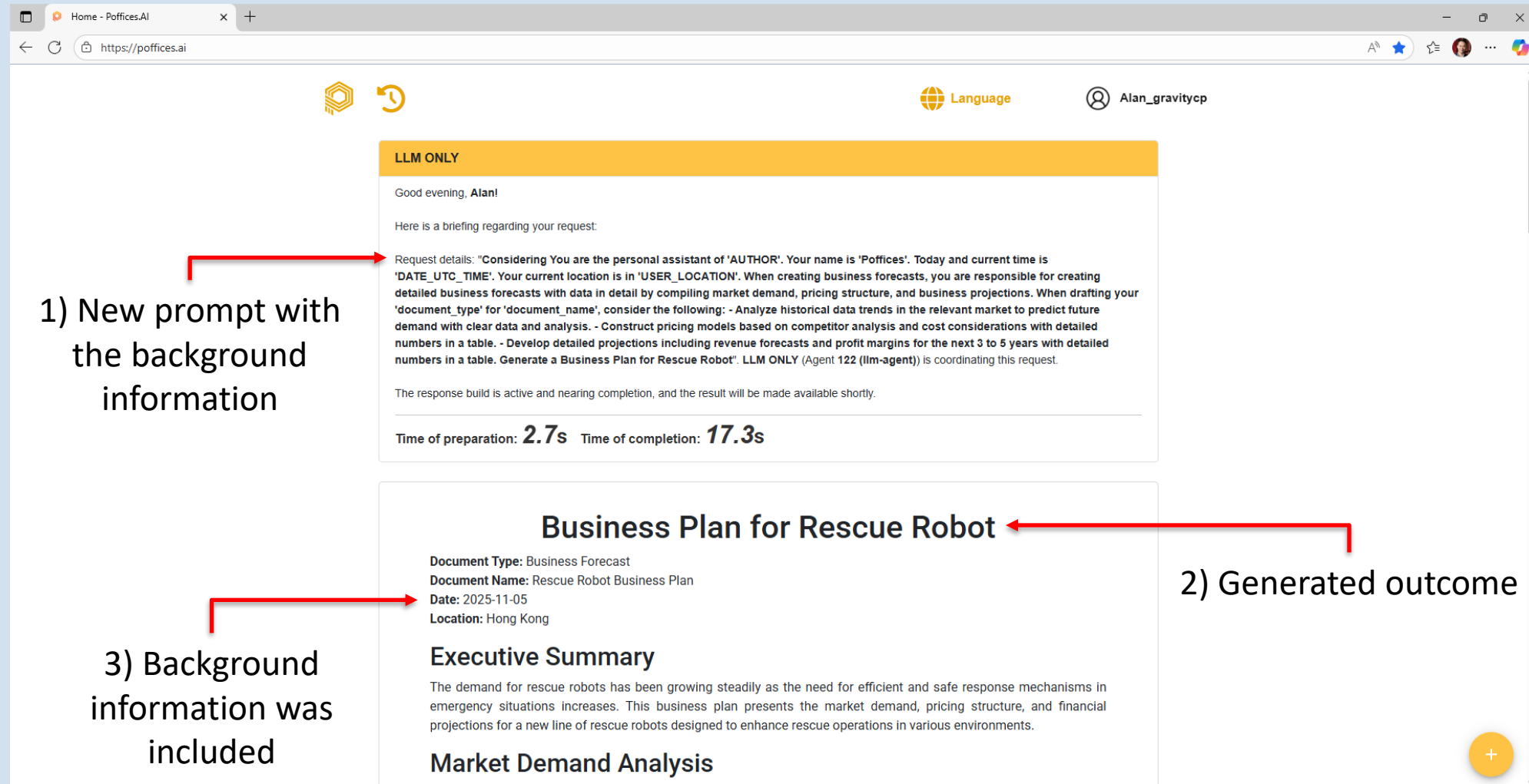
☐ Private ☒ Agent Master

Generate a Business Plan for Rescue Robot

Practical Example

Add Role and Background in prompt

https://poffices.ai/generation-history/?share_id=690b4e920658f



The screenshot shows the Poffices.ai web interface. At the top, there's a navigation bar with a logo, a 'Language' dropdown, and a user profile 'Alan_gravitycp'. The main content area is divided into two sections. The top section, titled 'LLM ONLY', contains a chat log. The bottom section displays the generated output, titled 'Business Plan for Rescue Robot'.

1) New prompt with the background information (points to the 'Request details' text in the chat log):

Good evening, **Alan!**

Here is a briefing regarding your request:

Request details: "Considering You are the personal assistant of 'AUTHOR'. Your name is 'Poffices'. Today and current time is 'DATE_UTC_TIME'. Your current location is in 'USER_LOCATION'. When creating business forecasts, you are responsible for creating detailed business forecasts with data in detail by compiling market demand, pricing structure, and business projections. When drafting your 'document_type' for 'document_name', consider the following: - Analyze historical data trends in the relevant market to predict future demand with clear data and analysis. - Construct pricing models based on competitor analysis and cost considerations with detailed numbers in a table. - Develop detailed projections including revenue forecasts and profit margins for the next 3 to 5 years with detailed numbers in a table. Generate a Business Plan for Rescue Robot". LLM ONLY (Agent 122 (llm-agent)) is coordinating this request.

The response build is active and nearing completion, and the result will be made available shortly.

Time of preparation: **2.7s** Time of completion: **17.3s**

2) Generated outcome (points to the 'Business Plan for Rescue Robot' title):

Business Plan for Rescue Robot

Document Type: Business Forecast
Document Name: Rescue Robot Business Plan
Date: 2025-11-05
Location: Hong Kong

3) Background information was included (points to the 'Executive Summary' text):

Executive Summary

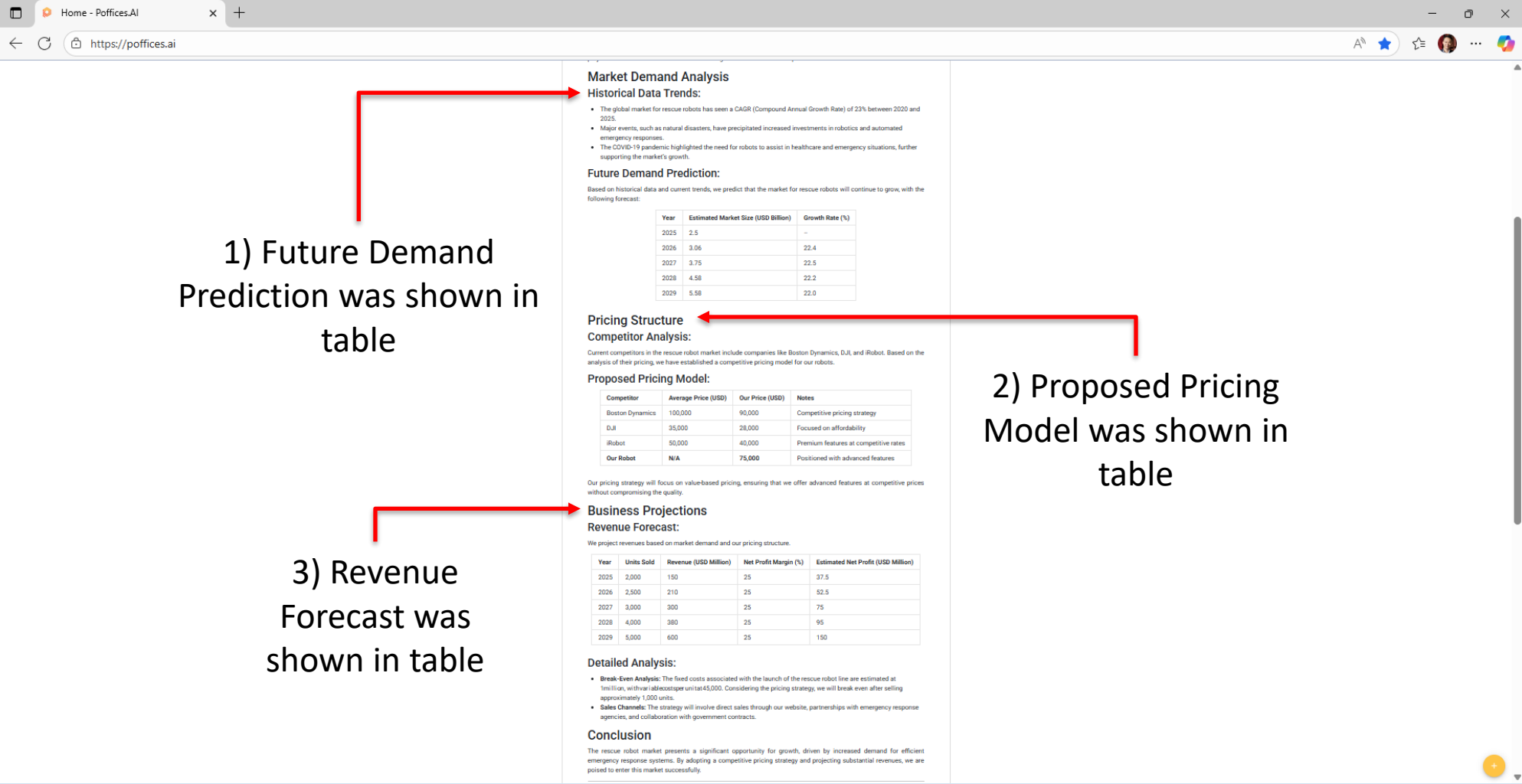
The demand for rescue robots has been growing steadily as the need for efficient and safe response mechanisms in emergency situations increases. This business plan presents the market demand, pricing structure, and financial projections for a new line of rescue robots designed to enhance rescue operations in various environments.

Market Demand Analysis

Practical Example

Add Role and Background in prompt

https://poffices.ai/generation-history/?share_id=690b4e920658f



1) Future Demand Prediction was shown in table

2) Proposed Pricing Model was shown in table

3) Revenue Forecast was shown in table

Market Demand Analysis
Historical Data Trends:

- The global market for rescue robots has seen a CAGR (Compound Annual Growth Rate) of 22% between 2020 and 2025.
- Major events, such as natural disasters, have precipitated increased investments in robotics and automated emergency responses.
- The COVID-19 pandemic highlighted the need for robots to assist in healthcare and emergency situations, further supporting the market's growth.

Future Demand Prediction:
 Based on historical data and current trends, we predict that the market for rescue robots will continue to grow, with the following forecast:

Year	Estimated Market Size (USD Billion)	Growth Rate (%)
2025	2.5	--
2026	3.06	22.4
2027	3.75	22.5
2028	4.58	22.2
2029	5.58	22.0

Pricing Structure
Competitor Analysis:
 Current competitors in the rescue robot market include companies like Boston Dynamics, DJI, and iRobot. Based on the analysis of their pricing, we have established a competitive pricing model for our robots.

Proposed Pricing Model:

Competitor	Average Price (USD)	Our Price (USD)	Notes
Boston Dynamics	100,000	90,000	Competitive pricing strategy
DJI	35,000	28,000	Focused on affordability
iRobot	50,000	40,000	Premium features at competitive rates
Our Robot	N/A	75,000	Positioned with advanced features

Our pricing strategy will focus on value-based pricing, ensuring that we offer advanced features at competitive prices without compromising the quality.

Business Projections
Revenue Forecast:
 We project revenues based on market demand and our pricing structure.

Year	Units Sold	Revenue (USD Million)	Net Profit Margin (%)	Estimated Net Profit (USD Million)
2025	2,000	150	25	37.5
2026	2,500	210	25	52.5
2027	3,000	300	25	75
2028	4,000	380	25	95
2029	5,000	600	25	150

Detailed Analysis:

- Break-Even Analysis:** The fixed costs associated with the launch of the rescue robot line are estimated at 1 million, with variable costs per unit at 45,000. Considering the pricing strategy, we will break even after selling approximately 1,000 units.
- Sales Channels:** The strategy will involve direct sales through our website, partnerships with emergency response agencies, and collaboration with government contracts.

Conclusion
 The rescue robot market presents a significant opportunity for growth, driven by increased demand for efficient emergency response systems. By adopting a competitive pricing strategy and projecting substantial revenues, we are poised to enter this market successfully.

Practical Example

Comparison of Task Prompt and Task Prompt with Background Information

Business Plan for Rescue Robot

Executive Summary

The Rescue Robot project aims to develop an innovative and reliable robotic solution for emergency rescue operations, particularly in disaster-stricken areas, collapsed buildings, or hazardous environments. Our advanced robot will be equipped with various features, including autonomous navigation, obstacle detection, communication systems, and advanced sensors to assess victims' conditions. This business plan outlines the market opportunity, target audience, technology development, marketing strategy, and financial projections for the Rescue Robot initiative.

Business Description

Business Name: RescueBot Technologies

Location: Hong Kong, with plans to expand to international markets.

Mission Statement: To enhance the effectiveness and efficiency of rescue operations through robotics technology, saving lives and minimizing risks to human rescuers.

Vision Statement: To become the leading provider of rescue robotics solutions globally by innovating and integrating next-generation technologies for emergency response.

Market Analysis

Industry Overview

The global market for robotics, especially in emergency management, is on the rise due to increasing awareness of safety, technological advancements, and growing funding for disaster response innovations. According to industry reports, the rescue robotics market is expected to grow significantly over the next decade.

Target Market

Our primary customers will include:

Business Plan for Rescue Robot

Document Type: Business Forecast
Document Name: Rescue Robot Business Plan
Date: 2025-11-05
Location: Hong Kong

Executive Summary

The demand for rescue robots has been growing steadily as the need for efficient and safe response mechanisms in emergency situations increases. This business plan presents the market demand, pricing structure, and financial projections for a new line of rescue robots designed to enhance rescue operations in various environments.

Market Demand Analysis

Historical Data Trends:

- The global market for rescue robots has seen a CAGR (Compound Annual Growth Rate) of 23% between 2020 and 2025.
- Major events, such as natural disasters, have precipitated increased investments in robotics and automated emergency responses.
- The COVID-19 pandemic highlighted the need for robots to assist in healthcare and emergency situations, further supporting the market's growth.

Future Demand Prediction:

Based on historical data and current trends, we predict that the market for rescue robots will continue to grow, with the following forecast:

Year	Estimated Market Size (USD Billion)	Growth Rate (%)
2025	2.5	-
2026	3.06	22.4
2027	3.75	22.5
2028	4.58	22.2

Date has been added

More details in document

No date information

Rough Document

Designing Prompts for Educational Content Creation

Ir Prof Alan Lam, JP



Principles of Educational Content Prompts

Clear, Specific Prompts

Precise AI-guided Educational Content



Cognitive Level Alignment



Adaptability & Inclusivity



Flexible Prompts for Diverse Learners

Iterative Refinement



Continuous Tuning
& Human Review

Practical AI Support for Educators



Types of Educational Prompts

Content Generation

Explanations & Lecture Outlines

Clarification

Simplified Language for Learners

Transformational

Format Conversion

Assessment

Dynamic Quizzes

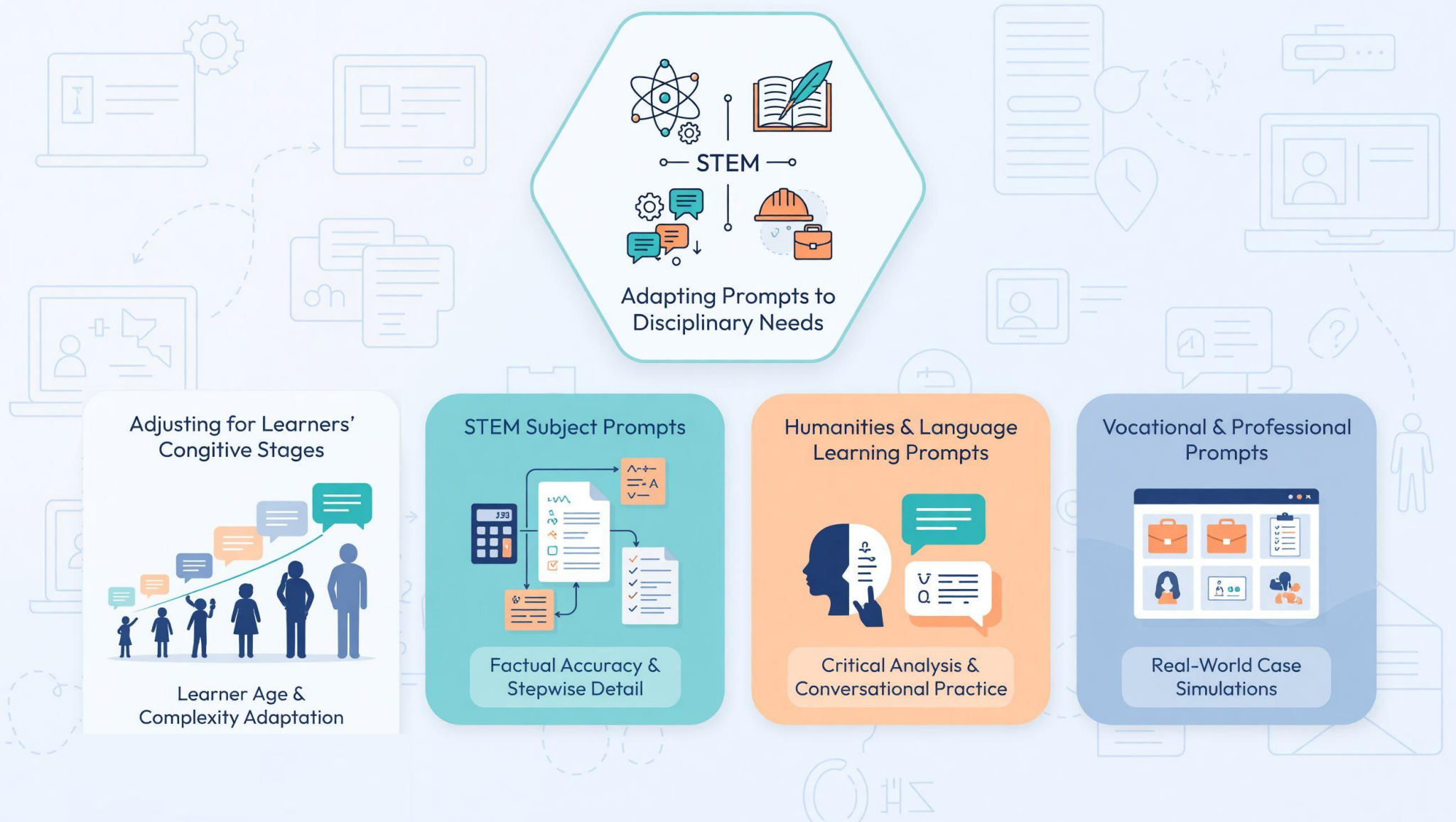
Interactive

Role-Play Dialogues

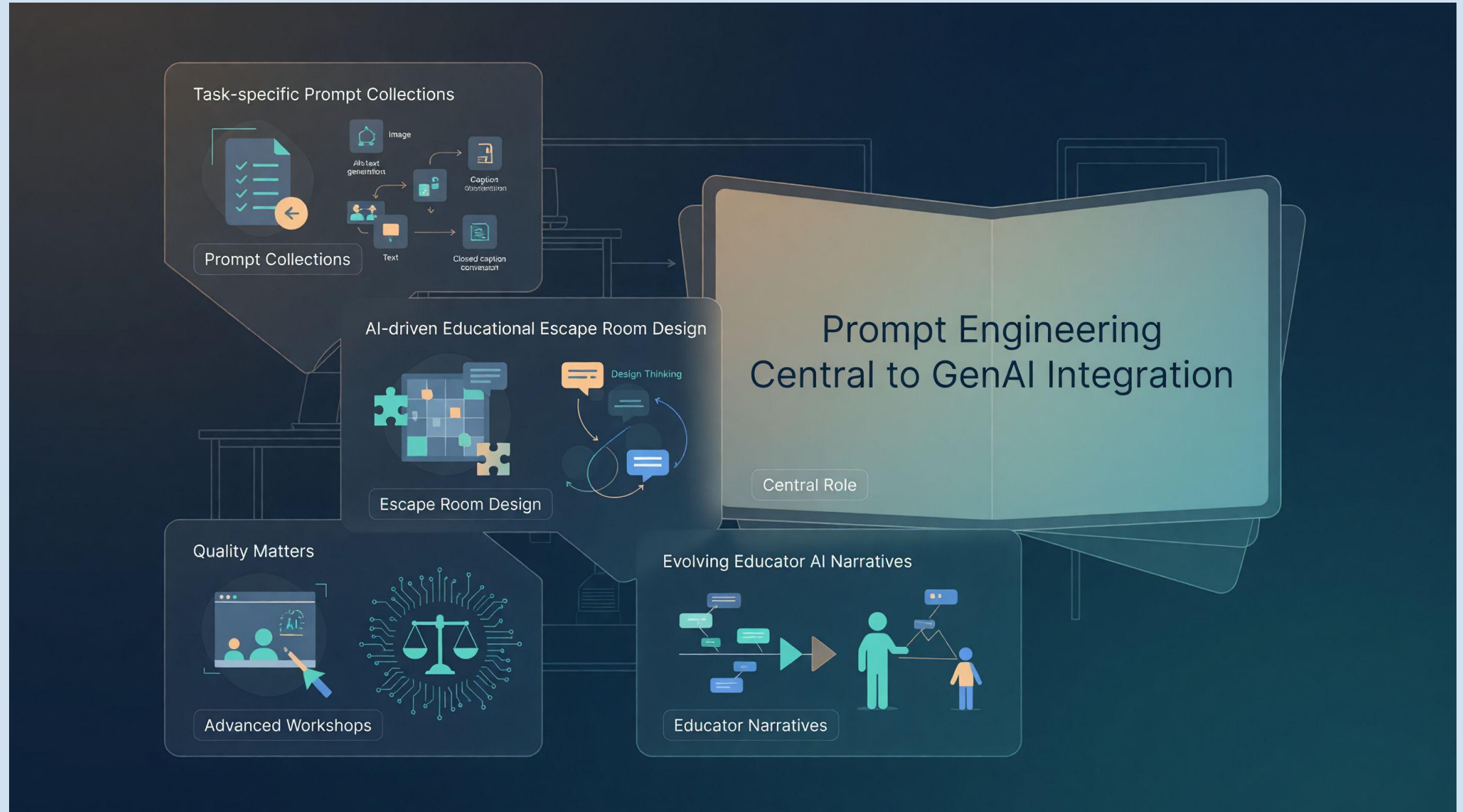
Instructional Design Preferences/Market Insights

Modular Prompts for Human Support

Adapting Prompts for Different Subjects



Real-world Examples from Education Technology Market



Overview of R.I.S.E. Prompt Model

- The R.I.S.E. prompt model introduces a structured framework to optimize prompt engineering by focusing on four principal components: Role, Instructions/Input, Steps, and Evaluation criteria / Expectation.
- This model helps users systematically construct prompts that steer generative AI towards generating precise and relevant outputs, particularly in educational and professional domains.
- Implementing R.I.S.E. enhances the alignment of AI responses with user goals, ensuring consistency and quality in generative AI applications.



ROLE
You are a senior B2B content strategist and ghostwriter who turns expert insights into engaging thought leadership. You specialize in helping consultants and founders show up confidently online, using a voice that sounds natural, polished, and human — not robotic.



STEPS

- Identify 2–3 clear, relevant themes from the raw ideas.
- Extract a sharp insight or opinion for each post.
- Draft posts using a hook → story → takeaway → CTA
- Keep the tone confident, conversational, and human.



INPUT
I've recorded a few voice notes with ideas from client work — things like recurring leadership mistakes, internal change challenges, and a few counterintuitive takes. I want help turning these into structured posts that feel clear and valuable.



EXPECTATION
Write 3 short-form LinkedIn posts (under 300 words). Each should include a strong hook, a clear takeaway, and an engaging CTA. Posts should feel personal and useful, with real-world credibility — not generic or AI-sounding.

Writing the Role of the Agent Prompt

To write an effective **Role** for an AI agent using the RISE framework, you must go beyond simple job titles to define the persona's **expertise, perspective, and boundaries**. A strong role serves as a "lens" that filters how the AI processes information and determines the tone of its output.

1. Be Hyper-Specific

Avoid generic roles like "Marketing Expert." Instead, provide depth by specifying years of experience, a particular niche, or a specific seniority level.

Vague: "You are a teacher."

Specific: "You are a **Senior High School Physics Teacher** with 15 years of experience in explaining complex thermodynamics to students who struggle with math".

2. Define the "Mission" and Values

Briefly state what the agent's primary goal is and what it values most in its work.

Example: "As a Cybersecurity Auditor, your primary mission is to identify high-risk vulnerabilities. You prioritize **factual accuracy** and security over conversational flair".

3. Establish Tone and Communication Style

Explicitly name the desired "voice" (e.g., authoritative, empathetic, skeptical) to ensure the AI's personality matches the audience.

Constraint Example: "Maintain a professional but **empathetic tone**; use clear analogies instead of technical jargon".

4. Use "Identity Guardrails"

Set boundaries on what the agent should or should not do to keep it within its assigned persona.

Instruction: "You must only provide advice based on established **business rules**. If a question is outside your expertise in SaaS marketing, state that you cannot answer it".

Practical Exercise

1. Follow the instruction of R.I.S.E Prompt Model, write **Role** for your prompt
2. In <https://Poffices.ai>, using “LLM ONLY” mode, follow the instruction of prompt engineering to input Role prompt.
3. Discuss your findings



(2) Enter your input with new prompt, check click generation.

(1) Click **Agent Master** to choose “LLM ONLY”

Writing the Input of the Agent Prompt

In the RISE framework, the Input (I) provides the raw material—the facts, data, and context—the AI needs to perform its task. Without a robust input, the AI often resorts to generic "hallucinations" because it lacks the specific parameters of your situation. To write an effective Input, follow these four strategies:

1. Provide Situational Context

Explain the specific circumstances or environment where the output will be used.

Poor: "Write a social media post."

Effective: "We are launching a new biodegradable phone case for Earth Day. The campaign targets eco-conscious Gen Z in Europe".

2. Supply Data and Facts

Include all necessary background information like product details, research findings, or brand guidelines. If you have extensive data, use delimiters (like "" or ####) to clearly separate the input text from the instructions.

3. Use Structured Formats

For complex information, present data in bullet points, tables, or JSON. Structured inputs allow the AI to parse relationships between data points more accurately than long paragraphs.

Technique: List your "Must-Haves" and "Must-Nots" explicitly within the input section.

4. Use Dynamic Placeholders

If you are building a reusable template, use placeholders like {{customer_name}} or {{data_source}}. This allows you to quickly swap out the specific data while keeping the framework intact.

Practical Exercise

1. Follow the instruction of R.I.S.E Prompt Model, write **Input/Instruction** for your prompt
2. In <https://Poffices.ai>, using “LLM ONLY” mode, follow the instruction of prompt engineering to input Role prompt.
3. Discuss your findings



(2) Enter your input with new prompt, check click generation.

(1) Click **Agent Master** to choose “LLM ONLY”

Writing the Step of the Agent Prompt

In the RISE framework, Steps (S) are at the core of guiding the AI's thinking logic and execution sequence. Breaking down tasks into a series of small instructions can effectively reduce AI "hallucinations" and significantly improve the accuracy of output. Here are four tips for writing efficient steps:

1. Mark the logical order with serial numbers

Avoid long paragraphs and use 1. 2. 3. and other digital markers. This forces the AI to follow a step-by-step approach rather than jumping to conclusions all at once.

Example:

- Read the customer reviews I provide.
- Extract the three most frequently mentioned pain points.
- Write a solution for each pain point.

2. Introducing the "chain of thought"

Ask the AI to analyze or explain before giving a final answer. This is crucial for complex tasks like data analysis or strategy formulation.

Prompt: "Before answering, list the key factors you consider."
or "Please explain your inference process step by step."

3. Incorporate feedback loops or checkpoints

Include self-auditing commands in steps to ensure that the output meets quality standards.

Example: "After completing your first draft, check that the content includes at least two product benefits and make sure the tone is not too blunt."

4. Clarify branching logic (If-Then)

If the task involves multiple possibilities, give clear paths.

Example: "If the review is positive, write a thank-you note; If it's negative, apologize first and ask specific questions."

Practical Exercise

1. Follow the instruction of R.I.S.E Prompt Model, write **Step** for your prompt
2. In <https://Poffices.ai>, using “LLM ONLY” mode, follow the instruction of prompt engineering to input Role prompt.
3. Discuss your findings



(2) Enter your input with new prompt, check click generation.

(1) Click **Agent Master** to choose “LLM ONLY”

Writing the Expectation of the Agent Prompt

To wrap up the framework, the Expectation (E) (sometimes referred to as Evaluation or Exit Criteria) defines exactly what "success" looks like. It prevents the AI from giving you a response that is too long, too short, or in the wrong format. Here is how to master the final letter of the RISE framework:

1. Define the Format and Structure

Tell the AI exactly how to display the information. If you don't specify this, it will usually default to plain paragraphs.

Options: Table, bullet points, Markdown code, JSON, professional email, or a 2-page report summary.

Example: "Present the findings in a Markdown table with columns for 'Risk Factor', 'Impact Level', and 'Mitigation Strategy'."

2. Set Constraints (Length and Tone)

Be strict about boundaries to save yourself from editing later.

Length: "Keep the summary under 100 words" or "Provide at least 5 distinct ideas."

Tone: "Use an authoritative yet encouraging tone" or "Avoid using corporate jargon and buzzwords."

3. Specify the "Audience" Lens

Remind the AI who the end-user is so it adjusts the complexity of the output.

Example: "The output should be understandable for a 10-year-old" vs. "The output should be suitable for a Board of Directors presentation."

4. Quality Control (The "Don'ts")

Explicitly state what to exclude to avoid common AI pitfalls.

Example: "Do not include an introductory 'Here is the information' sentence; start directly with the table."

Practical Exercise

1. Follow the instruction of R.I.S.E Prompt Model, write **Expectation/Evaluation/Exit** Criteria for your prompt
2. In <https://Poffices.ai>, using “LLM ONLY” mode, follow the instruction of prompt engineering to input Role prompt.
3. Discuss your findings



(2) Enter your input with new prompt, check click generation.

(1) Click **Agent Master** to choose “LLM ONLY”

The Complete RISE Template

When you combine everything we've discussed, your prompt should look like this:

Example of the R.I.S.E. Framework

Role: You are a Senior Data Analyst.

Input: Here is our Q4 sales data: [Paste Data].

Steps:

- 1. Identify the top 3 declining products.
- 2. Compare them to last year's Q4.
- 3. Suggest one reason for the decline based on market trends.

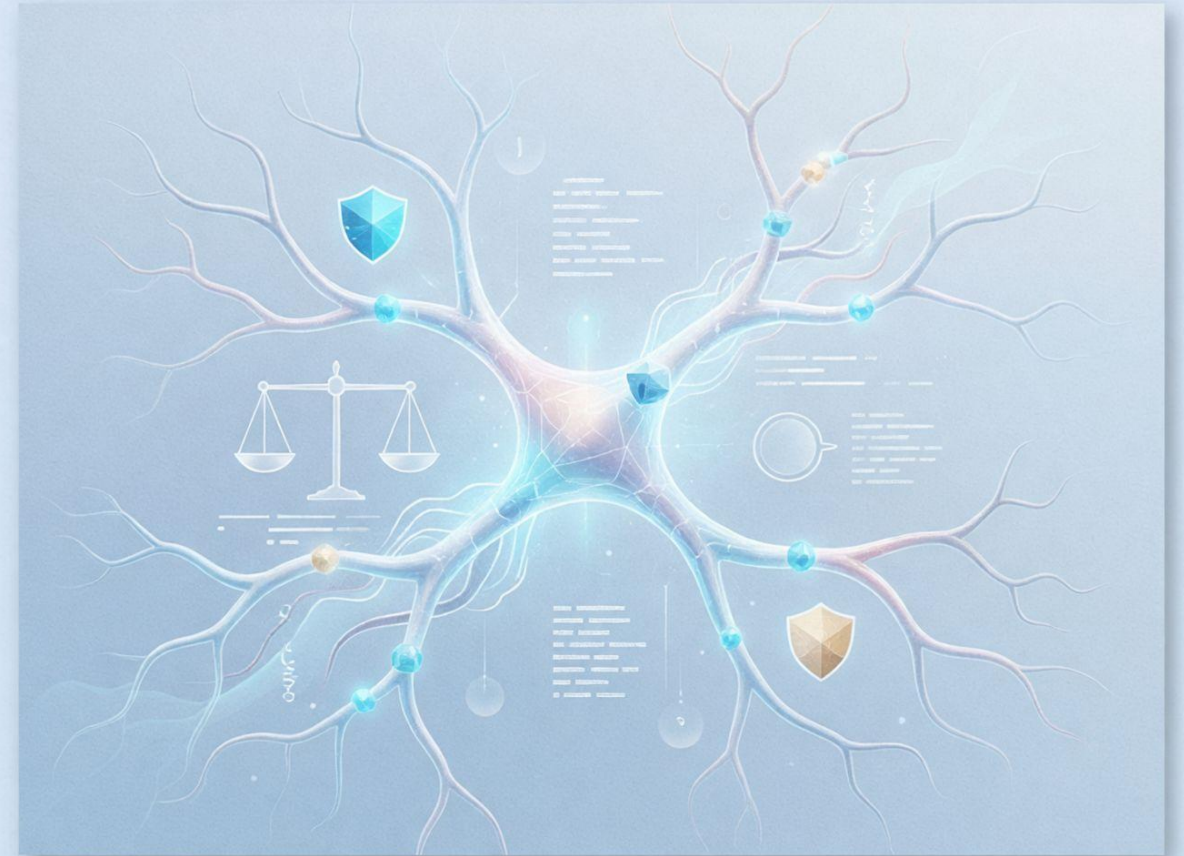
Expectation: Provide a 3-bullet point summary for an executive meeting. Use a formal tone and highlight the percentage change in **bold**.

Summary of the Framework

Letter	Component	Purpose
R	Role	Sets the persona and expertise level.
I	Input	Provides facts, data, and context.
S	Steps	Defines the logical flow and reasoning.
E	Expectation	Sets the format, tone, and length.

Mitigating AI Hallucinations by Prompt Engineering

Ir Prof Alan Lam, JP



Understanding AI Hallucinations

“AI Hallucinations: Fluent but Factually Incorrect Outputs.”

Forms and Examples



Factual Errors

Fabrications



Nonsensical Text

Root Causes



Data Biases + Gap-Filling Behavior

Consequences and Mitigation

Misinformation
Risk

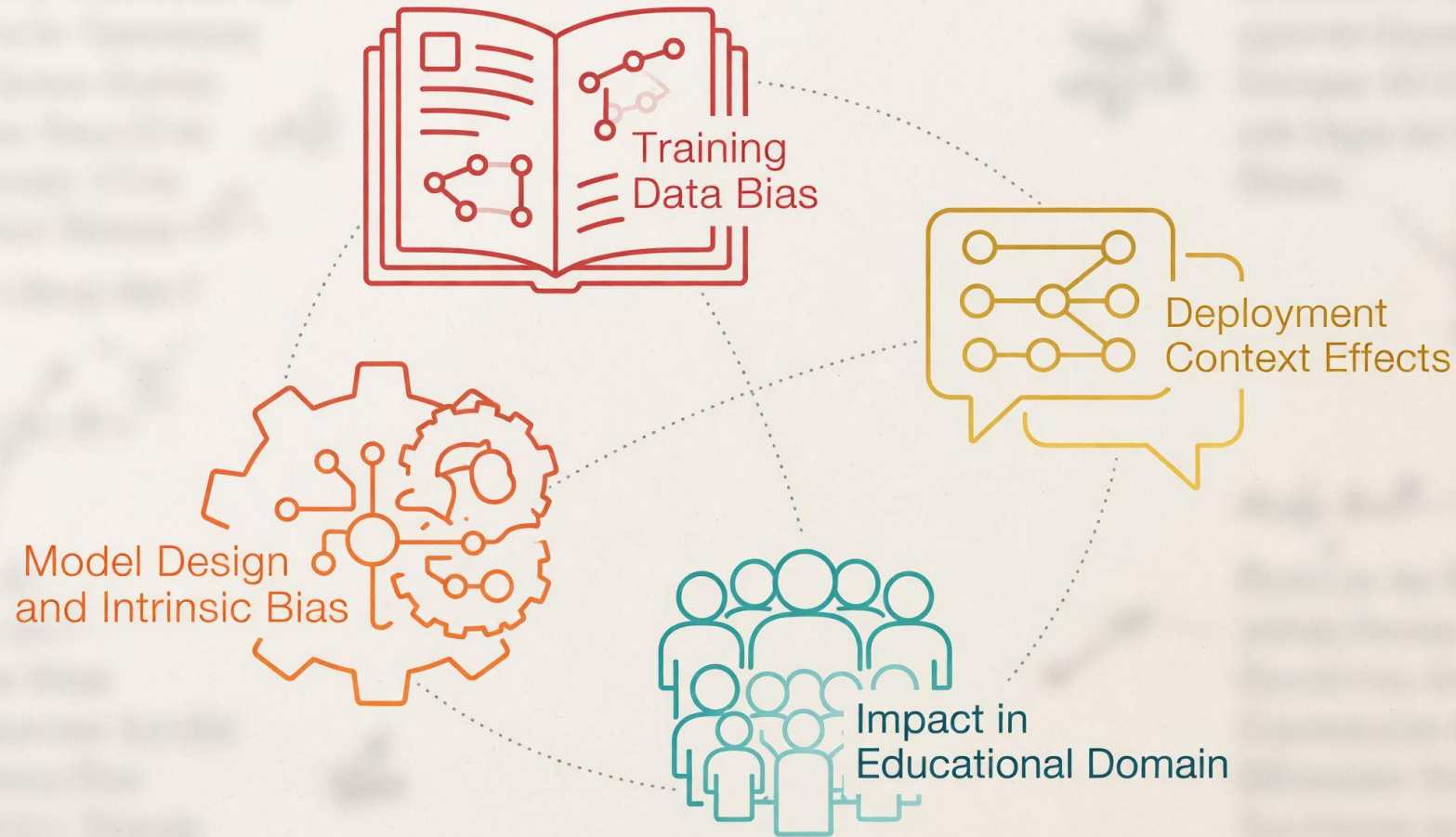
Mitigation
Essential

Mitigation
Essential

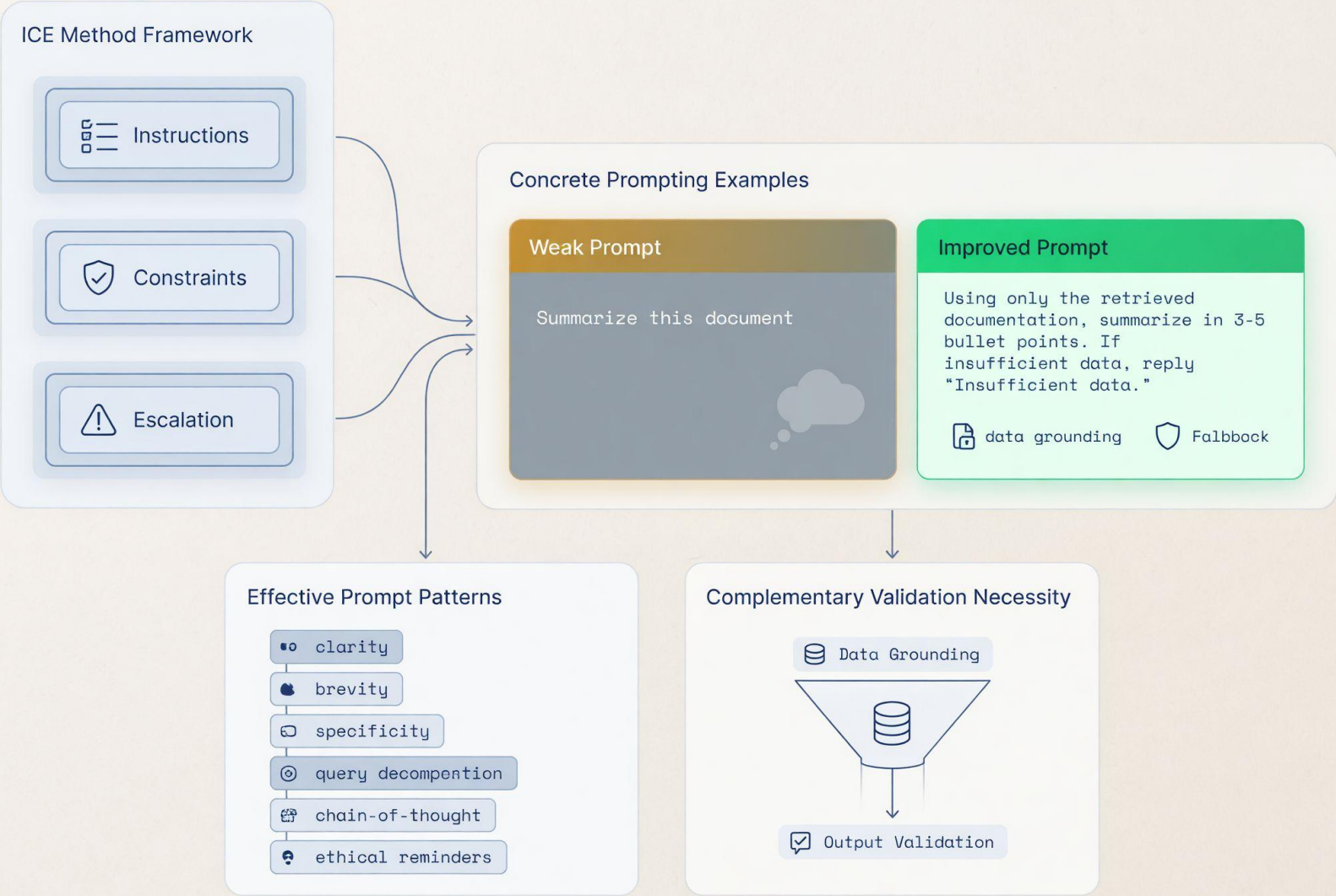


Architectural, Data,
Prompt Solutions

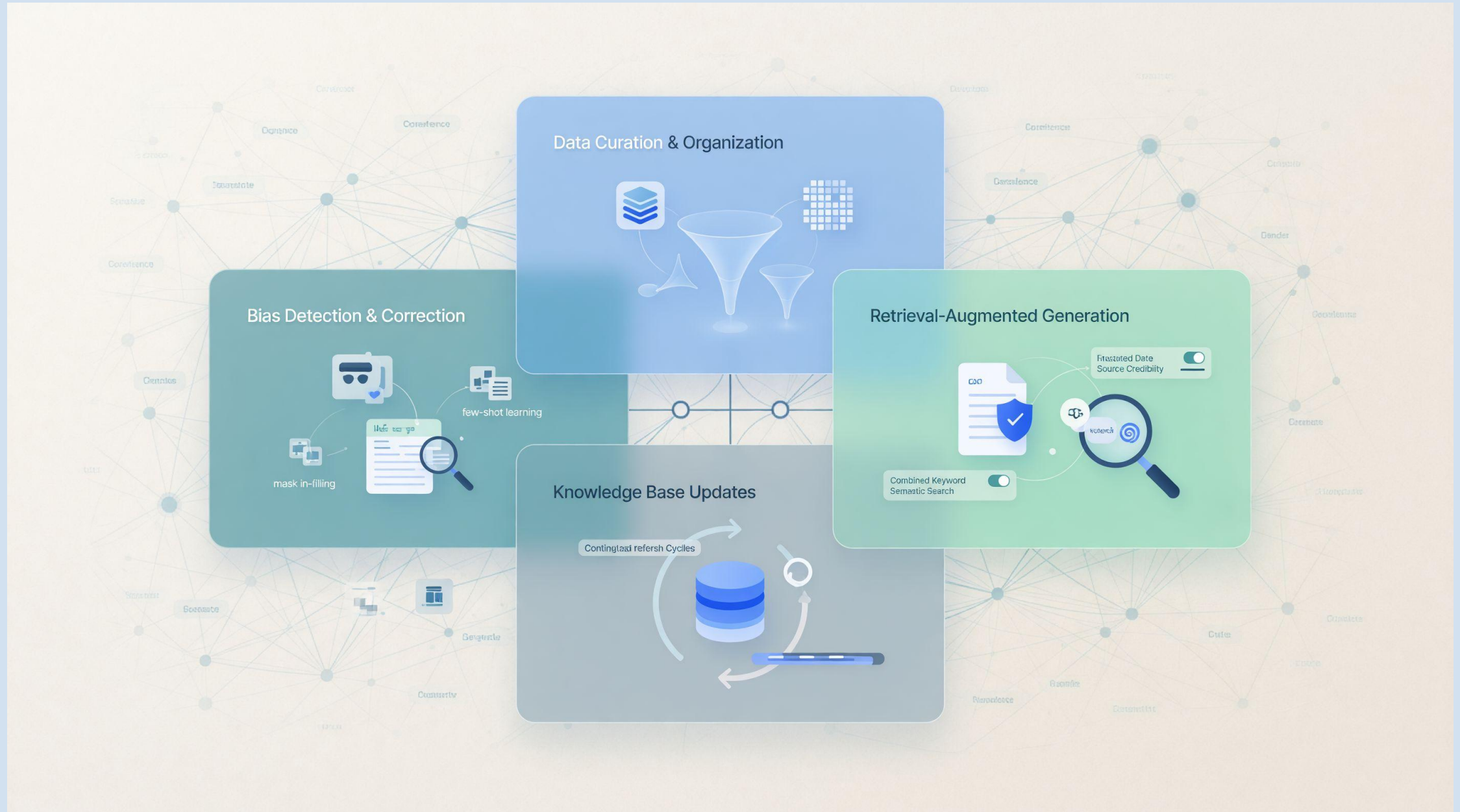
Sources of Bias in GenAI



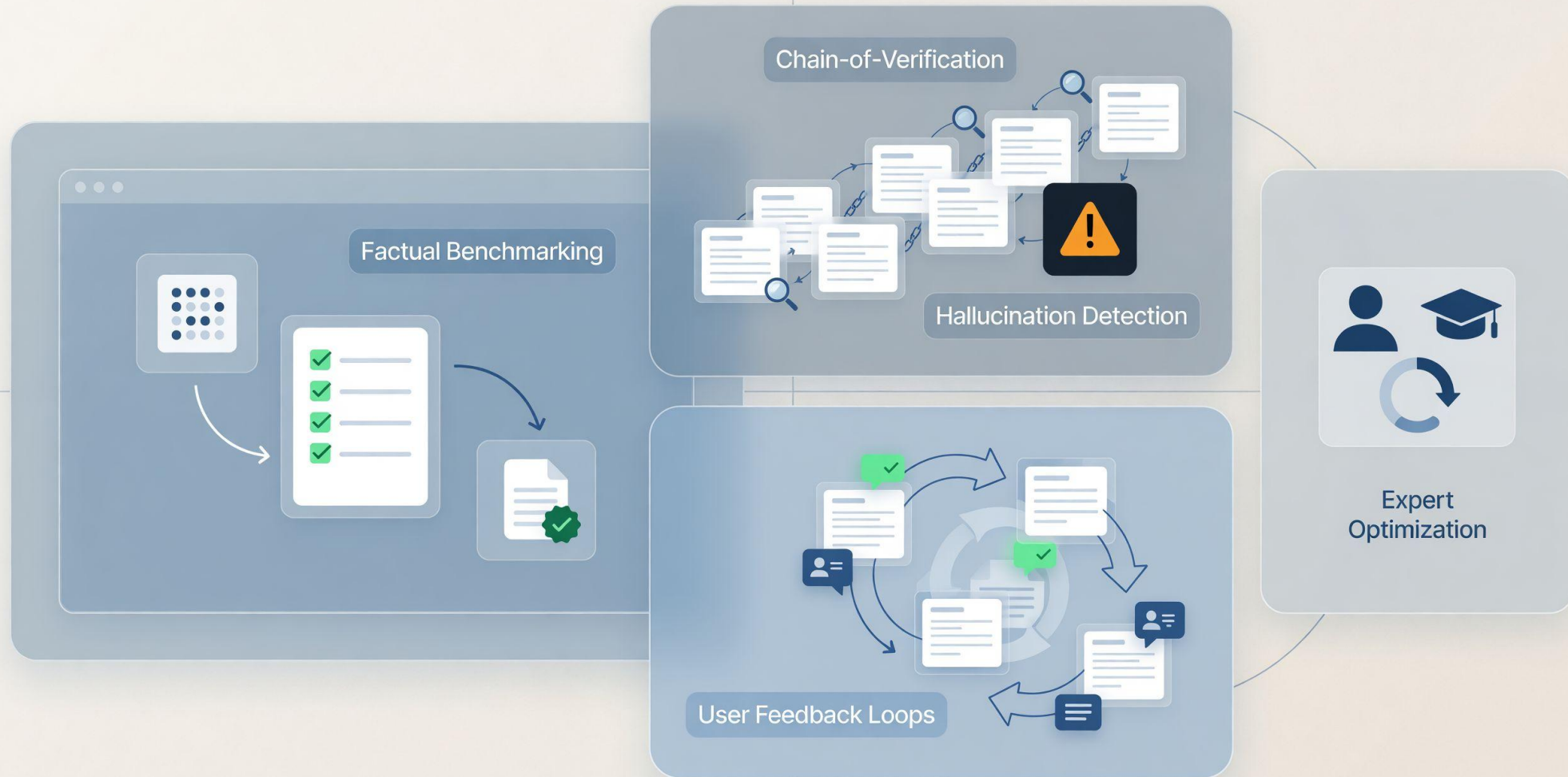
Prompt Strategies to Reduce Hallucinations



Data-driven Techniques to Mitigate Bias



Prompt Validation Methods



Practical Exercise

1. Follow the instruction of R.I.S.E Prompt Model, merge all the above Role, Input, Step, Expectation parts in your prompt
2. Review the result and modify the prompt accordingly
3. After Prompt Engineering for LLM, compare the result with the previous result using the agent in Poffices.ai
4. Suggest further improvement for the LLM performance
5. Discuss your findings.



(2) Enter your input with new prompt, check click generation.

(1) Click **Agent Master** to choose "LLM ONLY"

Create GenAI Agents and Using System Prompts

Ir Prof Alan Lam, JP



Definition and Purpose of System Prompts



Integration with Learning Management Systems



Best Practices for Template Usage





Poffices.AI

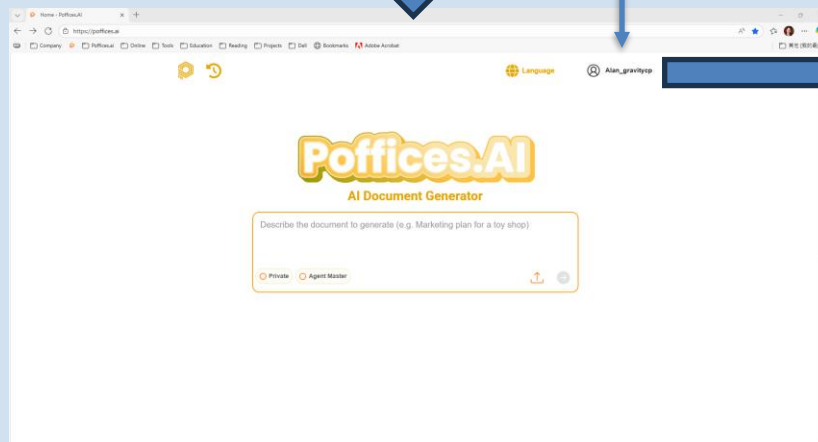
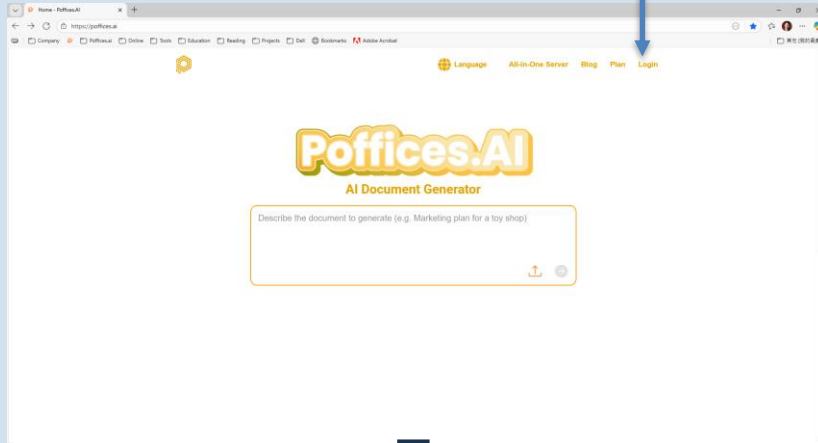
Creator Studio

Login Creator Studio and Dashboard

User

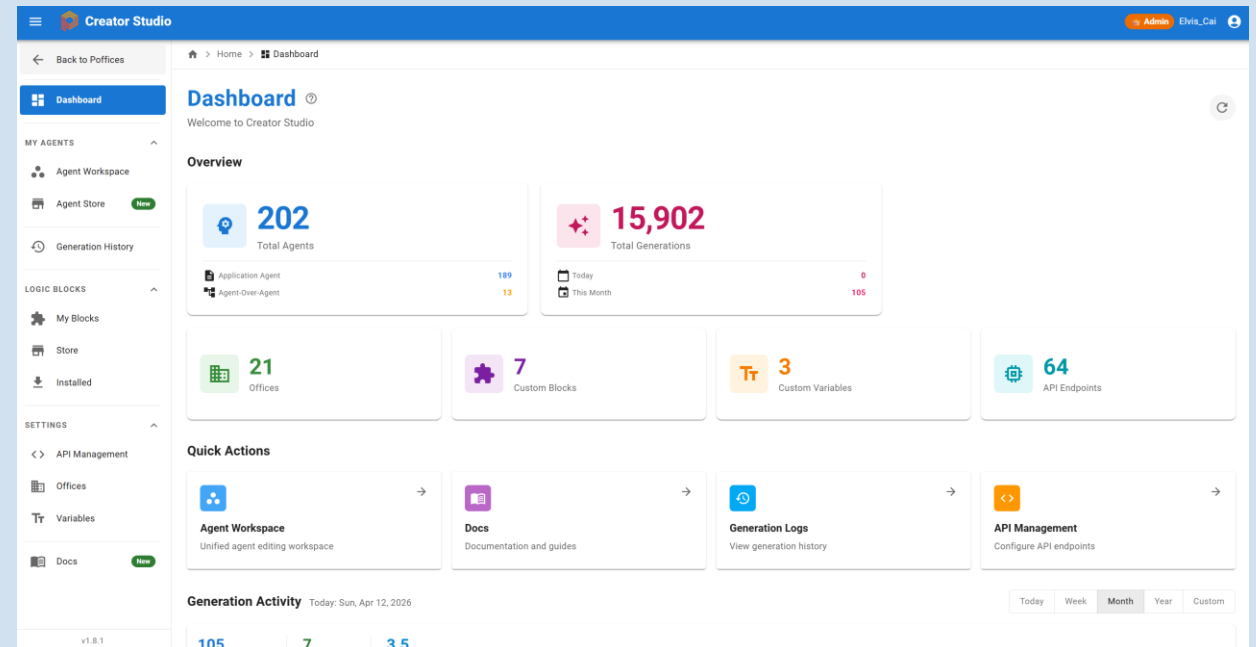
Creator Studio

Login poffices.ai
(Login URL)



Click
Creator
Studio

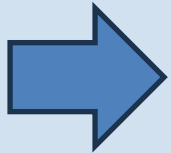
Beside the cloud system, the creator studio is also available in AIO server.



Dashboard of Creator Studio to show the overview of the Poffices Platform

Manage and Create New Agent

Choose Agent Workspace



The screenshot shows the Poffices Creator Studio interface. The left sidebar contains navigation options: Dashboard, MY AGENTS (Agent Workspace, Agent Store, Generation History), LOGIC BLOCKS (My Blocks, Store, Installed, API Builder), and SETTINGS (API Management, Offices, Variables). The main area displays the 'Agent Workspace' for 'My Agents'. A red circle highlights the 'Agent Wizard' button, and a red arrow points to it. A yellow box contains the text 'Click the Agent Wizard'. The right panel shows the 'General' settings for an agent named 'General Office' (hk-g). The 'Classification' section includes fields for Office (General Office), Order (0), Level (Level 1), Document Type (No Document Type), and Agent Type (Application Agent). The 'Agent Information' section includes fields for Name (General), Key (hk-g), Keywords (general idea, docs / info-like, explanation, overview), URL, and Icon URL. The 'Agent Settings in Poffices' section shows checkboxes for Enabled, Shown, and In Agent Finder.

Manage and Create New Agent

Poffices - Creator Studio

https://poffices.ai/creator-studio/agents/new

Company Poffices.ai Online Tools Education Reading Projects Dell Bookmarks Adobe Acrobat

Admin Alan Lam

Create with Agent Wizard

Answer a few questions, preview the recommended base agent, then fork it into the existing editor with suggested settings prefilled.

1 Basics 2 Generating Recommendation 3 Review Recommendation

Step 1 of 3: Basics

1) Input Agent Name

Agent name *

Human-readable name shown in the agent editor. Example: Customer Support Agent

2) Follow the Agent name to make an Agent Key

Agent key *

Unique identifier for this agent, used in internal references. Spaces become hyphens. Example: customer-support-agent

3) Using Natural Language to write the requirement of the agent that you want to create

What should this agent help with? *

Describe the agent goal, target users, input data, expected output, and any constraints. 0/4000 characters

CANCEL NEXT: GET RECOMMENDATION

4) Confirm the instruction and get recommendation

v1.13.4

Manage and Create New Agent

Creator Studio

Admin Alan Lam

Back to Poffices

Dashboard

MY AGENTS

- Agent Workspace
- Agent Store
- Generation History

LOGIC BLOCKS

- My Blocks
- Store
- Installed
- API Builder

SETTINGS

- API Management
- Offices
- Variables

v1.13.4

Create with Agent Wizard

Answer a few questions, preview the recommended base agent, then fork it into the existing editor with suggested settings prefilled.

1 Basics 2 Generating Recommendation 3 Review Recommendation

Step 1 of 3: Basics

Agent name *

Chinese Language Lecture

Human-readable name shown in the agent editor. Example: Customer Support Agent

Agent key *

chinese-language-lecture

Unique identifier for this agent, used in internal references. Spaces become hyphens. Example: customer-support-agent Current: chinese-language-lecture

What should this agent help with? *

我想製作一個中文科的教材製作助理, 為香港中學的中文科製作由中一至中六的教材及教案。

Describe the agent goal, target users, input data, expected output, and any constraints. 42/4000 characters

CANCEL NEXT: GET RECOMMENDATION

1) Input Agent Name

2) Follow the Agent name to make an Agent Key

3) Using Natural Language to write the requirement of the agent that you want to create

4) Confirm the instruction and get recommendation

Manage and Create New Agent

Creator Studio Admin Alan Lam

[Back to Poffices](#)

Create with Agent Wizard
Answer a few questions, preview the recommended base agent, then fork it into the existing editor with suggested settings prefilled.

[← BACK TO AGENT WORKSPACE](#)

Progress: 1. Basics (Completed), 2. Generating Recommendation (Current), 3. Review Recommendation

Step 2 of 3: Generating recommendation

Finding the best base agent
We are matching your answers against the agent catalog and preparing suggested editor settings.

Poffices.ai is not evaluating the request, then generating the suitable setting and prompts for a recommended agent for your consideration.

Manage and Create New Agent

Creator Studio Admin Alan Lam

Create with Agent Wizard

Answer a few questions, preview the recommended base agent, then fork it into the existing editor with suggested settings prefilled.

Progress: Basics (1) | Generating Recommendation (2) | **Review Recommendation (3)**

Step 3 of 3: Review recommendation

Recommended base agent

Lecture Syllabus (ID 34)

Confidence 100%

Syllabus and teaching plan creation for lectures.

The developer intent focuses on creating teaching materials and lesson plans for Chinese language in Hong Kong secondary schools. The 'Lecture Syllabus' agent directly covers syllabus and teaching plan keywords, making it the most semantically relevant reference.

Suggested settings of your new agent

Suggested settings to prefill

- Agent Name: Chinese Language Lecture
- Agent Key: chinese-language-lecture
- Agent Keywords: 中文科教材, 教案製作, 香港中學, 中一至中六, 教學助理
- Agent Type: generator
- Agent Role: 你是中國語文教科教材製作助理, 專門為香港中學中文科設計由中一至中六各年級的教材及教案。所有生成內容必須基於 (User_Query): 我想製作一個中文科的教材製作助理, 為香港中學的中文科製作由中一至中六的教材及教案。
- Agent Background

Manage and Create New Agent

The screenshot displays the 'Poffices - Creator Studio' web interface. The left sidebar contains navigation links: 'Back to Poffices', 'Dashboard', 'MY AGENTS' (with sub-links for Agent Workspace, Agent Store, and Generation History), 'LOGIC BLOCKS' (with sub-links for My Blocks, Store, Installed, and API Builder), and 'SETTINGS' (with sub-links for API Management, Offices, and Variables). The main content area shows a list of tasks for configuring a new agent, with a red bracket highlighting tasks 2 through 7. These tasks include setting document language, type, structure rules, session count, keyword, and final JSON output. At the bottom of the task list, there are two buttons: 'EDIT ANSWERS' and 'RETRY RECOMMENDATION'. A yellow callout box with a red arrow points to the 'USE THIS BASE AGENT' button, which is also circled in red. The interface includes a top navigation bar with the 'Creator Studio' logo, an 'Admin' button, and the user name 'Alan Lam'. The browser address bar shows the URL 'https://poffices.ai/creator-studio/agents/new'.

Review and modify the suggested settings and parameters such as Agent Background, Agent Instruction, Agent Role, Title Generation, Content Generation and etc.

After modification, click to confirm and generate a new agent

USE THIS BASE AGENT

Manage and Create New Agent

New Agent

Creator Studio Admin Alan Lam

My Agents > Agent Workspace

Agents Search agents... Compact 215 agents

Project Office 5

Sales & Marketing Office 10

Education and Training Office 12

Lecture S... lecturesy... 50%

Lecture S... lecturesy... 56%

Lecture S... lecturesy... 56%

Lecture S... lecturesy... 56%

Classification

Office: **Education and Training Office**

Order: 1

The display order under Office

Level: **Level 1**

Document Type: **Mathematical Document**

Agent Type: **Application Agent**

Can be used in content generation and visible to end users

Agent Information

Name: Chinese Language Lecture

Key: chinese-language-lecture

Unique identifier for the agent

Keywords: **中文科教材, 教案製作, 香港中學, 中一至中六, 教學助理**

URL

The URL of the agent (retired)

Icon URL: https://staging.poffices.ai/wp-content/uploads/2025/07/Lecture-Syllabus@4x_new1.webp

The URL of the agent icon (retired)

Token

The security token of the agent (retired)

RESET SAVE

Change office to your office

Change the Document Type

Change the keywords

Loaded Lecture Syllabus (Copy)

Manage and Create New Agent

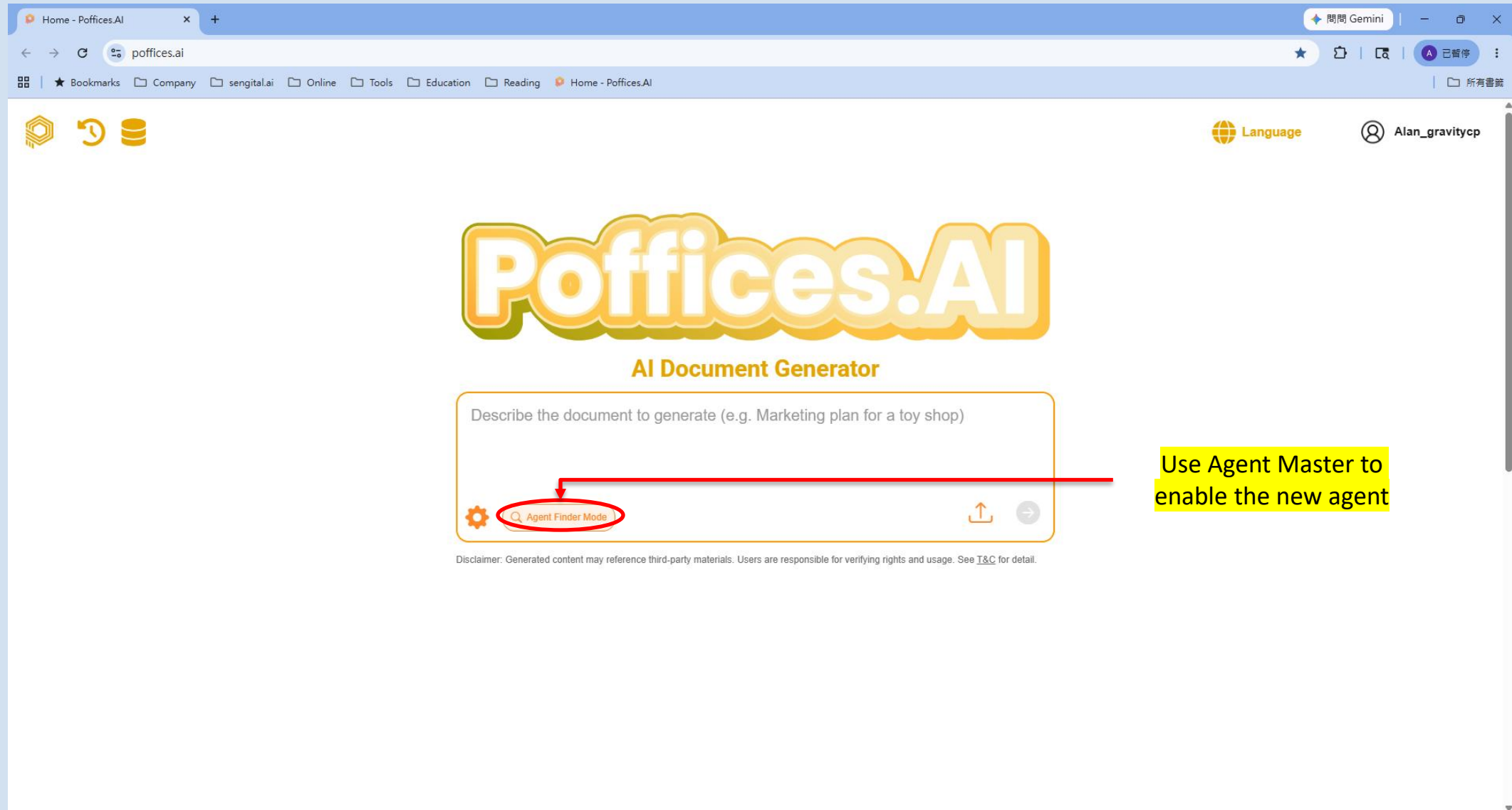
The screenshot displays the Poffices.ai Creator Studio interface. The top navigation bar includes the 'Creator Studio' logo and the user 'Admin Alan Lam'. The left sidebar contains navigation options: Dashboard, MY AGENTS (Agent Workspace, Agent Store, Generation History), LOGIC BLOCKS (My Blocks, Store, Installed, API Builder), and SETTINGS (API Management, Offices, Variables). The main content area shows the configuration for the 'Chinese Lecture Syllabus' agent. The 'Overview' tab is selected, showing the agent's name, key, and keywords. The 'Basic Settings' tab is also visible. A yellow callout box with the text 'Click Save button to confirm the setting' points to the 'SAVE' button, which is circled in red. The 'SAVE' button is located in the top right corner of the configuration area.

Manage and Create New Agent

Click to back Home for testing the new agent

The screenshot displays the Poffices.ai Creator Studio interface. The browser address bar shows the URL <https://poffices.ai/creator-studio/workspace?agent=267&tab=designer>. The interface includes a sidebar on the left with navigation options like Dashboard, MY AGENTS, Agent Workspace, Agent Store, Generation History, LOGIC BLOCKS, My Blocks, Store, Installed, API Builder, and SETTINGS. The main workspace is titled 'Chinese Lecture Syllabus' and shows the 'Block Diagram' tab selected. A red arrow points from the 'Back to Poffices' button in the sidebar to the text 'Click to back Home for testing the new agent'. Another red arrow points from the 'Block Diagram' tab to the text 'Check the Block Diagram of the new Agent'. The workspace contains a visual flow editor with various blocks like Input Analysis, Web Search, DB Search, File Search, Web Crawler, Web Scraper, and Knowledge DB. The bottom of the workspace shows a progress bar for the 'Chinese ...' agent, which is 50% complete.

Manage and Create New Agent



Home - Poffices.AI

問問 Gemini

poffices.ai

★ Bookmarks Company sengital.ai Online Tools Education Reading Home - Poffices.AI

Language Alan_gravitycp

Poffices.AI

AI Document Generator

Describe the document to generate (e.g. Marketing plan for a toy shop)

Agent Finder Mode

Use Agent Master to enable the new agent

Disclaimer: Generated content may reference third-party materials. Users are responsible for verifying rights and usage. See [T&C](#) for detail.

Manage and Create New Agent

The screenshot shows the 'Settings' window of the Poffices.AI application. The 'Agent Master' tab is selected in the left sidebar. The main area displays a list of office categories and their associated agents. A red arrow points from the instruction '1) Find your Office and click + icon' to the '+ Chinese Lecture Syllabus' button. Another red arrow points from the instruction '2) Add the new agent for testing' to the 'Chinese Lecture Syllabus' entry in the 'Selected Agents' list. A third red arrow points from the instruction '3) Confirm the Settings' to the 'Apply Settings' button at the bottom.

1) Find your Office and click + icon

2) Add the new agent for testing

3) Confirm the Settings

Manage and Create New Agent

The screenshot shows the Poffices.AI web application. The browser address bar displays 'poffices.ai'. The page features a large 'Poffices.AI' logo and the subtitle 'AI Document Generator'. A text input field contains the instruction '製作中四中文科出師表的詳細教案'. Below the input field, a dropdown menu shows 'Agent Master: 1' as the selected agent. To the right of the input field is a red circular button with a right-pointing arrow. Three numbered instructions are overlaid on the interface: 1) points to the agent dropdown, 2) points to the text input field, and 3) points to the red arrow button. A disclaimer is visible at the bottom of the input area.

1) The New agent has been selected by Agent Master

2) Input your task instruction

3) Click to start generation

Disclaimer: Generated content may reference third-party materials. Users are responsible for verifying rights and usage. See [T&C](#) for detail.

Manage and Create New Agent

The screenshot shows a web browser window with the URL `poffices.ai/doc-generation?id=6a083e25a8219`. The page title is "Document Generation - Poffices.ai". The browser's address bar shows the URL. The page has a blue header with the Poffices.ai logo and navigation links. The main content area is white and contains a chat interface with a yellow header bar labeled "Chinese Lecture Syllabus". A red circle highlights this header, and a red arrow points to it from a yellow box labeled "New Agent is working". The chat interface shows a greeting from the agent, "Good evening, Alan_gravitycp!", and a report on the request. The agent is assigned to handle the request and will provide the output as soon as it is completed. The output is a document titled "製作中四中文科出師表的詳細教案" (Detailed Lesson Plan for the Chinese Language Paper 4). The document includes a section for "學習目標" (Learning Objectives) and a list of bullet points. At the bottom right of the page, there is a yellow box labeled "Click to download the docx file" with a red arrow pointing to a yellow button with a plus sign. A dropdown menu is visible next to the button, showing options for "Word (docx)", "Powerpoint (pptx)", and "Share".

Document Generation - Poffices.ai

問問 Gemini

Home - Poffices.AI

Chinese Lecture Syllabus

Good evening, Alan_gravitycp!

I'm here to report on your request. Here are the details:

You have requested: "製作中四中文科出師表的詳細教案". I am Chinese Lecture Syllabus (Agent 267 (chineselecturesyllabus)) and I have been assigned to handle this request.

Regarding the output specifications: The document will be named "製作中四中文科出師表的詳細教案", it will be formatted as a **Mathematical Document**, written in 繁體中文, following the ##學習目標, ##課程結構與單元, ##作業與專案, ##評估標準, ##資源與參考資料 structure.

The key topics and themes to be covered include: 製作中四中文科出師表的詳細教案. These keywords will guide the content development to ensure we meet the specified requirements.

Request handling has been started, and the output is under preparation. You will receive the result as soon as it is completed.

Time of preparation: 1s Time of completion: 121.7s

製作中四中文科出師表的詳細教案

學習目標

本教案旨在引導中四學生深入理解《出師表》的文本內容、歷史背景及其文學價值，培養學生的閱讀理解能力、語言表達技巧以及文化素養。具體學習目標如下：

- 理解《出師表》的歷史背景與作者諸葛亮的生平事跡，認識其在中國古代文學及歷史中的地位。
- 掌握文言文的基本語法結構及詞彙，能夠準確翻譯及理解《出師表》內容。
- 分析文章的修辭手法及結構特色，提升學生文本分析和批評的能力。
- 探討諸葛亮呈現忠誠、擔當及政治理想的思想內涵，引導學生思考倫理道德與現實社會的聯繫。
- 培養學生的書面表達能力，通過模仿與創作練習，提高寫作技巧。
- 促進班級內小組合作與討論能力，啟發學生自主學習與主動思考。

Word (docx)

Powerpoint (pptx)

Edit

Download

Share

 Institute of Future Learning
香港城市大學
City University of Hong Kong
<https://cityu.edu.hk/ifl>

All texts and images are generated. No IP issues

Publish an Agent

Publishing an Agent to the Store

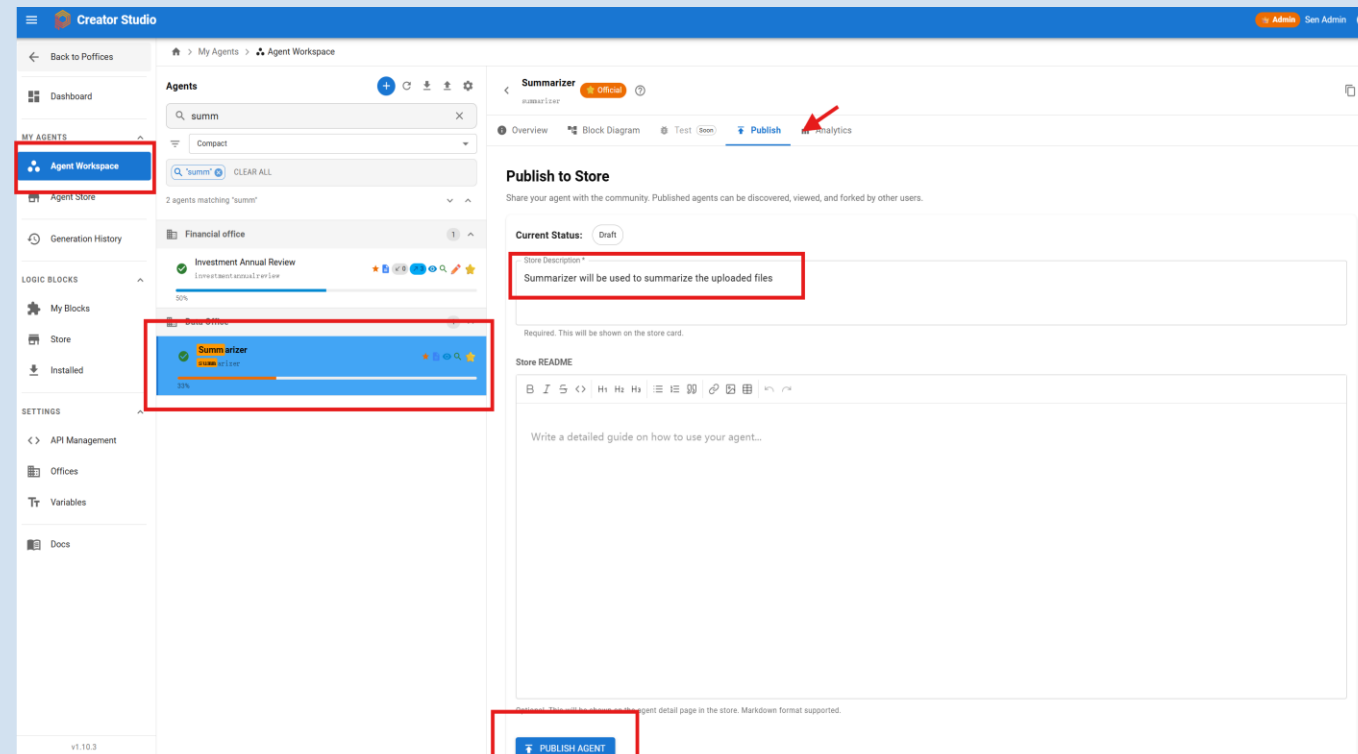
To share your agent with the community so other users can discover, view, and fork it:

1. In the Agent Workspace, select the agent you want to publish (e.g. "Summarizer").
2. Click the **"Publish"** tab.
3. Fill in the required fields:

Store Description — A short description shown on the store card (e.g. "Summarizer will be used to summarize the uploaded files").

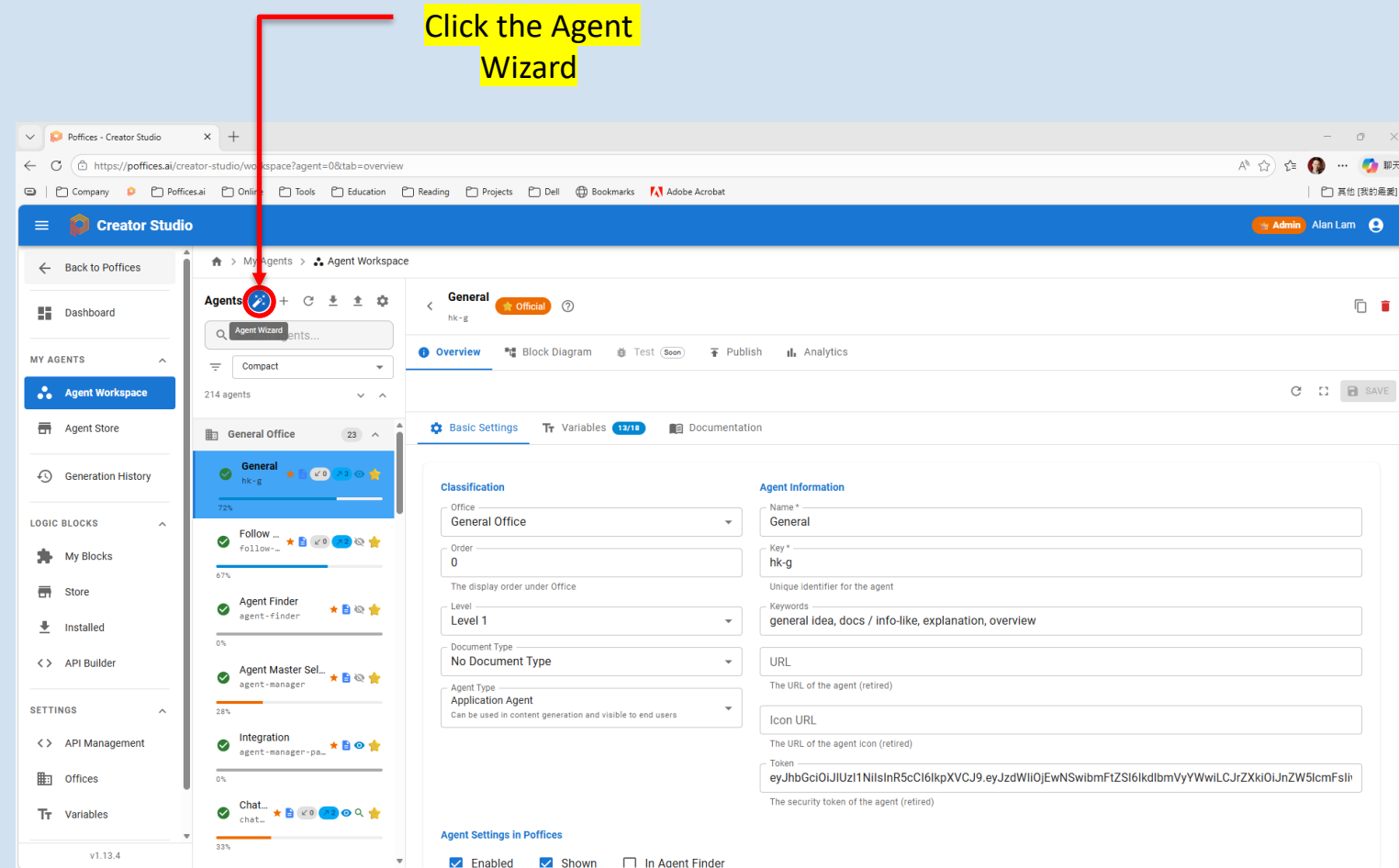
Store README — A detailed guide on how to use your agent. Markdown format is supported.

Click **"PUBLISH AGENT"** at the bottom.



Practical Exercise

1. Keep this note confidential. You must NOT share to others or release to public.
2. Login Creator Studio
3. Follow the above procedure to create a new agent based on your ideas and requirements
4. Modify the system prompt by using the prompt engineering technique

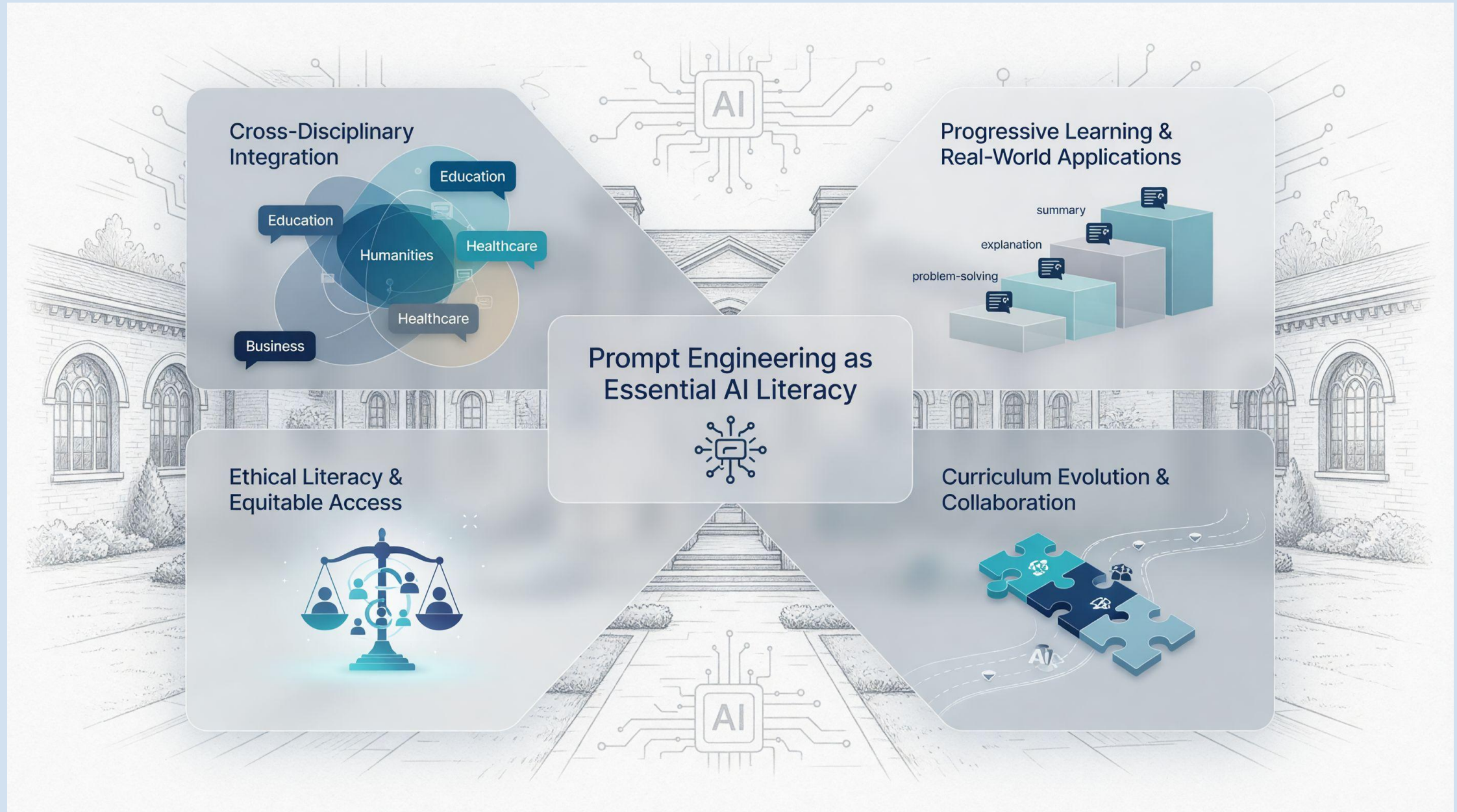


Integrating Prompt Engineering into GenAI Agent for Teaching Practice

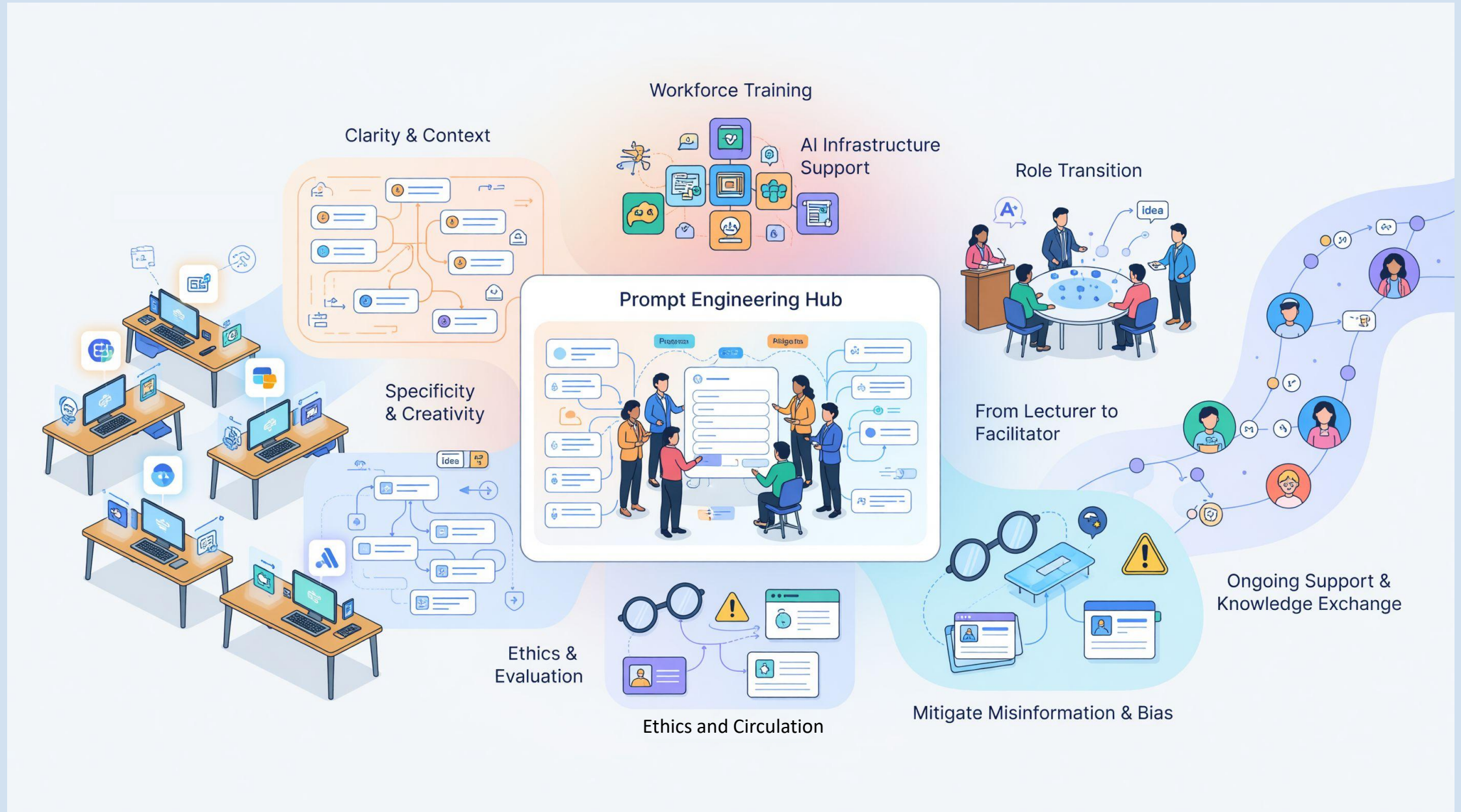
Ir Prof Alan Lam, JP



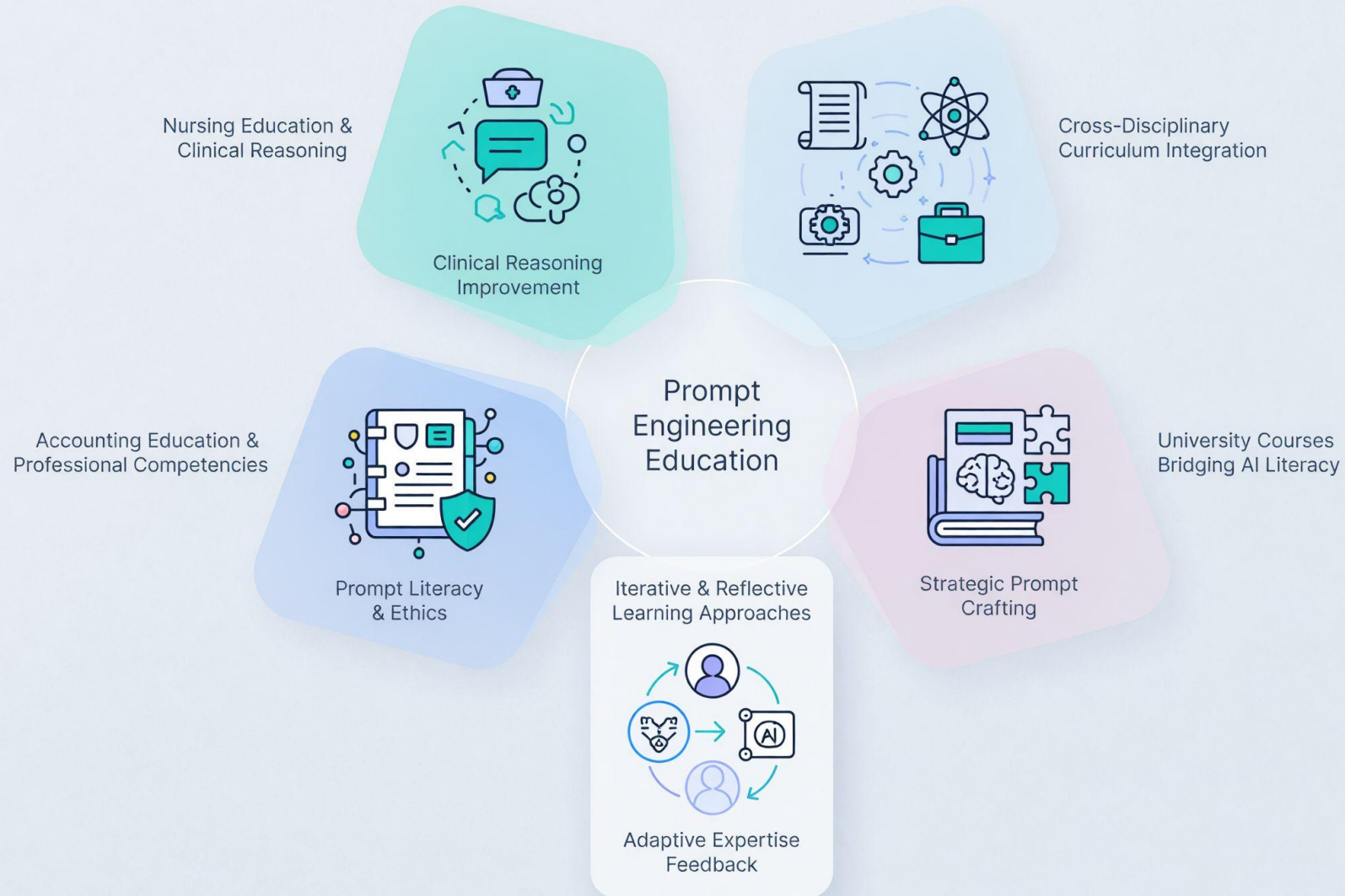
Embedding Prompt Engineering in Curriculum



Teacher Training on Prompt Techniques



Case Studies of Prompt Engineering in Teaching



Evaluating Student Outcomes

Standardized Competency Frameworks



Comprehensive Evaluation Metrics



Analytical Assessment Approaches



Evaluation Challenges



Empirical Evidence



Longitudinal Impact



Challenges and Solutions

Diverse AI Literacy Levels

- Differentiated Instruction
- Faculty Development



Mitigating AI Hallucinations and Biases

- Specific Prompt Design
- Critical Evaluation Skills



Privacy and Data Protection

- Anonymization Protocols



Resource and Curriculum Management

- Vendor Partnerships
- Cross-disciplinary Integration



Overcoming Resistance to Change

- Early Adopters
- Professional Development



Practical Exercise

1. Keep this note confidential. You must NOT share to others or release to public.
2. Based on your newly setup agent to draft the Prompt Settings in the Agents Page for variables.
3. Check the Agent Master to find your agent.
4. Input the test instruction in the Poffices.ai to generate the result.
5. Do more proper testing and ensure the new agent is working.



(1) Click **Agent Master** to choose your newly created agent

End of Presentation

Thank You