

Key Considerations in Using GenAI for Text Summarisation¹⁻⁴

Efficiency

- **Time-Saving:** Quickly extract key information from lengthy documents.
- **Improved Productivity:** Focus on essential details and enhance efficiency.
- **Enhanced Comprehension:** Grasp complex topics more easily.

Critical Considerations in Outputs/Responses

- **Loss of Context:** Summaries may omit nuanced details, potentially leading to a loss of context.
- **Biased Summaries:** AI may inadvertently introduce bias based on its training data.
- **Inaccuracy:** Summaries may not always be completely accurate or comprehensive.

Optimizing Usage

- **Verify Information:** Always verify critical information from the original document.
- **Contextual Understanding:** Ensure summaries capture the essence of the original document.
- **Output Quality:** Assess the quality of summaries to ensure they meet your needs.

Advanced Features

- **Multilingual Support:** Check if the program supports summarization in multiple languages.
- **URL Support:** Determine if the tool can identify and access weblinks within the document.
- **Customization Options:** Evaluate if the tool allows for customization of summaries.

Data Interpretation

- **Trainability:** Consider the ability to train the AI to improve summarization accuracy over time.
- **Volume & Discernability:** Ensure the tool can handle large volumes of data and discern key info.
- **Data Format Options:** Verify that the tool supports various data formats to accommodate different types of documents.

Practical Considerations

- **Co-integration:** Determine if the tool integrates with other platforms for seamless workflow.
- **Licensing:** Consider the licensing model of the tool, including restrictions on usage & distribution.
- **Customer Support:** Assess the availability and quality of customer support provided by the tool.

Legal

- **Privacy & Security:** Ensure the tool protects sensitive info & complies with privacy regulations.
- **Copyright:** Be aware of any legal implications with copyright infringement.
- **Attribution:** Cite & reference the AI tool when used & where necessary.