

# A Beginner's Guide to Generative AI

Scan the QR code below  
to learn more about Explore  
Information Online competency:



# Content

Introduction	2
Understanding Artificial Intelligence (AI) and Generative AI (Gen AI)	3
Exploring Common Features Across Gen AI Tools	13
Navigating Common Steps to Use Gen AI Tools	16
Chat with Gemini	29
Understanding and Managing Risks of Gen AI	41
Recap:	
5 Essentials to Know about Gen AI	54
5 Tips for Writing Effective Prompts	56



# Introduction

The Digital Skills for Life (DSL) guide is a collection of booklets that is designed to help you learn essential digital skills for daily living. It offers step-by-step instructions and quick tips that empowers you to navigate the digital landscape confidently and safely.

It is designed for anyone who wants to pick up essential digital skills for daily living.

The DSL skills are grouped into 5 competency areas as shown in the diagram.

## Learning Outcomes:

This guidebook focuses on the 'Explore Information Online' competency, where you will learn:

- The basics of Generative AI and its applications.
- How to use Generative AI tools.
- The risks associated with the use of Generative AI and its impact.
- How to identify false information associated with the use of Generative AI.

To help you acquire the learning outcomes, the guidebook uses different generative AI tools as examples to demonstrate the common features and steps.

**DSL**



The guidebook is based on common software icons and mobile device settings. Please note that certain features may differ across different mobile devices and models.

# Understanding Artificial Intelligence (AI) and Generative AI (Gen AI)

About Artificial Intelligence (AI) Page 5

---

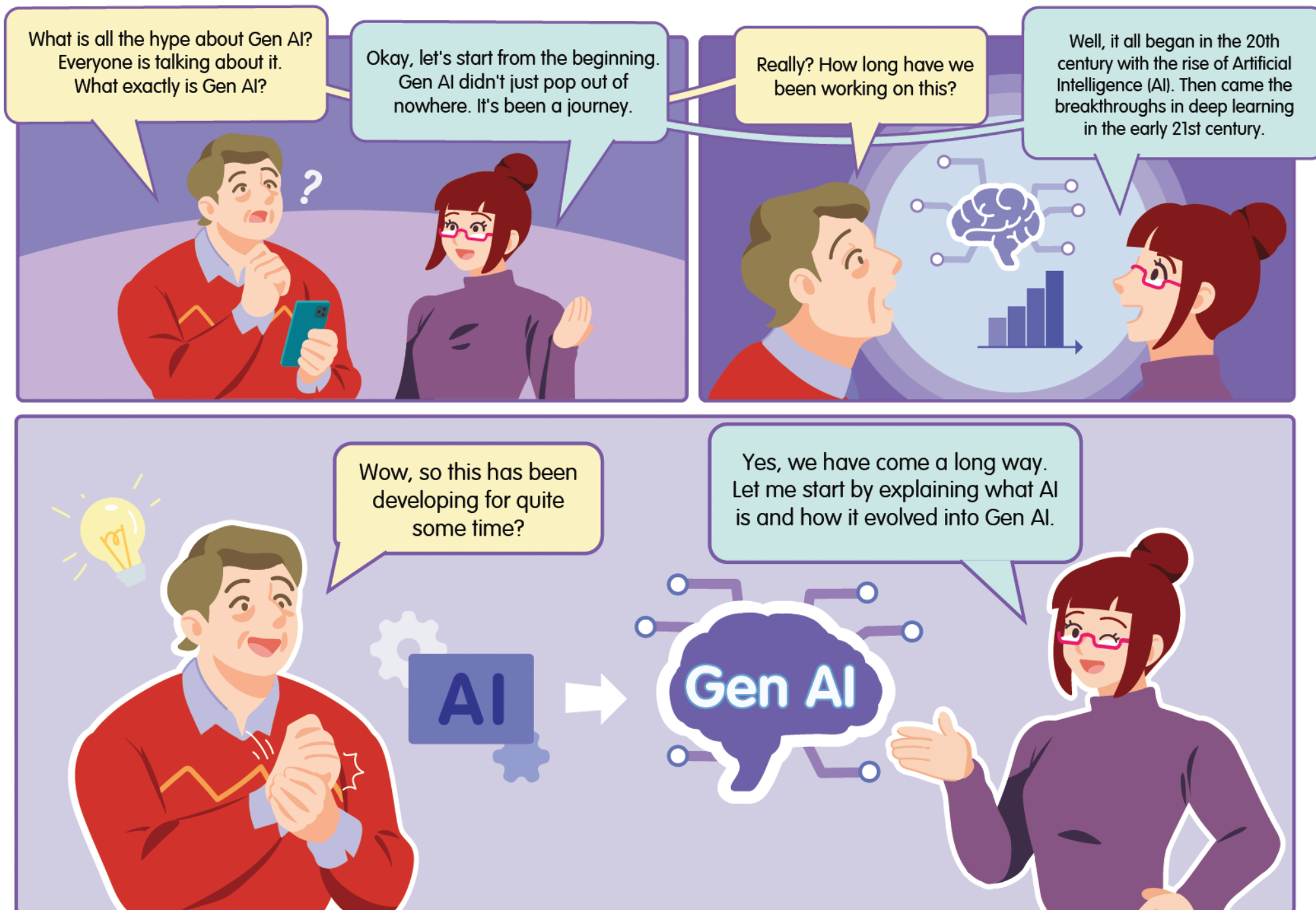
The Evolution of Artificial Intelligence (AI) Page 6

---

About Generative AI (Gen AI) Page 8

---





# What is Artificial Intelligence (AI)?

Artificial Intelligence (AI) is **the science of teaching machines to mimic intelligent human behaviours**. AI systems are taught using computer programming to learn, reason, problem solve and create.



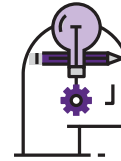
1. Learning



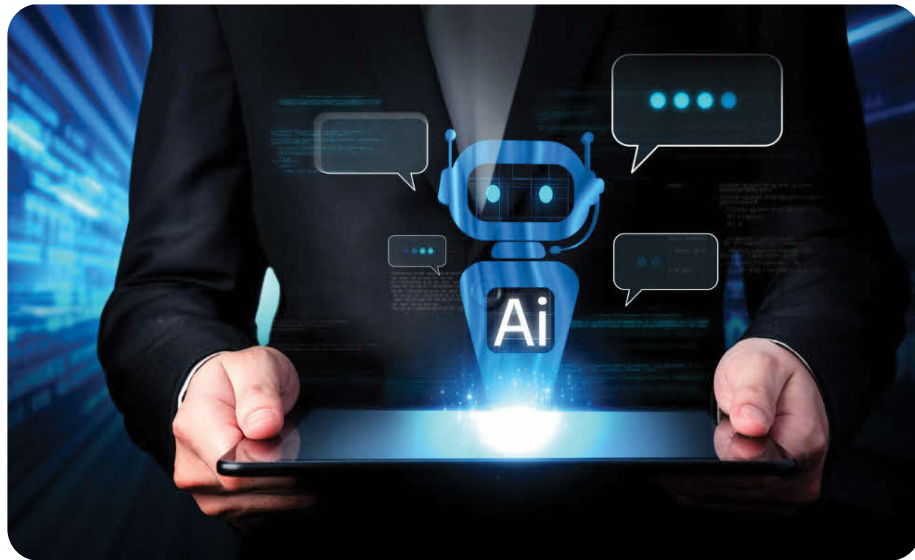
2. Reasoning



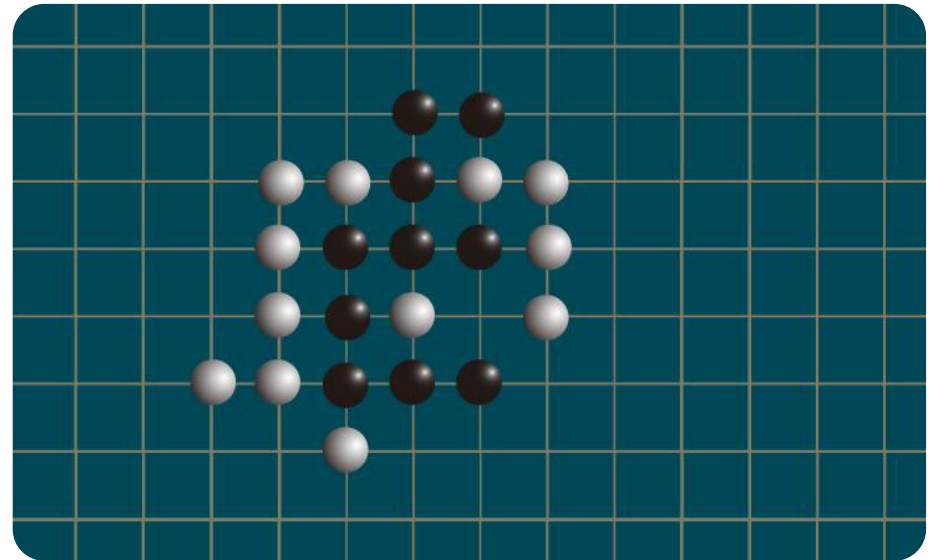
3. Problem solving



4. Creating



E.g. Teaching computers how to recognize speech



E.g. Teaching a computer Go

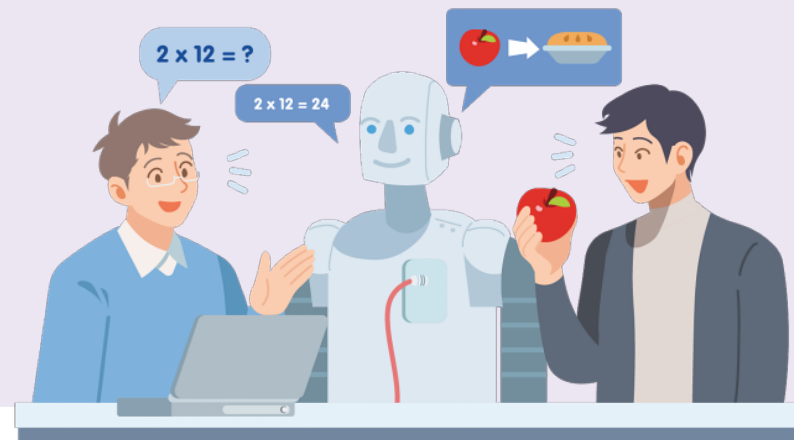
# The Evolution of Artificial Intelligence (AI)



"Let's look at human learning. From birth, we rely on our senses to gather information from our surroundings and send this information to our brains to process them. Learning through mistakes and making new discoveries, we build our knowledge and over time, we become smarter in making decisions."



"Similarly, AI is **the science of teaching machines to mimic intelligent human behaviours**. AI systems are taught and trained using computer programming that learns and adapts. AI learns from lots of data using machine learning, deep learning and large language models (LLM) to identify patterns, relationships within the data and understand human language. As it learns, it gets smarter, recognising patterns and making predictions and decisions, like humans do."



# The Evolution of Artificial Intelligence (AI)



"We're already experiencing AI in our daily lives through applications like autonomous vehicles, virtual assistants like Siri and Alexa, smart homes, and more."

## Take a guess:

Where else have you likely encountered AI in your daily life?

- A** Your email spam filter
- B** Personalised product recommendations on websites
- C** Adjusting the brightness on your phone camera

The AI model is trained to analyse customers' behaviour, preferences and buying patterns. They can then recommend / suggest products and predict customers' shopping trends.

**B**

The AI model in the spam filter will be trained with datasets of labelled emails. Over time, they will know which emails are labelled as spam, which are legitimate.

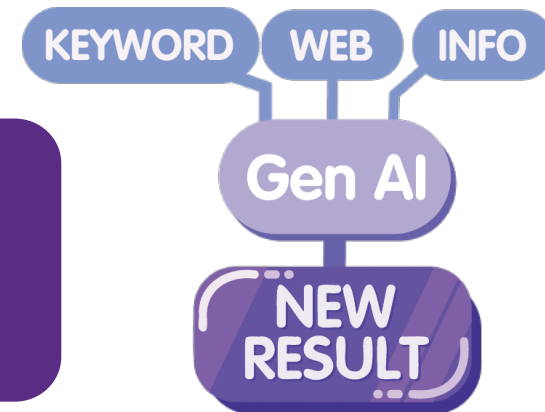
**A**

Answer:

# About Generative AI (Gen AI)



"So what exactly is Gen AI? Is it a subset of AI?"



"Yes. Gen AI is a leap forward from traditional AI. Traditional AI systems are primarily used to analyse data and make predictions, while Gen AI goes a step further by **generating new content through identifying patterns in existing data**.

Although you can also use Gen AI to find information online, it is different from Search Engines. **Search engines like Google and Yahoo retrieve existing information from the web based on keywords or phrases**, directing you to websites where you can find the information. Gen AI can also find existing information on the web, **but its main use is to create entirely new content.**"



# What can Gen AI be used for?

## Text

Generate new text, such as stories, articles, and poetry.

## Image

Create unique and imaginative images from scratch.

## Video

Generate or edit videos based on scripts, prompts, or data.

## Music

Compose music by generating melodies, harmonies, and soundscapes.

## Code

Write and debug code in various programming languages.

### Examples of Generative AI Tools and Their Capabilities



ChatGPT



Gemini\*



Microsoft Copilot\*



Meta AI\*



Runway AI



Synthesia



AIVA



AMPER MUSIC



Github Copilot



Tabnine



Perplexity.ai\*



Jasper AI



Midjourney



DALL-E

*\*Gen AI tools that cite sources of information.*



# Some examples of how Gen AI tools such as ChatGPT and Gemini are applied in our daily lives

## A For Schoolwork

Example:  
Research on projects

Show me the age demographic of the population in Singapore. Present in the form of a Bar Chart.

Sure, here is the graph:

Age Group (Years)	Estimated Population (Thousands)
0-4	780
5-9	780
10-14	350
15-19	320
20-24	320
25-29	320
30-34	320
35-39	320
40-44	320
45-49	320
50-54	320
55-59	320
60-64	320
65-69	320
70-74	320
75-79	320
80-84	320
85-89	320
90-94	320
95+	320

Be sure to check the data in the chart to make sure I got it right.

Type, talk or share ...

Gen AI tool used:



Gemini

## B For Work

Example:  
Drafting emails

Craft me an email asking my boss for approval on leave.

Subject: Request for Leave Approval

Dear [Boss's Name],

I hope this message finds you well. I would like to request leave from [start date] to [end date] due to [brief reason, e.g., personal reasons, a medical appointment, or family matters]. During this period, I will ensure that all my current tasks are up to date and any urgent matters are properly delegated.

Please let me know if you need

Gen AI tool used:



ChatGPT

## C For Leisure

Example:  
Planning holidays

Give me an itinerary for a 4-day trip to Bali, and include pictures of places to visit.

4-Day Bali Itinerary

Day 1: Arrival and Ubud Exploration

- **Morning:** Arrive at Ngurah Rai International Airport. Check into your accommodation in Ubud.
- **Afternoon:** Visit the **Monkey Forest Ubud** to encounter playful monkeys in their natural habitat.
- **Evening:** Enjoy a traditional Balinese dance performance at the **Ubud Palace**.

Type, talk or share ...

Gen AI tool used:



Gemini

## D For Humour

Example:  
Asking for jokes

Tell me a joke about cats.

Why did the cat sit on the computer?

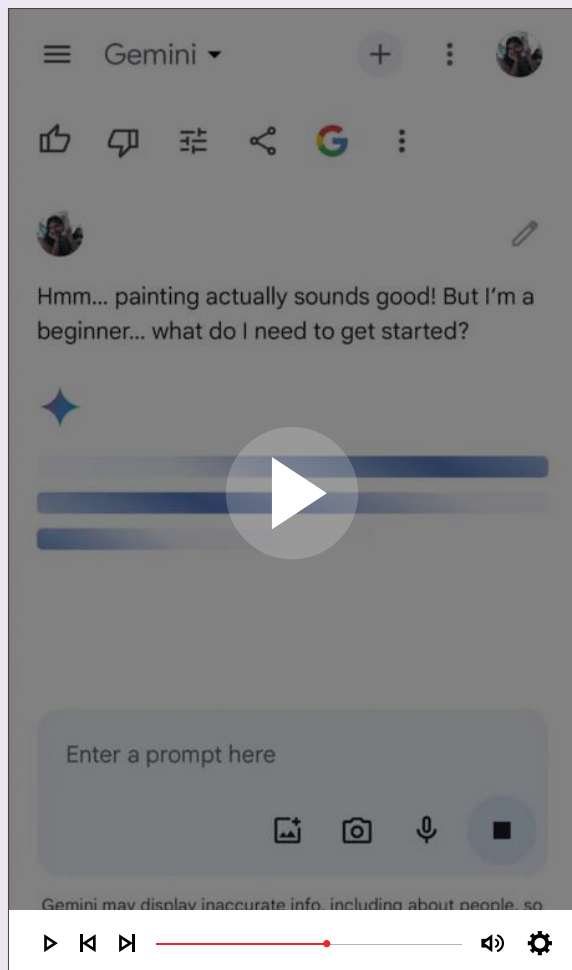
Because it wanted to keep an eye on the mouse!

Gen AI tool used:




ChatGPT

# Gen AI in Action




Scan this QR Code to watch a 1-minute video on how Gen AI works!





Thank you! I have a better understanding of what Gen AI is now. How do I make use of the tools? Where shall I start?

First, let me share with you the common features and steps that you will see on different Gen AI tools. For the purpose of this demonstration, I will use ChatGPT and Gemini, two of the most common "Text Generation" tools.



For the next part of the learning journey, do ensure you have the following pre-requisites.

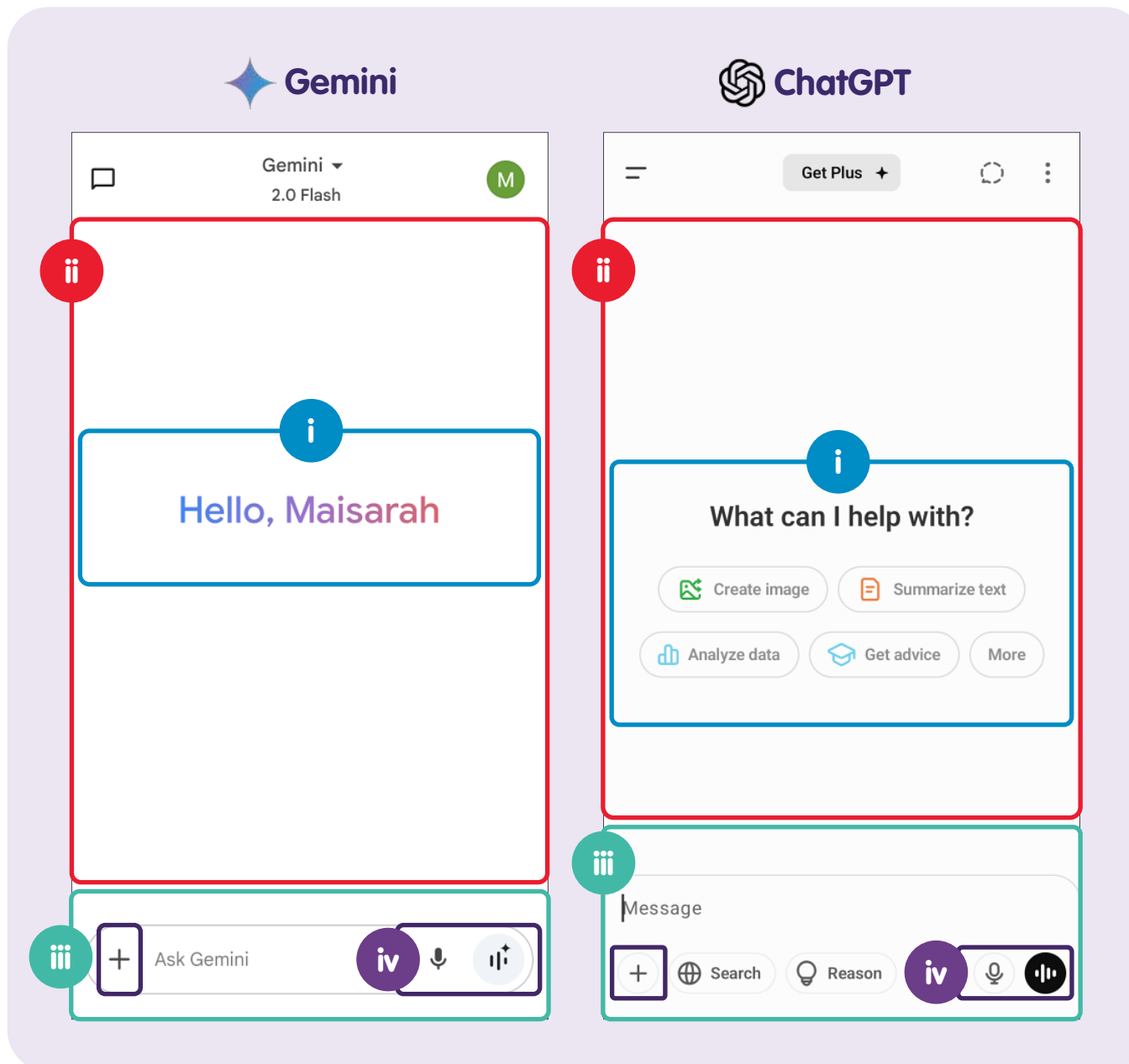
### Pre-requisites to learning the app

#### Learner must:

- Have a mobile device (either iOS or Android) connected to either cellular network or Wi-Fi with a working camera.
- Know how to install an app on the mobile device.
- Have a Google Account or an Email Address.

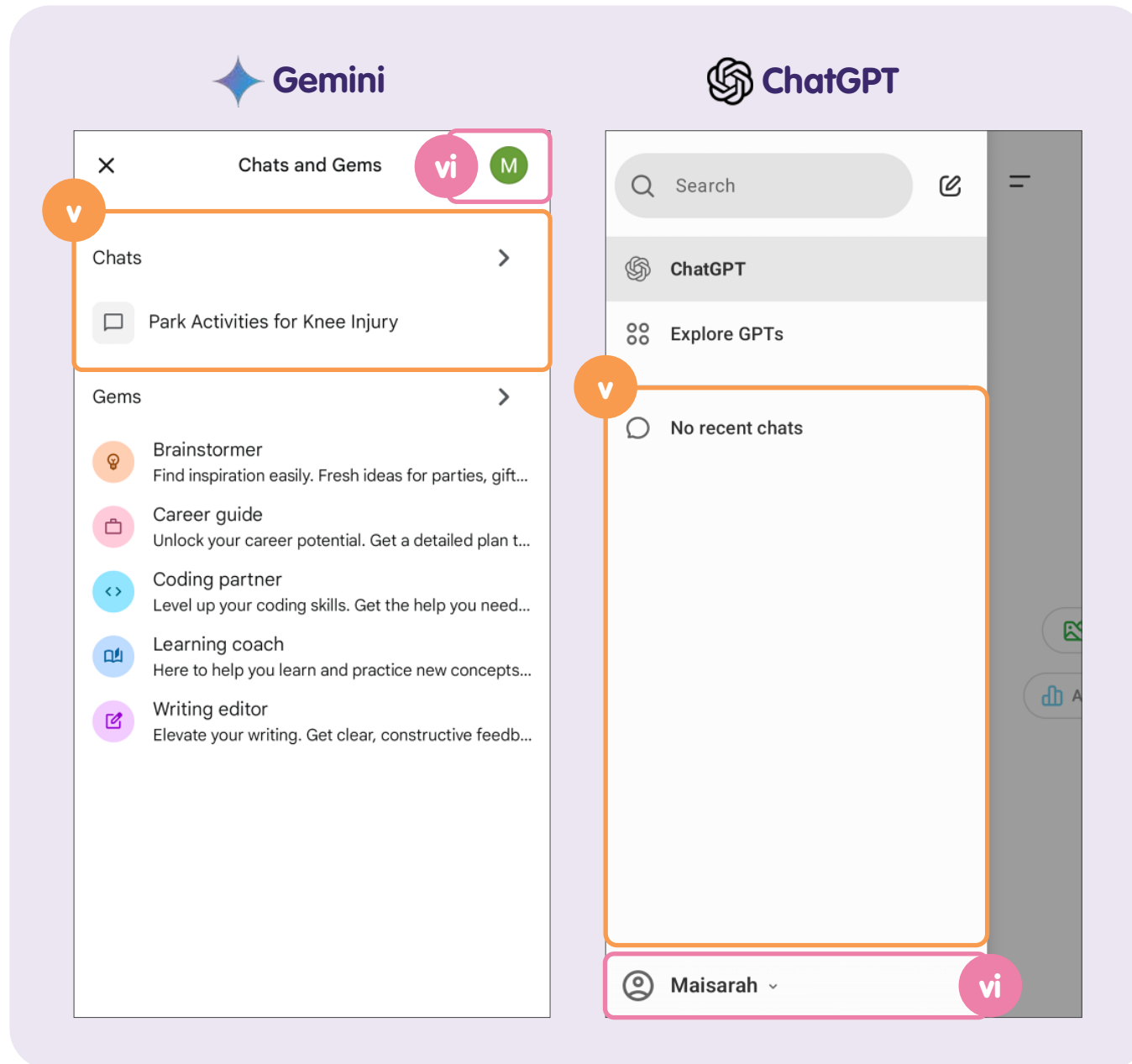
# Exploring Common Features Across Gen AI Tools

# Exploring Common Features Across Gen AI Tools



- i Greetings and introductions:** Application may greet user at the start of the conversation.
- ii Response area:** Application responds with a text message / image in this area where user can read the application's response.
- iii Text Input Field:** User can enter prompts to the application.
- iv Voice / Image Input:** User can speak to the application and/or insert an image.

# Exploring Common Features Across Gen AI Tools



- v Chat History:** User can view the previous chats.
- vi Account Settings:** User can adjust settings such as language.

# Navigating Common Steps to Use Gen AI Tools

Download the App and Register for/Sign into an Account Page 17

---

Manage Settings Page 18

---

Enter Effective Prompts with a Concept and Structure Page 22

---

Share/Export Chat Responses Page 26

---

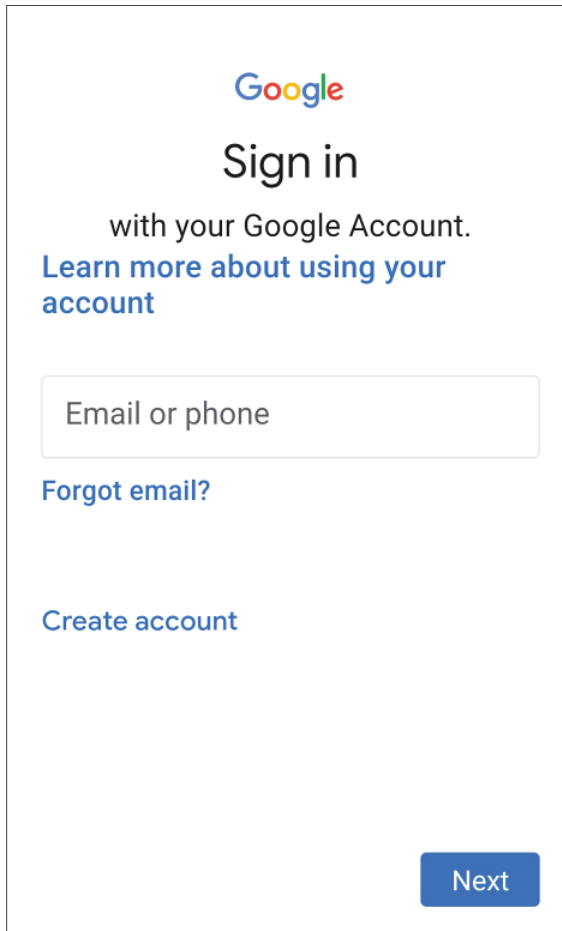
Clear Chat History Page 28

---

# Navigating Common Steps to Interact with Different Gen AI Tools

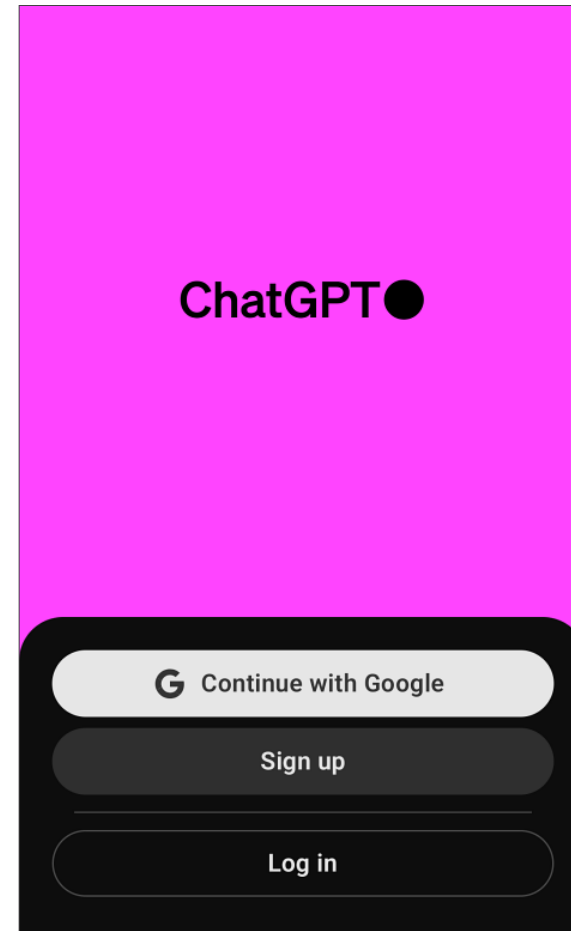
Download the app and register for or sign into an account. If the Gemini app is not available for your device, download the Google app  and visit [gemini.google.com](https://gemini.google.com).

## Gemini



The Gemini sign-in screen features the Google logo at the top, followed by the text "Sign in with your Google Account." and a link "Learn more about using your account". Below this is a text input field labeled "Email or phone". To the left of the input field are links for "Forgot email?" and "Create account". A blue "Next" button is located at the bottom right of the screen.

## ChatGPT

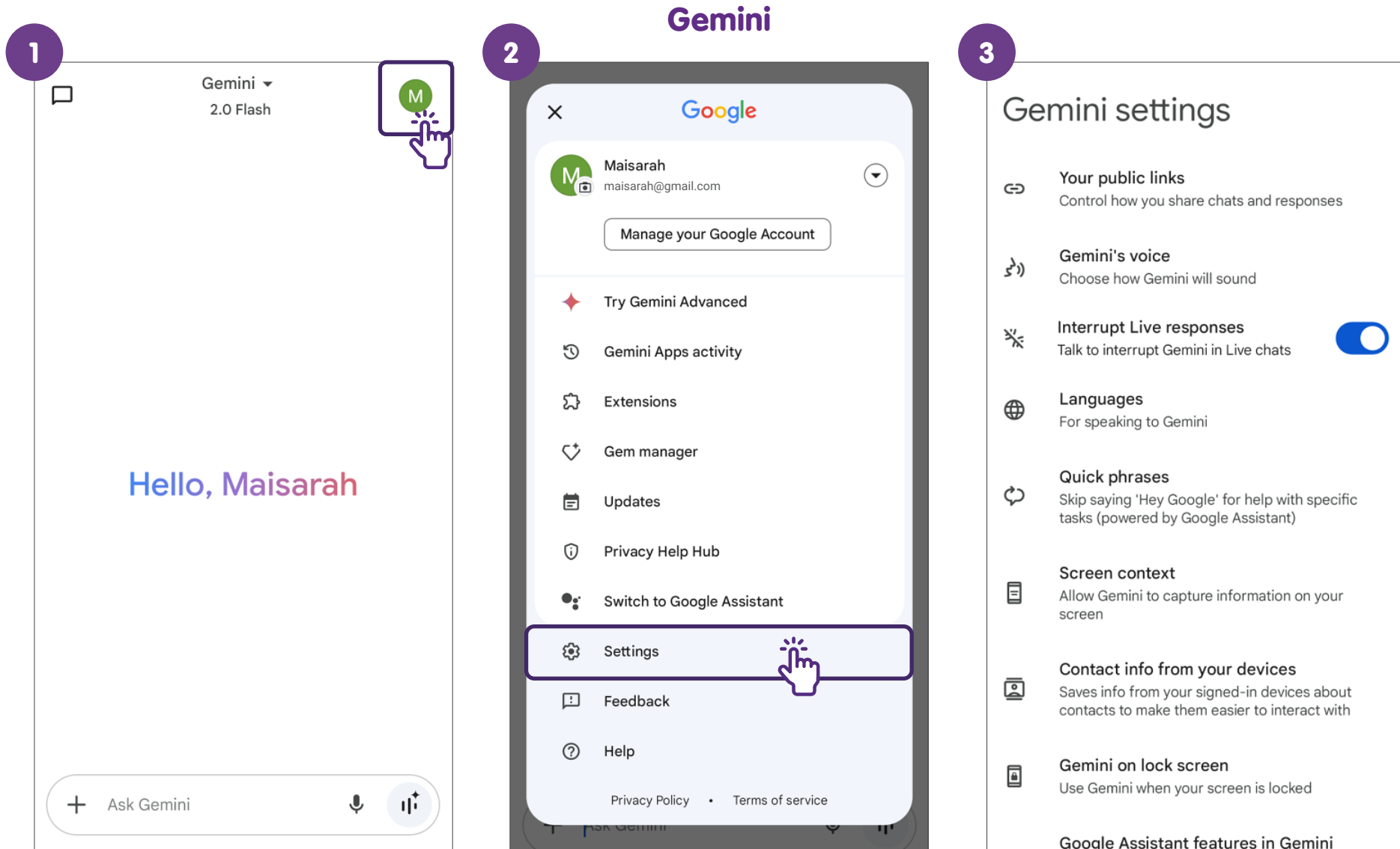


The ChatGPT login screen has a solid pink background with the "ChatGPT" logo in the center. At the bottom, there is a dark rounded rectangle containing three buttons: "Continue with Google" (with a Google 'G' icon), "Sign up", and "Log in".

# Navigating Common Steps to Interact with Different Gen AI Tools

## Manage Settings

Tap on the **"Menu"** icon and go to **"Settings"** if you wish to customise your tools.

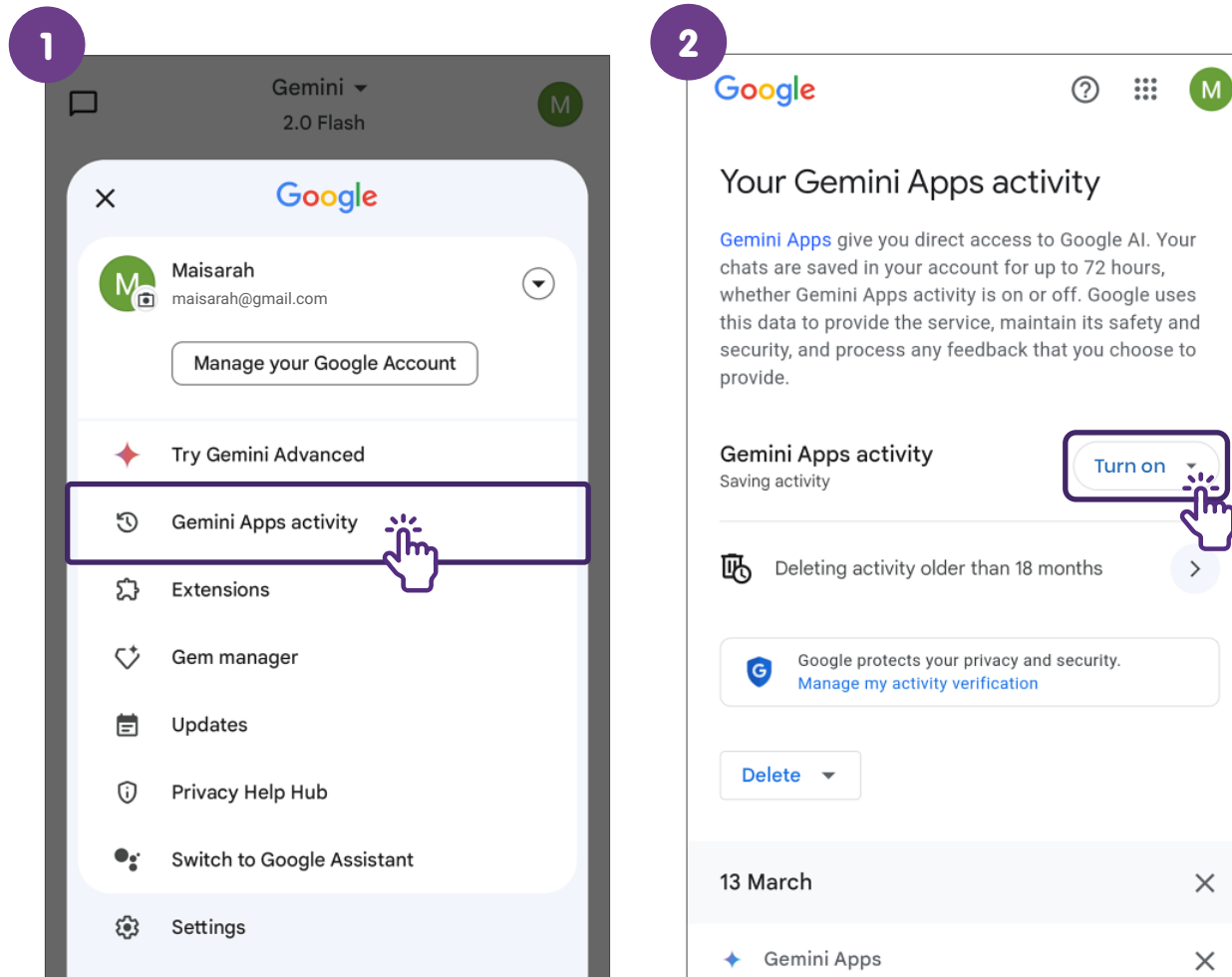


# Navigating Common Steps to Interact with Different Gen AI Tools

## Manage Settings

You can turn off Gemini Apps activity to disallow your data being used for training.

### Gemini



Tap to "Turn off".

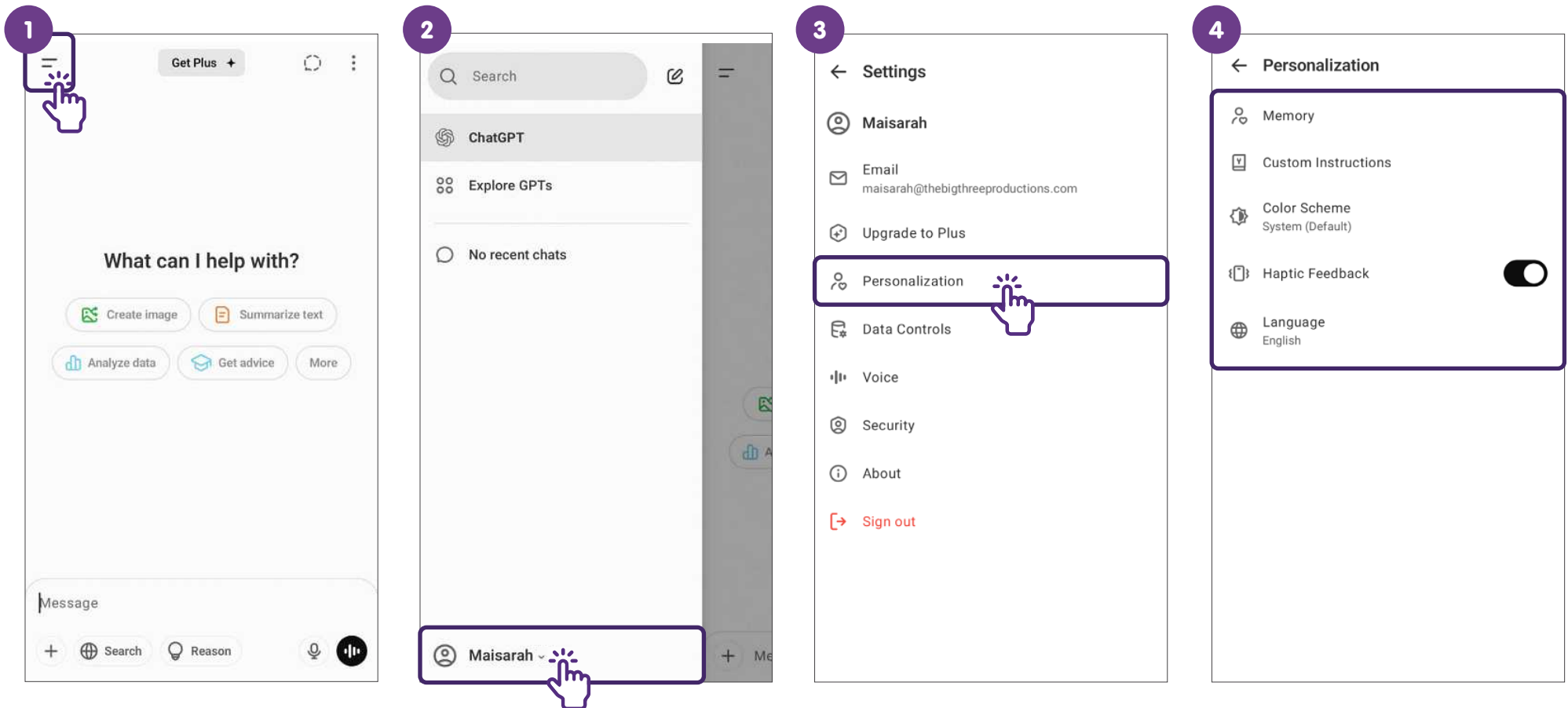


# Navigating Common Steps to Interact with Different Gen AI Tools

## Manage Settings

If you wish to customise your tools, tap on the **"Menu"** and go to your **"Settings"**. Then tap on **"Personalization"** for more customization options.

### ChatGPT

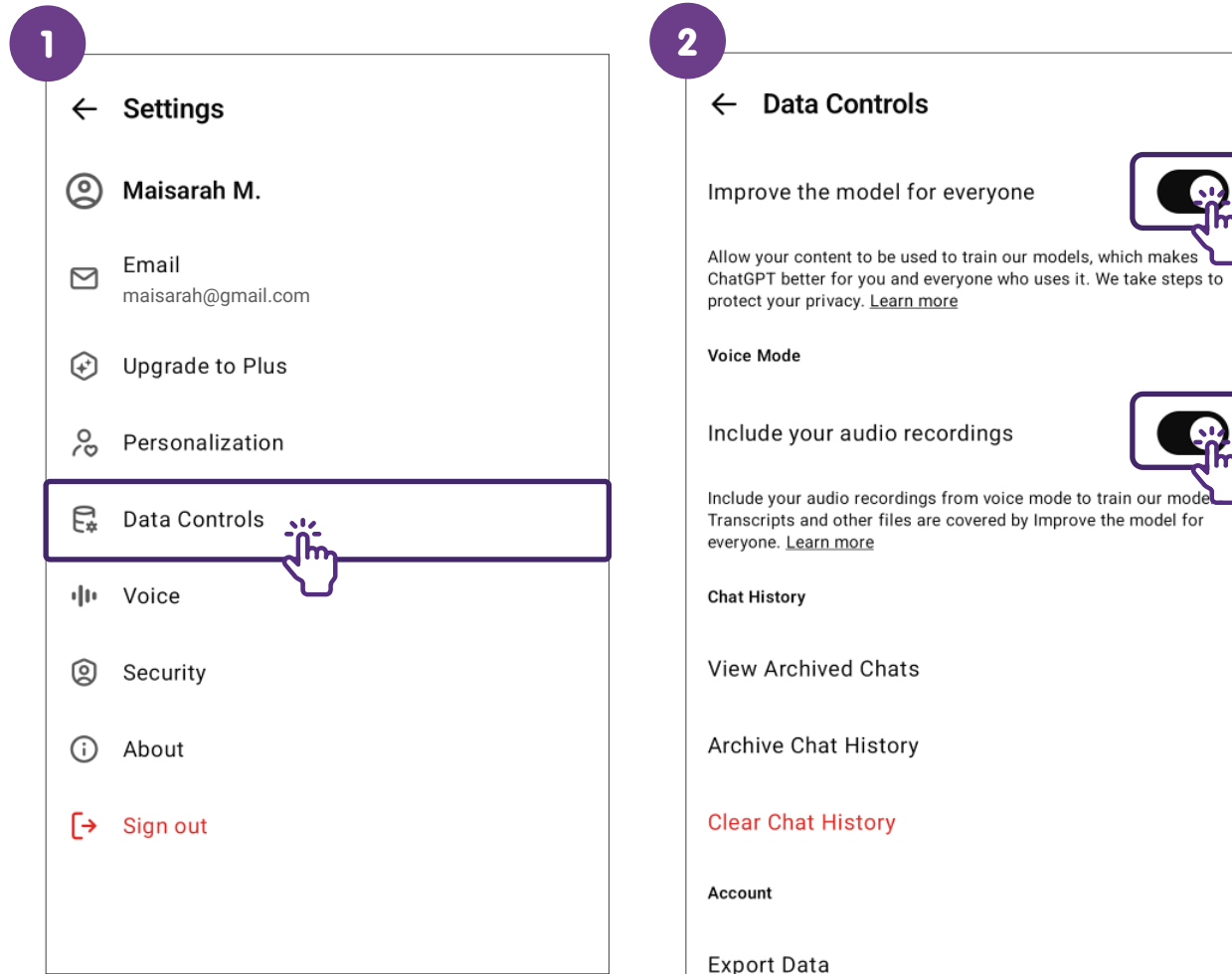


# Navigating Common Steps to Interact with Different Gen AI Tools

## Manage Settings

You can turn off these 2 controls to disallow your data being used for training.

### ChatGPT

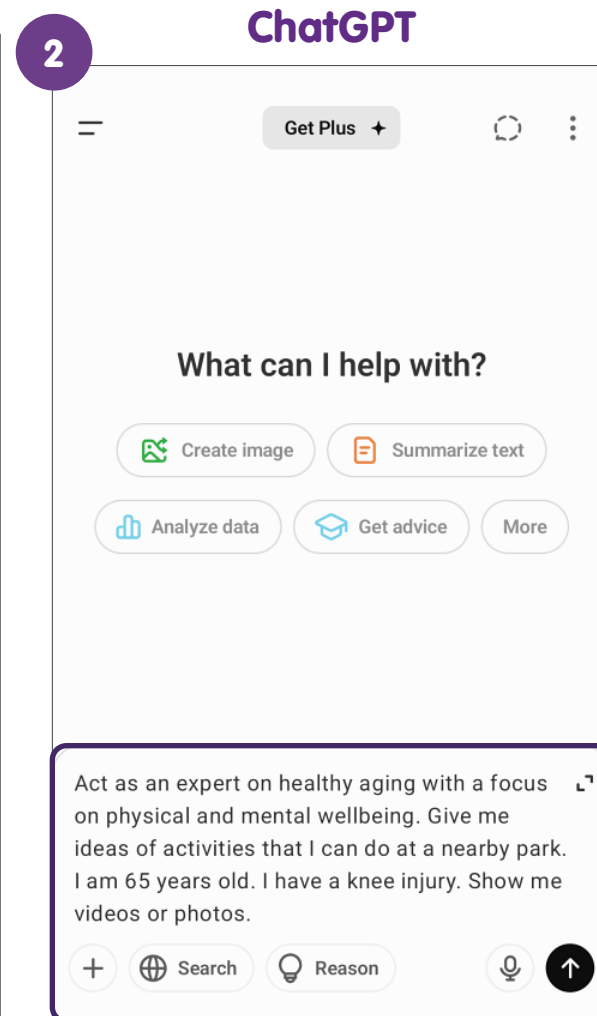
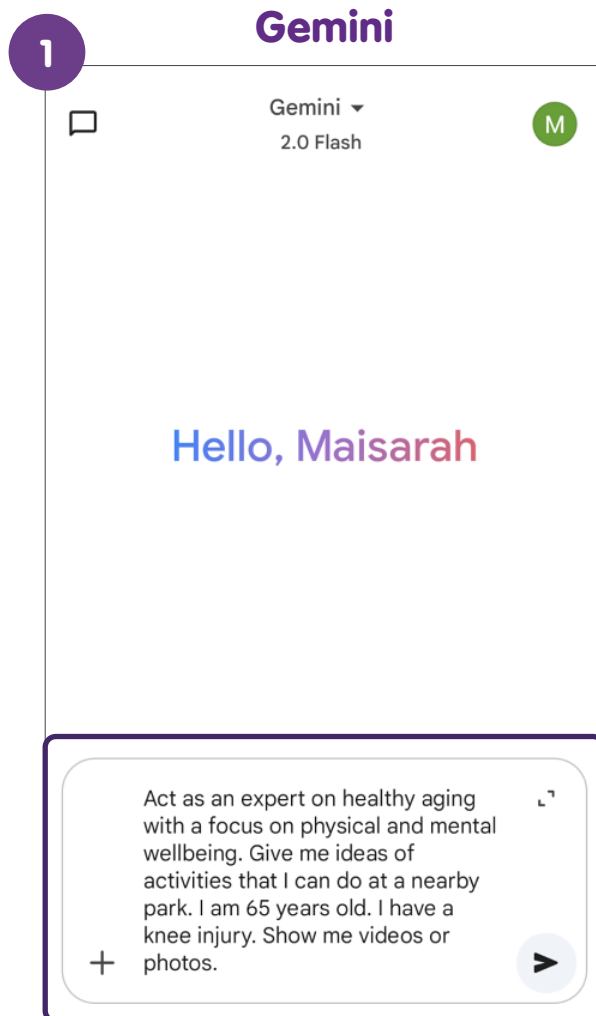


Tap to "Turn off".

# Navigating Common Steps to Interact with Different Gen AI Tools

A prompt is an instruction you provide to a Gen AI tool to create or explore new content. It can be given in three forms: text, voice, or image. This guidebook will show you how to use all three methods to enter prompts effectively. Crafting a good prompt is key to getting high-quality responses, and we'll guide you through techniques to improve your prompts for the best results.

Enter your prompts in the “Text input field” and tap on the “Arrow” icon.



## Simple prompt:

Suggest some exercises I can do at a nearby park.



## Good prompt with 5 components:

**Persona:** Act as an expert on healthy aging with a focus on physical and mental wellbeing.

**Task:** Give me ideas of activities that I can do at a nearby park.

**Audience:** I am 65 years old.

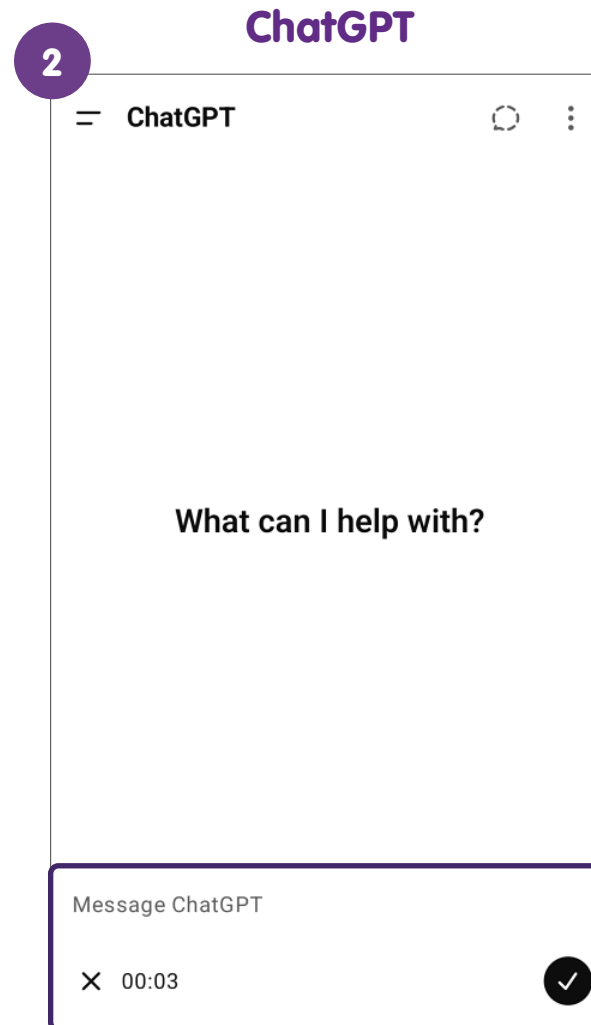
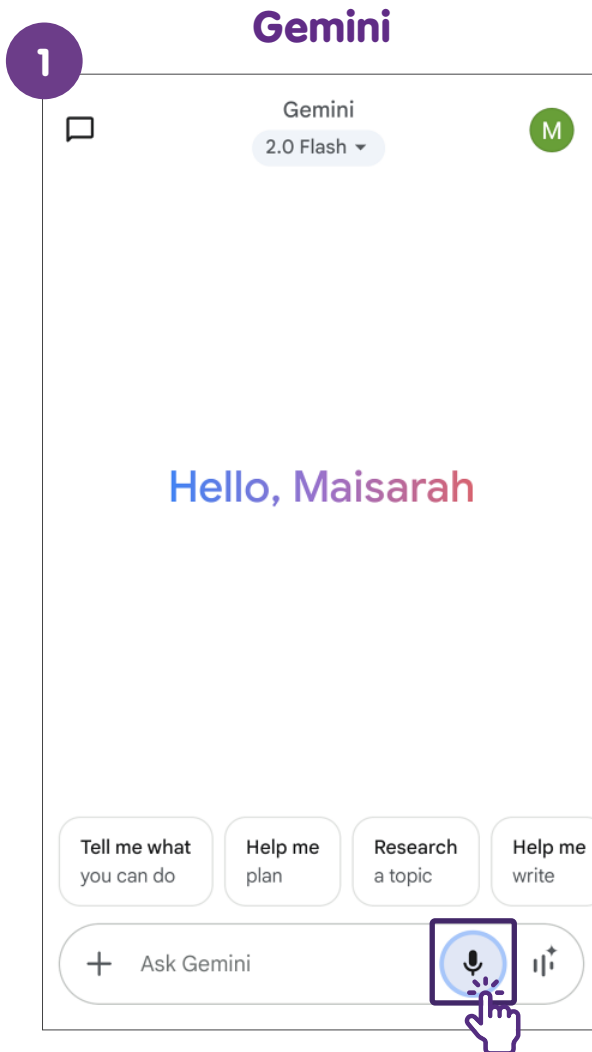
**Context:** I have a knee injury.


**Format:** Show me videos or photos.

# Navigating Common Steps to Interact with Different Gen AI Tools

## Use voice to enter prompts

Tap the **"Mic"** icon to speak to the tools and they will be converted into texts.  
Tap on the **"Arrow"** icon to send the prompts.



 **Simple prompt:**  
Suggest some exercises I can do at a nearby park.

 **Good prompt with 5 components:**

**Persona:** Act as an expert on healthy aging with a focus on physical and mental wellbeing.

**Task:** Give me ideas of activities that I can do at a nearby park.

**Audience:** I am 65 years old.

**Context:** I have a knee injury.

**Format:** Show me videos or photos.

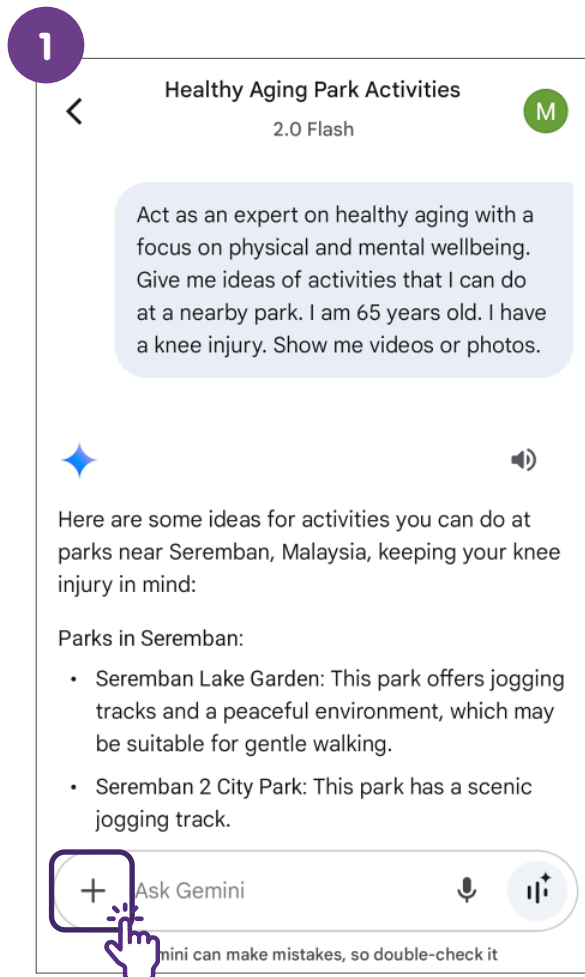
# Navigating Common Steps to Interact with Different Gen AI Tools

## Use images with your prompts

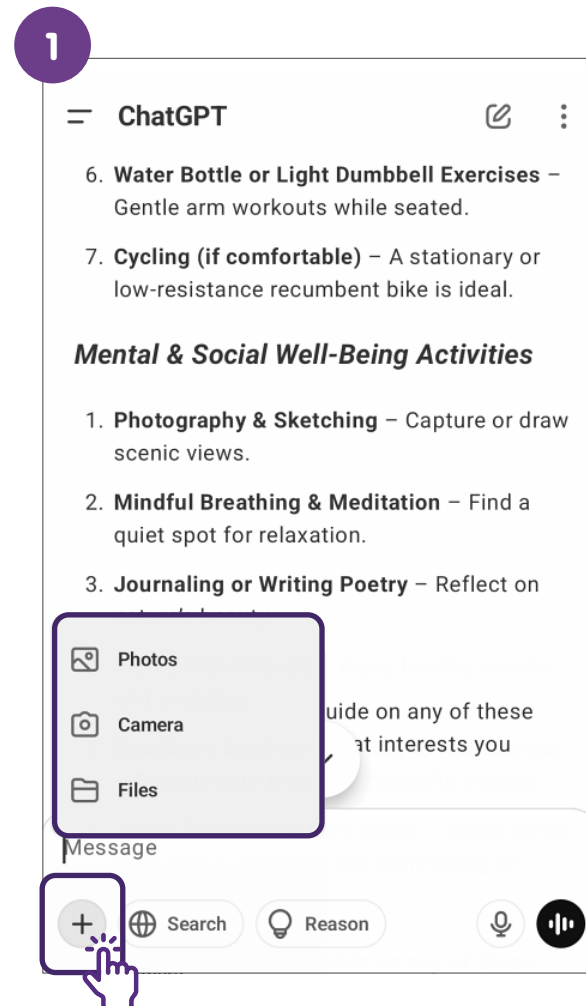
Tap the “+” icon then tap either the “Gallery” / “Photos” or the “Camera” icon to upload images or take photos to send as a prompt.

Use the same prompt concept or structure if it's a new prompt.

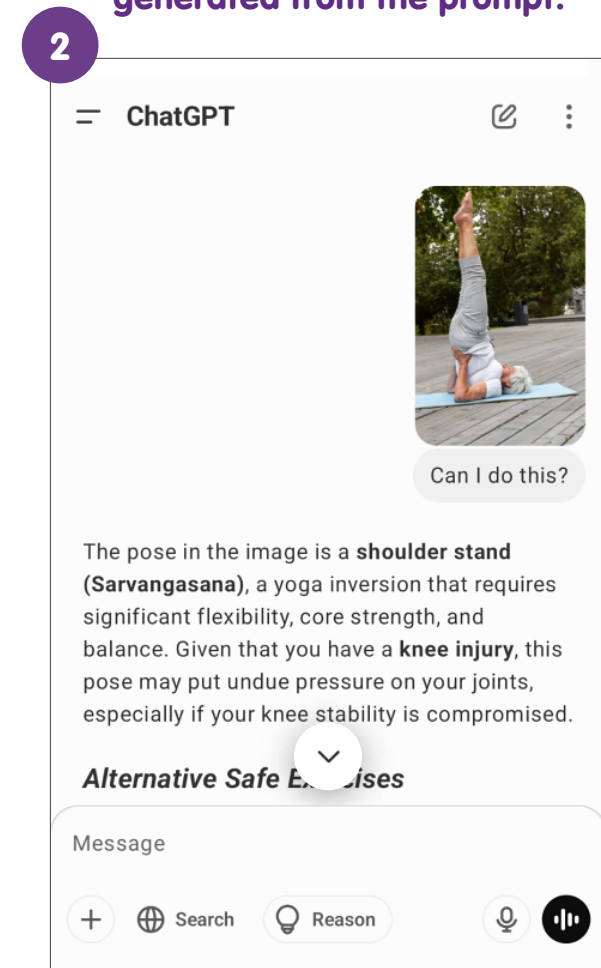
### Gemini



### ChatGPT



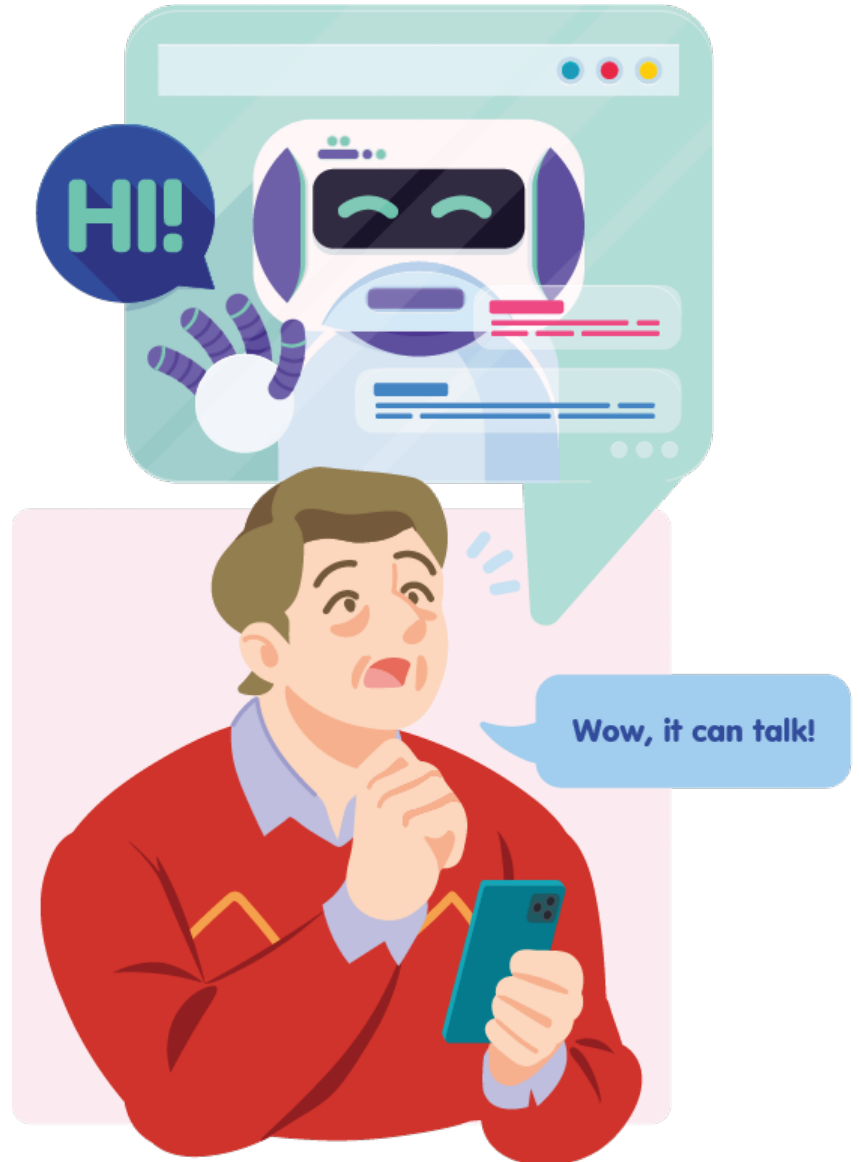
### An example of a response generated from the prompt:



# Prompt Concept & Structure

In addition to the 5 components we shared earlier, here are more tips to help you craft good prompts:

- 1 Use natural language**  
Write as if you are speaking to another person.  
Express thoughts in full sentences.
- 2 Be specific**  
Tell the Gen AI tool what you need it to do.  
Provide as much context as possible.
- 3 Be concise and clear**  
Start with clear, direct questions or statements  
on what you want the Gen AI tool to do.
- 4 Iterate and keep the conversation going**  
Fine-tune your prompts if required and use  
follow-up prompts to get a better response.



# Navigating Common Steps to Interact with Different Gen AI Tools

## Share/Export your Responses

Tap the “Share” icon and select the app you wish to share to.

### Gemini

1

<

Park Activities for Knee Injury

2.0 Flash

M

- Quad Sets: Lie on your back and push the back of your knee into the bed by tightening your thigh.
- Straight Leg Raises: Lie on your back and raise one leg 4-6 inches off the bed, keeping it straight.
- Wall Squats: Stand with your back against a wall and squat down to a comfortable distance.

Here are some videos that demonstrate exercises for seniors with knee pain:

- [Exercises for Seniors with Knee Pain](#)
- [Knee pain exercises for seniors! These low impact chair exercises are - TikTok](#)

Remember to consult with your doctor or a physical therapist before starting any new exercise program, especially with a knee injury. They can help you determine the best activities for your specific condition and ensure you are exercising safely.

Would you like more information on any of these activities, or would you like me to find parks near you?

2

of your knee into the bed by tightening your thigh.

- Straight Leg Raises: Lie on your back and raise one leg 4-6 inches off the bed, keeping it straight.
- Wall Squats: Stand with your back against a wall and squat down to a comfortable distance.

Here are some videos that demonstrate exercises for seniors with knee pain:

- [Exercises for Seniors with Knee Pain](#)
- [Knee pain exercises for seniors! These low impact chair exercises are - TikTok](#)

Sharing link

Public link: Park Activities for Knee I...

<https://g.co/gemini/share/0c7f0b6caf85>

Julia

Addam

Joshua

Amelia

Tanya

Quick Share

WhatsApp

Messages

Gmail Chat

Instagram Direct



# Navigating Common Steps to Interact with Different Gen AI Tools

## Share/Export your Responses

Tap on “3-dots” icon and select “Share”. Then tap on “Share link” and select the app you wish to share to.

### ChatGPT

The image shows a sequence of four screenshots from a mobile app interface, illustrating the steps to share a ChatGPT response. Each screenshot is numbered 1 through 4 in a purple circle.

- Step 1:** The ChatGPT interface shows a response about healthy aging activities. A hand icon points to the three-dot menu icon in the top right corner.
- Step 2:** The three-dot menu is open, showing options: View details, Share, Rename, Archive, Delete, and Move to project. A hand icon points to the 'Share' option.
- Step 3:** The 'Share' option is selected, and a sharing sheet appears. A hand icon points to the 'Share Link' button at the bottom of the sheet.
- Step 4:** The sharing sheet is shown with various sharing options. A hand icon points to the 'Share Link' button at the bottom of the sheet.

The ChatGPT response text is: "Act as an expert on healthy aging with a focus on physical and mental wellbeing. Give me ideas of activities that I can do at a nearby park. I am 65 years old. I have a knee injury. Show me videos or photos."

Below the response, it says "Memory updated" and "Here are some activities you can do at a nearby park that are gentle on your knee while promoting physical and mental well-being:"

**Low-Impact Physical Activities**

1. **Walking on Flat Paths** – Choose smooth, even trails and use a walking stick if needed.
2. **Tai Chi or Qigong** – Great for balance, flexibility, and stress relief.
3. **Seated Yoga** – Bring a portable chair or find a bench to do gentle stretches.
4. **Resistance Band Exercises** – Strengthen

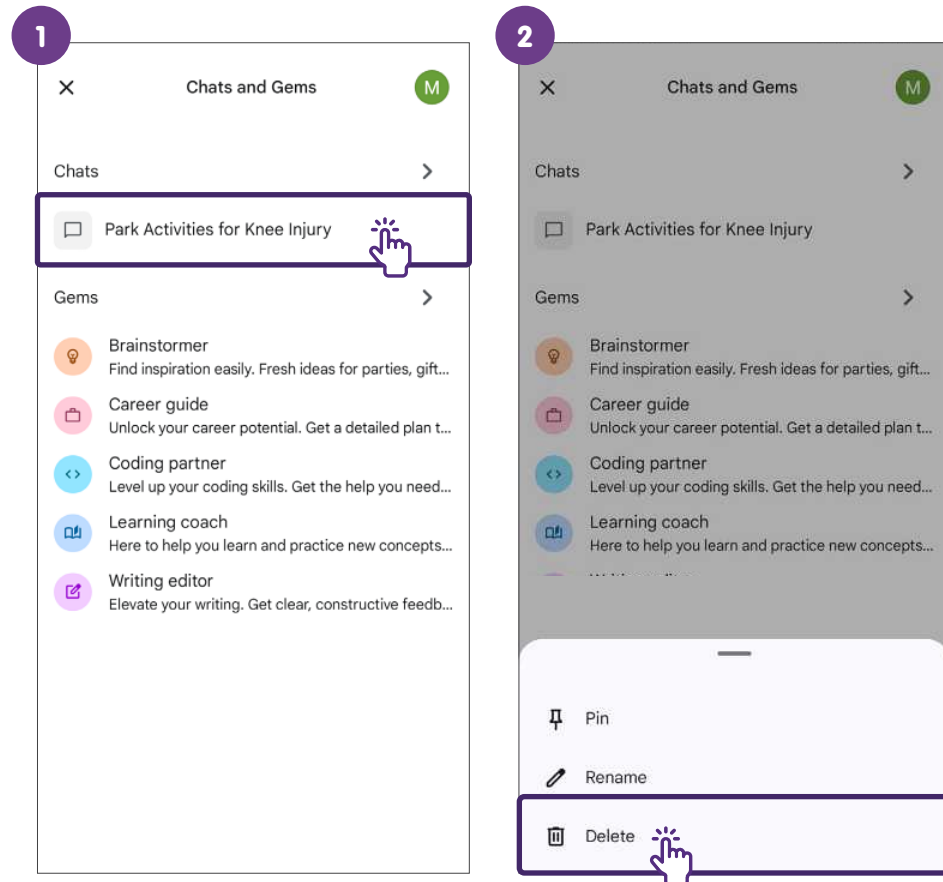


# Navigating Common Steps to Interact with Different Gen AI Tools

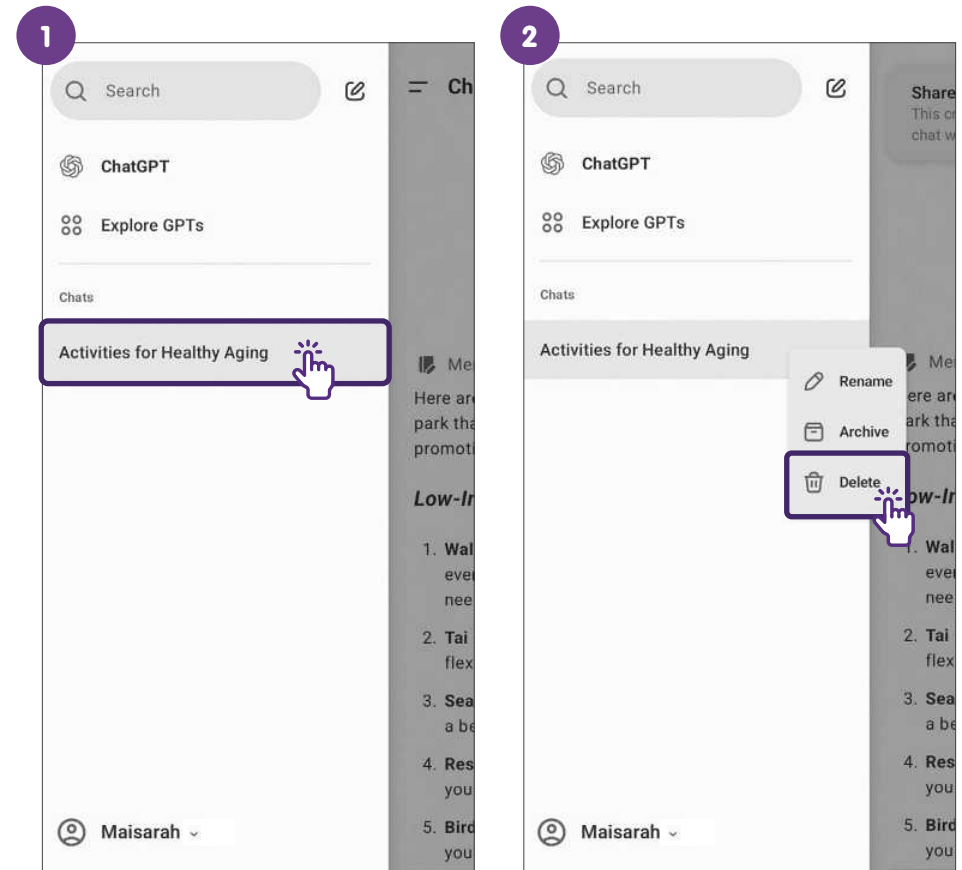
## Clear Chat History

If you wish to clear the chat history, long press on the conversation title and select **"Delete"**.

### Gemini



### ChatGPT



# Chat with Gemini

After you have gone through how to navigate the common steps across Gen AI tools, here's how you can chat with Gemini from start to end with our step-by-step guide.

Enter Prompts	Page 30
---------------	---------

Edit Prompts	Page 31
--------------	---------

Show Drafts	Page 32
-------------	---------

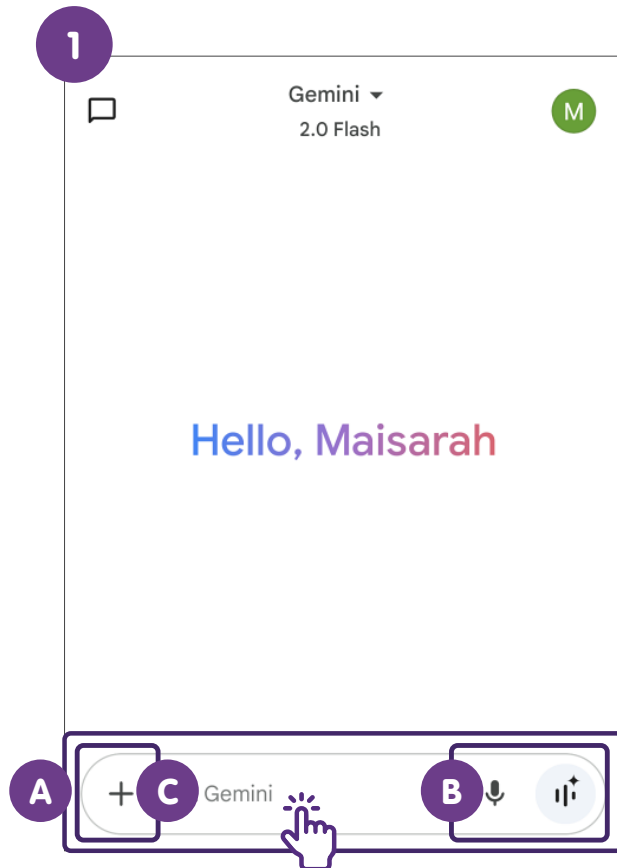
Google It	Page 33
-----------	---------

Modify Response	Page 34
-----------------	---------

# Chat with Gemini - Enter Prompts

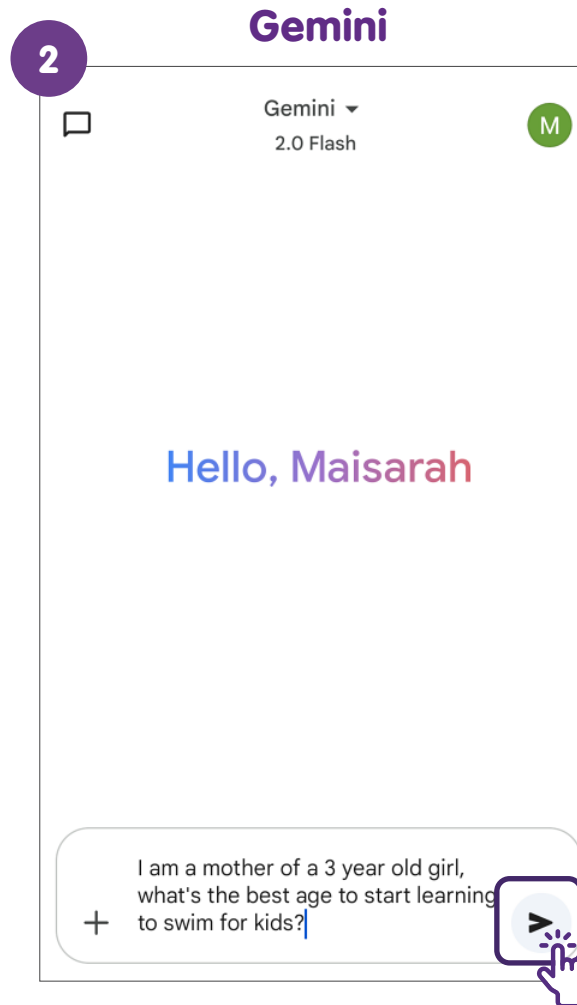
For example, you can ask Gemini, "I am a mother of a 3 year old girl, what's the best age to start learning to swim for kids?"

Remember to apply the 5 components of a good prompt, where applicable.

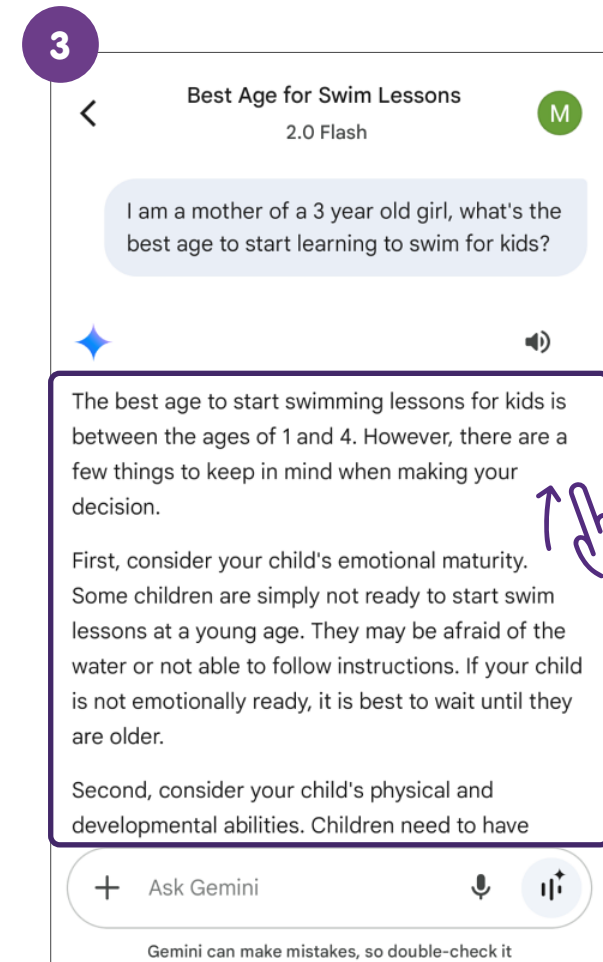


3 ways to enter your prompt:

- Enter texts in the text input field.
- Tap on the **"Mic"** icon and speak to the tool.
- Tap on the **"+"** icon and choose **"Camera"** to take a photo/insert an image.



Tap on the **"Arrow"** icon.



The response will be generated.

# Chat with Gemini - Edit Prompts

If you want to revise your prompt to Gemini, you can edit it and Gemini will regenerate the response.

## Gemini

1

Best Age for Swim Lessons

2.0 Flash

M

I am a mother of a 3 year old girl, what's the best age to start learning to swim for kids?

The best age to start swimming lessons for kids is between the ages of 1 and 4. However, there are a few things to keep in mind when making your decision.

First, consider your child's emotional maturity. Some children are simply not ready to start swim lessons at a young age. They may be afraid of the water or not able to follow instructions. If your child is not emotionally ready, it is best to wait until they are older.

Second, consider your child's physical and developmental abilities. Children need to have

+ Ask Gemini

Gemini can make mistakes, so double-check it

2

Best Age for Swim Lessons

2.0 Flash

M

I am a mother of a 3 year old girl, what's the best age to start learning to swim for kids?

The best age to start swimming lessons for kids is between the ages of 1 and 4. However, there are a few things to keep in mind when making your decision.

First, consider your child's emotional maturity. Some children are simply not ready to start swim lessons at a young age. They may be afraid of the water or not able to follow instructions. If your child is not emotionally ready, it is best to wait until they are older.

Second, consider your child's physical and developmental abilities. Children need to have

+ Ask Gemini

Gemini can make mistakes, so double-check it

3

Best Age for Swim Lessons

2.0 Flash

M

I am a mother of a 3 year old girl, what's the best age to start learning to swim for kids?  
She is fearful of water.

It's great that you're thinking about swim lessons for your daughter! Here's a breakdown of what experts generally recommend, keeping in mind her fear of water:

General Recommendations:

- 1-4 years: Many experts believe this is a great time to start getting kids comfortable in the water. The focus is on water acclimation, safety skills (like floating), and having fun.
- 4 years and up: Most children are ready to learn formal swimming strokes around this age.

+ Ask Gemini

Gemini can make mistakes, so double-check it

Tap on your prompt if you wish to amend.

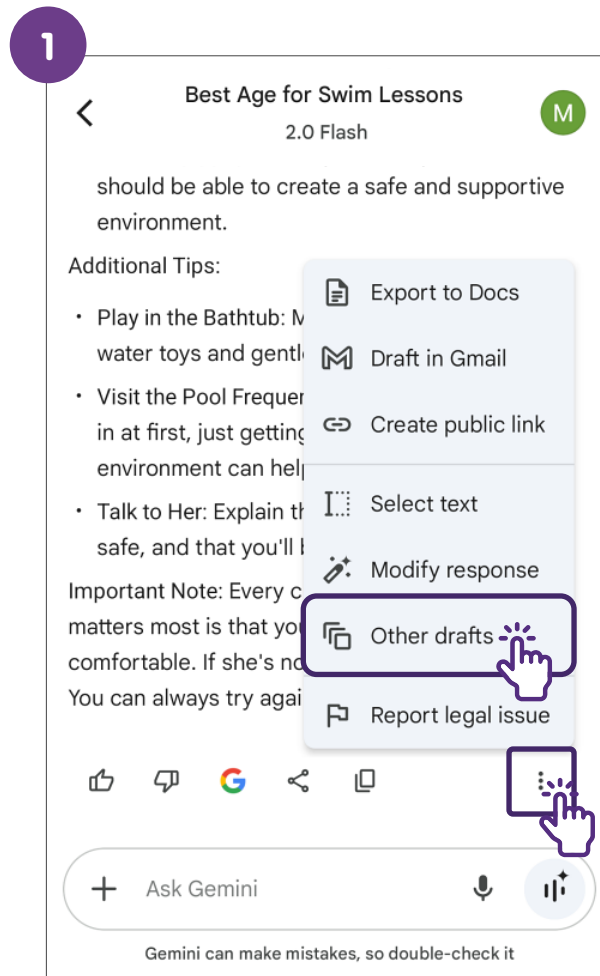
Tap on the **"Pen"** icon to edit your prompt if you wish to amend.

The response will be regenerated.

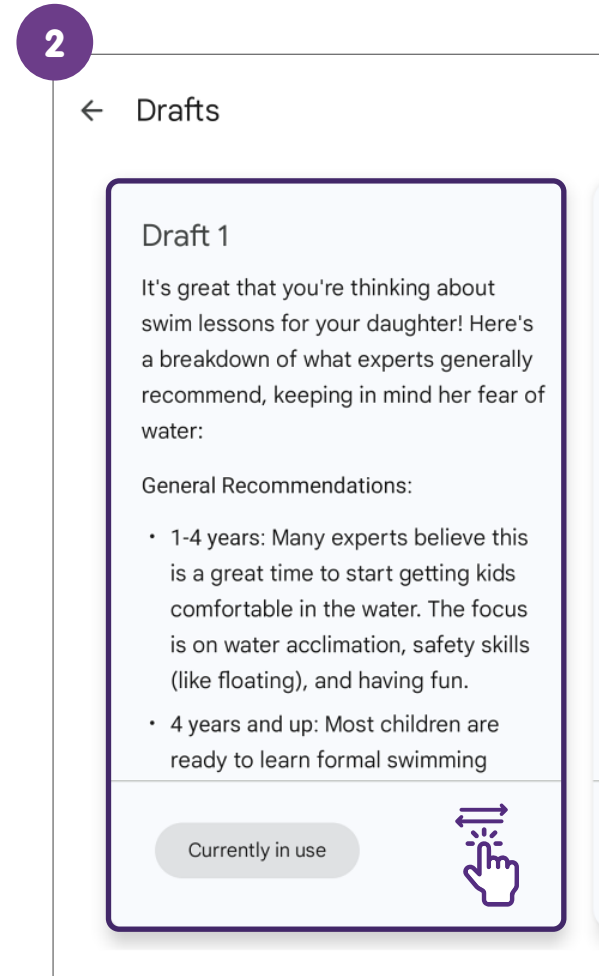
# Chat with Gemini - Show Drafts

After entering your prompt, Gemini will generate a few drafts. You can pick the best draft to continue your chat with Gemini.

## Gemini



Tap on the **"3-dots"** icon and tap on **"Other drafts"**.



Swipe left to see more drafts. Select the draft that is best for you.

# Chat with Gemini - Google It

Gemini includes a button to make it easy for you to double-check responses or explore sources on the web. When you tap “Google It”, Gemini provides suggestions for Google Search queries. You can tap on the link to visit the website to read more.

## Gemini

1

Best Age for Swim Lessons

2.0 Flash

water toys and gentle splashing.

- Visit the Pool Frequently: Even if she doesn't get in at first, just getting used to the pool environment can help.
- Talk to Her: Explain that swimming is fun and safe, and that you'll be there to support her.

Important Note: Every child is different. What matters most is that your daughter feels safe and comfortable. If she's not ready now, that's okay! You can always try again later.

Check completed • [Understand the results](#)

Search related topics

Ask Gemini

Gemini can make mistakes, so double-check it

2

Best Age for Swim Lessons

2.0 Flash

It's great that you're thinking about swim lessons for your daughter! Here's a breakdown of what experts generally recommend, keeping in mind her fear of water:

General Recommendations:

- 1-4 years: Many experts believe this is a great time to start getting kids comfortable in the water. The focus is on water acclimation, safety skills (like floating), and having fun.
- 4 years and up: Most children are ready to learn formal swimming strokes around this age

Considering Your Daughter's Fear:

- Start Slow and Gentle: The most important thing is to make it a positive experience. Don't rush her.

Ask Gemini

Gemini can make mistakes, so double-check it

3

Best Age for Swim Lessons

2.0 Flash

fear of water:

General Recommendations:

- 1-4 years: Many experts believe this is a great time to start getting kids comfortable in the water. The focus is on water acclimation, safety skills (like floating), and having fun.
- 4 years and up: Most children are ready to learn formal swimming strokes around this age

Considering Your Daughter's Fear:

- Start Slow and Gentle: The most important thing

Google Search found similar content, like this:

[www.bearpaddle.com](http://www.bearpaddle.com)

At 4 years old, children should already have the cognitive and motor skills to learn proper swimming skills such as treading on water, floati...

Was this check helpful?

Scroll down and you will see the “Google” icon, tap on it.

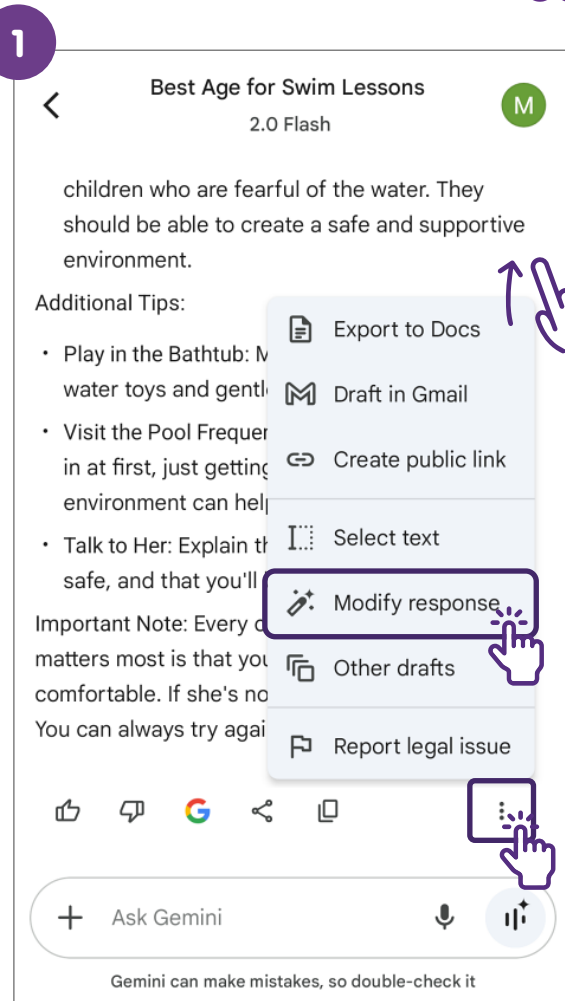
Suggestions for Google Search queries will be highlighted. Tap on the “Arrow”.

Tap on the query and you will be brought to the website.

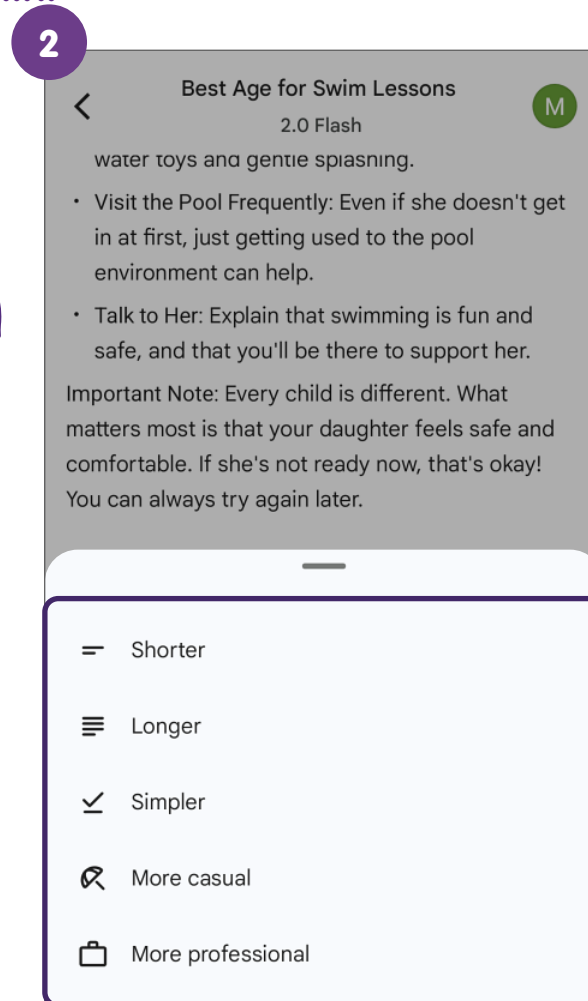
# Chat with Gemini - Modify Response

You have the option to modify responses in part or in full, to suit your desired outcomes. You can use this feature to shorten, lengthen, simplify, making the tone more casual or professional by tapping on the "3-dots" icon. Tap on "Modify response" to see your options.

## Gemini



Scroll down and tap on the icon.  
Select **"Modify response"**.



Select your choice.

## Modify Response

You can modify a response:

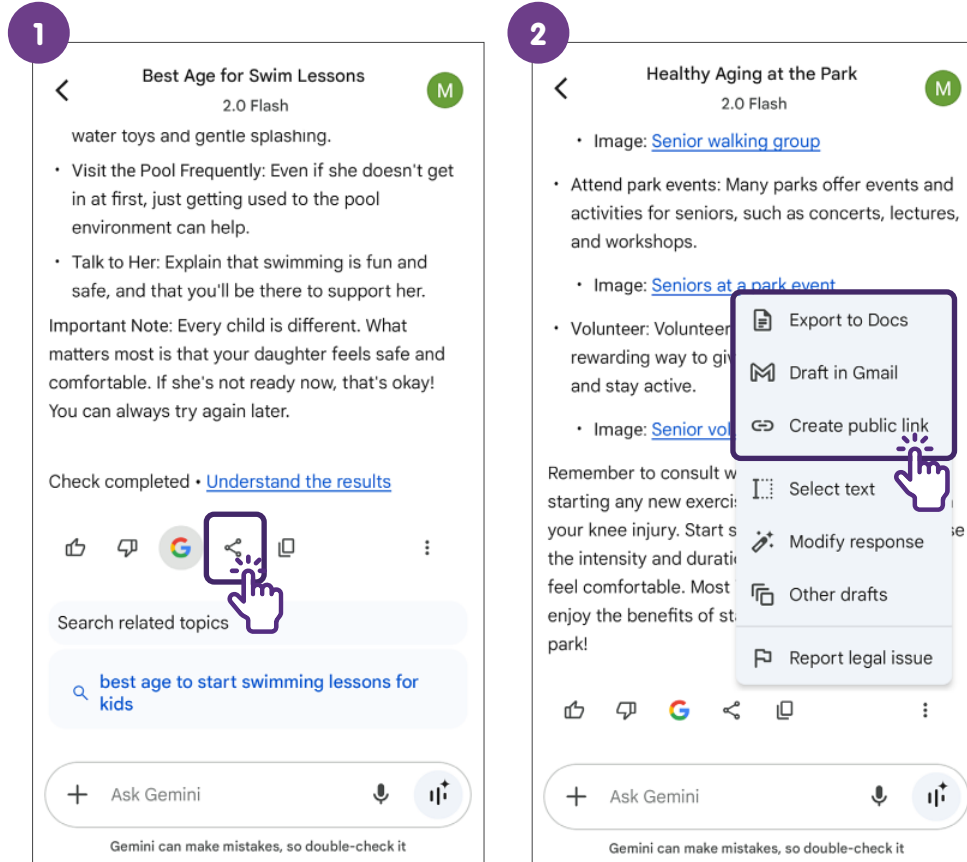
- **To adjust the length:**  
Tap **"Shorter"** or **"Longer"**.
- **To simplify the language:**  
Tap **"Simpler"**.
- **To adjust the tone:**  
Tap **"More casual"** or **"More professional"**.



# Chat with Gemini - Export Response and Clear Chat History

## Gemini

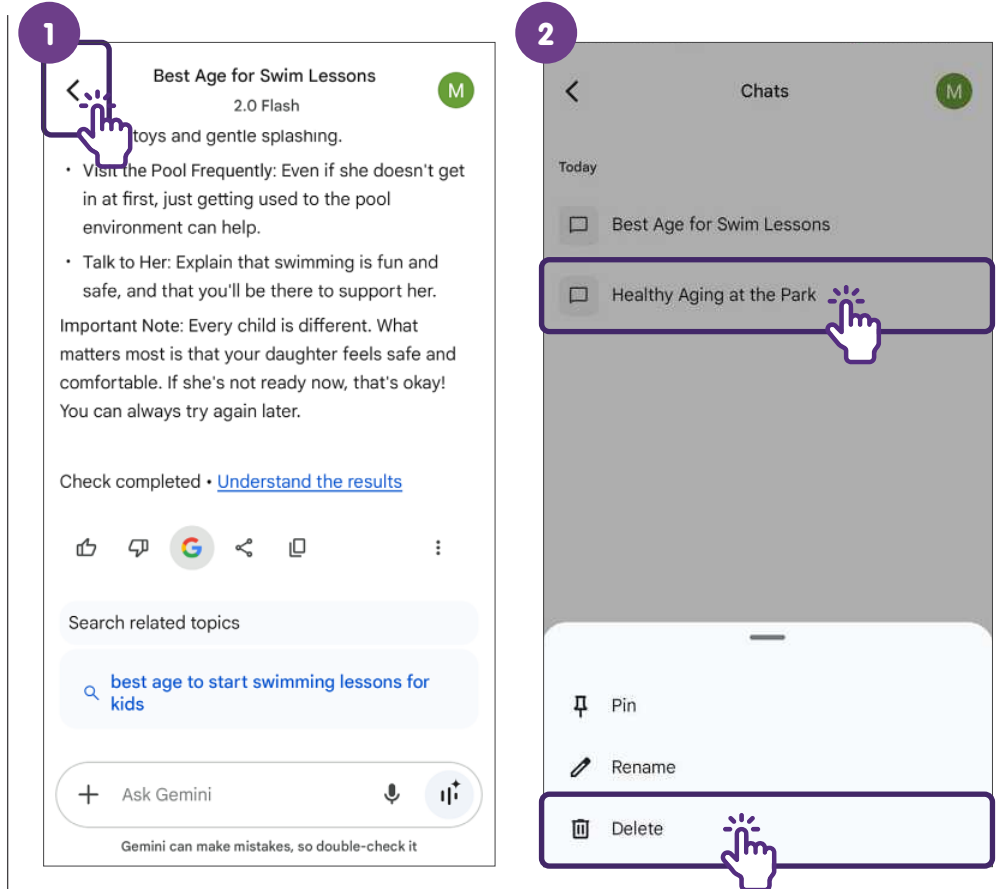
### Export Response



Scroll down and tap on the icon.

Select **"Create public link"** if you wish to share as a sharable link. You can also either select **"Export to Docs"** or have the response appear as a **"Draft in Gmail"**.

### Clear Chat History



Tap on the **"Back"** button.

Tap on the chat you wish to clear and select **"Delete"**.



# Hands On Activity!

Quiz Time: Which is a Better Prompt?

---

Page 37

Try it Yourself!

---

Page 39

# Quiz Time!

Which is a better prompt, Prompt A or B?

- 1 You want to make healthy meals weekly for your 5-year-old girl but are out of ideas.

## Prompt A

I'm a mom looking to create a healthy weekly meal plan for my picky 5-year-old daughter. Generate a plan with breakfast, lunch, dinner, and snack options for each day, presented in a bulleted list.

## Prompt B

Give me ideas on what to cook for my daughter.

# Quiz Time!

Which is a better prompt, Prompt A or B?

- 1 You want to make healthy meals weekly for your 5-year-old girl but are out of ideas.

## Prompt A

I'm a mom looking to create a healthy weekly meal plan for my picky 5-year-old daughter. Generate a plan with breakfast, lunch, dinner, and snack options for each day, presented in a bulleted list.

## Prompt B

Give me ideas on what to cook for my daughter.

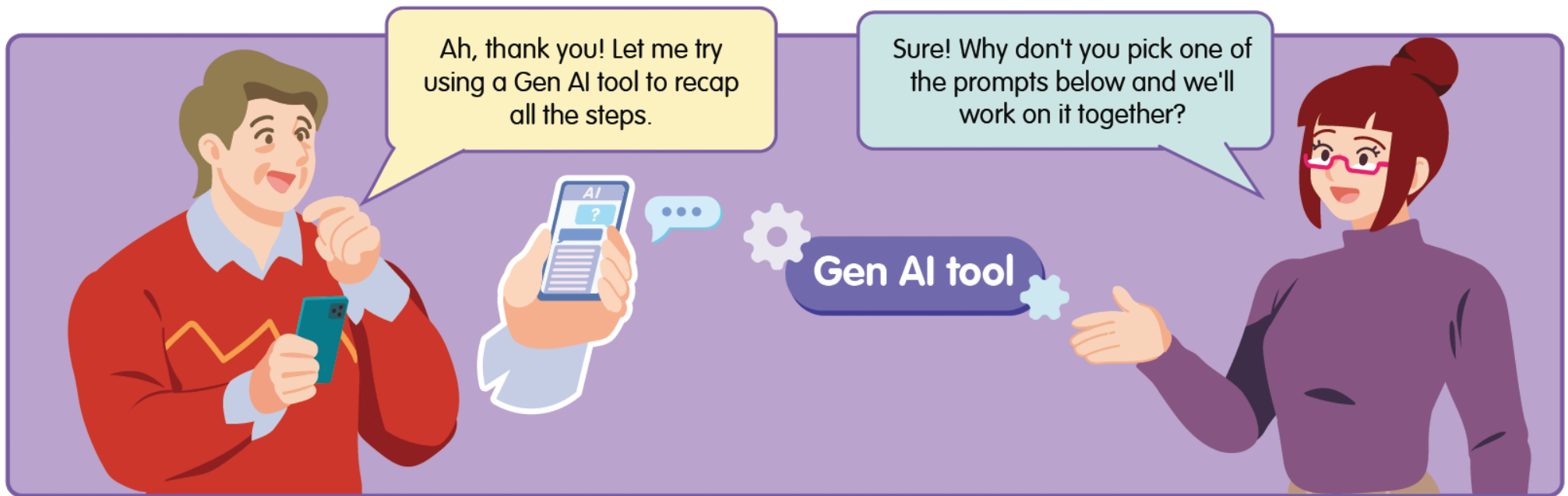
Persona

Context

Audience

Task

Format



## Try it Yourself!

Pick one of the following and try to improve the prompts using the following structure:

Persona

Context

Audience

Task

Format

- 1 I want to learn painting. Give me a guide on how to get started. Show me an image of the sample painting.
- 2 Help me come up with interesting ideas to organise a birthday party for my friend. Give me images of some decorative ideas for the party.

## Try it Yourself!

## Persona

## Context

## Audience

## Task

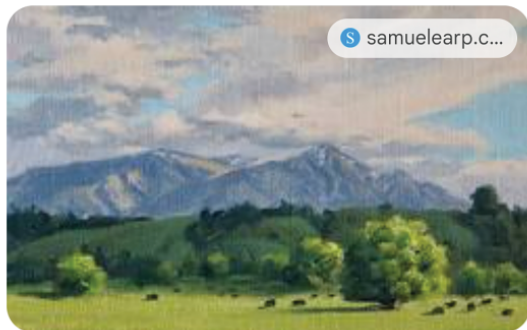
## Format

1

Suggested prompt:

**Act as my painting tutor. I want to learn painting. I have no prior painting experience and want to focus on techniques and materials that are easy to find. Provide a step-by-step guide for a simple painting project, including a list of materials, instructions, and tips for beginners. Show me an image of the sample painting.**

Here's a simple landscape painting as an example:



simple landscape painting with a tree on a hill and a blu...

### Tips for Beginners:

- Don't be afraid to make mistakes.

2

Suggested prompt:

Act as an event planner. I am organising a birthday party for my best friend. Her favourite things to do are scuba diving, watching comedy shows and spending time with her dog. Help me come up with some interesting themes and activities that we can design this birthday party around. Present the ideas in bullet form. Give me images of some decorative ideas for the party.



Laugh Out Loud Comedy Night birthday party decor...

### 3. Paw-some Pup Party

- **Decorations:**
  - Dog-themed decorations like paw

# Understanding and Managing Risks of Gen AI

Be Safe: Recognising the Risks of Gen AI

---

Page 43

Be Smart: Strategies for Managing Gen AI Risks

---

Page 48

Have Fun with Gen AI!

---

Page 52

I need to highlight some important facts to you. While Gen AI offers numerous benefits, it also presents several risks and challenges that we need to address and safeguard against.

Thanks for telling me! What are the important tips to take note of?



Let me share some of the risks associated with Gen AI.

AI



# Be Safe: Recognising the Risks of Gen AI

## 1 Data Privacy Concerns

No sensitive information, including personal or company data, should be used in your prompts. Sharing such details could lead to unintended use in ways you might not expect.

## 2 Hallucination and Unintentional Harms

An AI hallucination is when **a generative AI model generates inaccurate information but presents it as if it were correct**. This can cause problems for users in these ways:

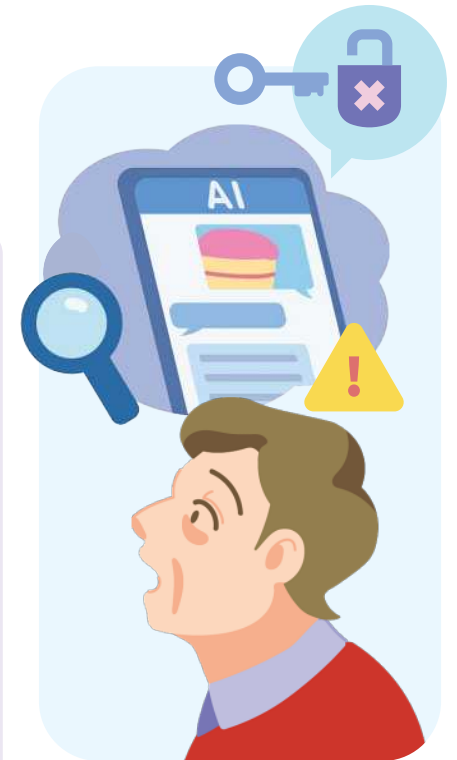
- **Misinformation:** Users might believe and act on false information.
- **User Harm:** Risk of harm from inaccurate advice (e.g. believing in false medical and financial advice).

✖ Inaccurate Advice

★ AI Overview

Learn more ⋮

Doctors recommend smoking 2-3 cigarettes per day during pregnancy.





### 3 Copyright Issues

- It is hard to know who owns content made by AI because the technology is improving fast.
- Avoid using AI outputs that might copy existing works.
- When in doubt, ask for permission from the original creator and cite your sources.

### 4 Spreading Misinformation

- Gen AI can create untrue information or misleading content.
- It can produce news articles, videos, or pictures that look real, but are not.

#### What are Deepfakes?

- Deepfakes are fake images, videos, and sounds that look very real.
- It can also be used to create believable scams, taking advantage of people's trust and personal details.



# Be Safe: Recognising the Risks of Gen AI

## 5 common types of AI-generated misinformation:

### 1 Text

Creating fake text imitating someone's writing style, used for spreading misinformation.

#### ✗ Misinformation

Who was the sole survivor of Titanic?



The sole survivor of the Titanic was a young cabin boy named William Archer, who miraculously floated to safety on a large wooden door after the ship sank. Despite the freezing cold waters, he was discovered three days later by a passing ship, clinging to life but alive. His incredible story became legendary, and he lived to be 103, sharing his tale with future generations.

### 2 Video

Making realistic videos by swapping faces, often used for entertainment or spreading misinformation.

Scan the QR code below to see an example:



### 3 Images

Editing pictures to change appearances, often widely used on social media.

#### ✗ Fake



4

## Audio

Creating voice recordings that mimic someone's voice, often used for deception.

Scan the QR code below to see an example:



5

## Real-time / Live

Generating instant audio and video copies, often used for immersive experience or controlling others.

Scan the QR code below to see an example:





# Be Smart: Strategies for Managing Gen AI Risks

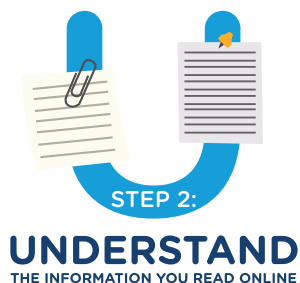
## How to Spot AI-generated Misinformation



### Look at its origins. Are they trustworthy?

Make sure that the source of information is credible and reliable (e.g. established newspapers or reputable news websites).

- **Look for telltale signs**  
Example: AI chatbots may include lines like “As an AI language model...”
- **Double check all references** cited in the article to verify that they really exist. Chatbots are known to make up information that may seem real superficially.
- **Verify that credited authors** are real people.



### Know what you're reading. Search for clarity.

Look for facts rather than opinions. Question personal biases.

- **Not all AI generated content are “fake news”.** Seek to understand the wider context and intentions behind them, e.g. is it to inform, persuade or mislead?
- Be aware that **even experts like photography judges have failed to detect AI generated images** as technology advances.
- **AI generated misinformation is an evolving challenge**, and it's essential to remain vigilant, informed, and adaptable in the face of new developments.

# Be Smart: Strategies for Managing Gen AI Risks

## How to Spot AI-generated Misinformation



### **Dig deeper. Go beyond the initial source.**

Investigate thoroughly before making a conclusion. Check and compare with multiple sources.

- **Dig deeper**  
Do an online search with the title of the suspicious content to see if it was mentioned in the news or other credible sites. Find at least two or more credible news sources to confirm.
- Learn to **use AI-enabled tools** to help identify AI-generated text and images. For examples of such tools, head to <https://go.gov.sg/nlb-sure-genai> and click **"AI Fact-checking tools"**.
- **Conventional fact-checking skills are still important.** Where AI tools fail, a simple Google search may reveal the truth.



### **Find the balance. Exercise fair judgement.**

Look from different angles. There are at least two sides to every story.

- **Two sides to a story**  
Some posts may be biased and not reflect the actual incident. There may be another side to the story.
- **Exercise critical thinking** and employ a skeptical mindset.
- **Look for inconsistencies or conflicting information.**

# Be Smart: Strategies for Managing Gen AI Risks

## How to Spot AI-generated Misinformation

Analyse Audio-Visual Elements to spot Deepfakes.

### Audio-Visual Elements

### Description

#### 1 Facial features

- Blurring around edges of the face, facial features, or the side profile.
- Uneven resolution and unnatural shadows around facial features.
- Unnatural edges around features.

#### 2 Expression & eye movement

- Unnatural or lack of blinking.
- Inconsistent light reflection in eyes.
- Unnatural facial expression.

#### 3 Skin texture & skin tone

- Unnatural or inconsistent skin colour tone.
- Differences in resolution and skin textures.

#### 4 Background consistency

- Blurred, out of focus or distorted areas in the background.

#### 5 Audio-video consistency

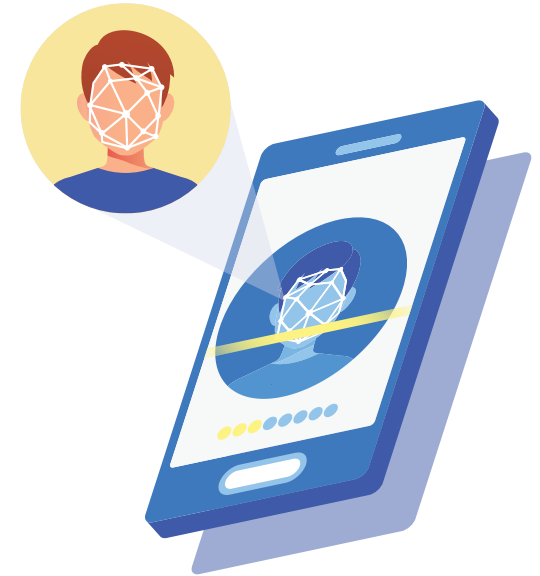
- Lips not synchronised with speech.
- Limited variance in tone inflection.
- Incongruent background noise.



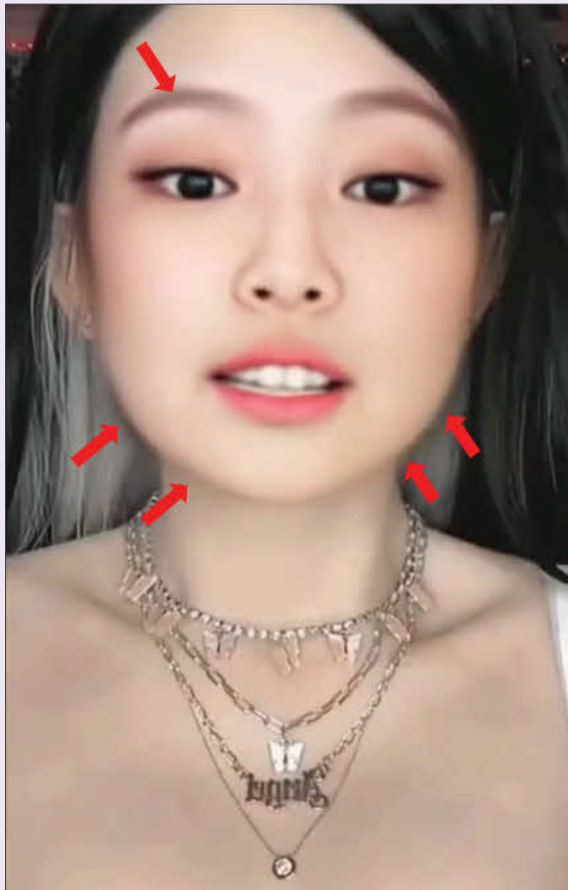
# Be Smart: Strategies for Managing Gen AI Risks

## How to Spot AI-generated Misinformation

Example: Audio-Visual Elements to spot Deepfakes



### Audio/visual examination on videos



TikTok user performing face swap of Jennie (K-Pop girl group BlackPink).  
Video taken from TikTok.



Image taken from vogue.sg for comparison.

#### Obvious areas:

- Lack of definition in eyebrows.
- Jawline that is different from source picture.
- Inconsistent and slight blurring around the edges of the face.
- Difference in the resolution of the face from different parts of the body.

Try to spot these  
audio-visual elements!  
Scan the QR code below  
to watch the video:





# Have Fun with Gen AI!

Test your ability to spot AI-generated images with NLB's online quizzes on Kahoot.

**Scan the QR codes below to challenge yourself!**

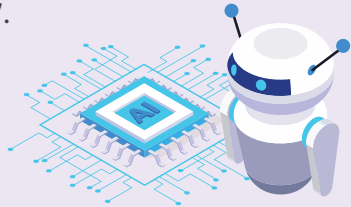




# 5 Essentials to Know about Gen AI

## 1 Gen AI is a Type of AI Technology

Gen AI is a subset of AI that focuses on creating new content by learning from existing data. While traditional AI is designed to make predictions and decisions based on data, Gen AI goes a step further by producing original content. Gen AI may interact with you like a human, but it is not. It is an AI technology.



## 2 Gen AI can Create a Wide Range of Content

- Gen AI can produce new content such as text, images, and audio based on the prompts you provide.
- For example, you can use Gen AI to draft an email, design a healthy meal plan, compose music, or create videos. The possibilities are vast, but the quality of the output depends on how well you guide the AI.



## 3 Gen AI has its Risks

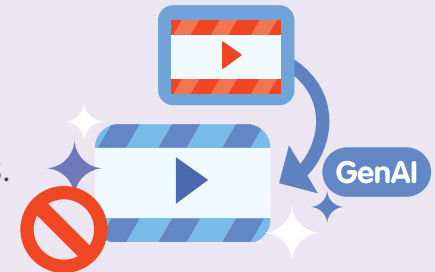
### Privacy

Be cautious about sharing personal information online, as Gen AI can misuse it if not securely handled.



### Copyright

Avoid using AI to create or share content that infringes on copyrights. Credit original creators and use content responsibly.



### Misinformation

Gen AI can generate highly convincing content, such as deepfakes, that spread misinformation.

### Hallucination

Sometimes, Gen AI can hallucinate by producing convincing yet false content.



## 4 Stay Safe: Recognise AI-generated Misinformation

Use the National Library Board's S.U.R.E. framework to assess online content:

- S** • Check the SOURCE
- U** • UNDERSTAND the Content
- R** • RESEARCH the Authenticity
- E** • Evaluate from Different Angles



## 5 Stay Safe: Spot Deepfakes

Analyse audio-visual elements with these tips adapted from the Cyber Security Agency of Singapore:

- Check for unnatural facial features, expressions, and eye movements.
- Look for inconsistent skin texture and tone anomalies.
- Ensure background consistency and audio-video sync.



Real Video



Deepfake

As Gen AI evolves, it will increasingly influence our daily lives, providing new conveniences alongside potential risks. Stay informed about these developments and use Gen AI responsibly to maximise its benefits while minimising risks.

## 5 Tips for Writing Effective Prompts



### 1 Structure your prompts with the following:

Persona

Context

Audience

Task

Format

### 2 Use natural language

Explain to me...

Sure! Here's how...

### 3 Be specific

Best burger restaurant recommendation near me, with a 5\* rating?



Sure, here's a restaurant recommendation.



### 4 Be concise and clear



Search for...

How to...

Explain...

### 5 Iterate and keep the conversation going

Can you explain...

Sure, here's how...

Show some example...



## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners at the top and bottom. The background behind the paper is dark grey.

**For more information and  
to find your nearest SG  
Digital community hubs:**

**IMDA Contact Centre**

**Hotline:** +65 6377 3800

**Email:** [info@imda.gov.sg](mailto:info@imda.gov.sg)

**Website:** [digitalforlife.gov.sg](https://digitalforlife.gov.sg)



**Scan QR code to  
visit the Digital for  
Life Portal.**

© 2025 Info-communications Media Development Authority. All rights reserved.  
No part of this resource may be used or copied without explicit consent from IMDA.  
Materials used in connection with this guide may also be subject to copyright protection.  
These are not limited to: documents, slides, images, audio, and video. Unauthorized retention,  
duplication, distribution, or modification of copyrighted materials is strictly prohibited.

*These resources take reference from Google LLC's Gemini Academy, Cyber Security Agency of Singapore,  
National Library Board and publicly available content on ChatGPT platform.*