

THE WHOLE BOOK - A TO Z

The AI Vocabulary Guide

Twenty terms from the book, in plain language, so jargon never gets between you and the idea.

Agentic AI (AI Agent)

AI that connects to real business systems to perform approved tasks. A colleague who can act, not just advise. (Ch. 8)

API Key

A credential that lets one piece of software connect to another. Treat it like a password. (Ch. 12)

Automation Bias

The quiet tendency to accept an AI answer simply because it sounds confident and smooth. (Ch. 6)

Closed Book / Open Book

Two of the three ways AI can know things: from training alone, or from retrieved documents. (Ch. 8)

Cognitive Fitness

The ongoing state of your own thinking ability, maintained through regular use. (Ch. 11)

Cognitive Offloading

Using a tool to reduce mental effort. What matters is what you offload. (Ch. 11)

Context Engineering

Giving AI the right background and constraints before asking. The successor to Prompt Engineering. (Ch. 4)

Context Pack

A short, reusable brief written once for a task you do often. (Ch. 5)

Context Window

The limited space AI has to hold the current conversation in view. (Ch. 2)

Custom Instructions

A standing note so you don't have to reintroduce yourself in every new conversation. (Ch. 5)

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FOBO

Fear of Becoming Obsolete. A term for the quiet anxiety many professionals feel about AI. (Ch. 3)

Hallucination

An AI-generated response that sounds confident but is false or invented. (Ch. 2)

LLM (Large Language Model)

A general-purpose AI model trained on a wide range of information. (Ch. 8)

MCP (Model Context Protocol)

A standardized way for AI to connect safely to approved external tools. (Ch. 8)

Non-Deterministic

Asking the same question twice can produce differently worded answers. Not a fault. (Ch. 2)

Prompt Engineering

The older idea that clever wording was the secret to good AI results. (Ch. 4)

RAG (Retrieval-Augmented Generation)

Lets AI look up trusted documents before answering. An open-book exam. (Ch. 8)

SLM (Small Language Model)

A smaller, specialized AI model, often faster for a narrow task. (Ch. 8)

Token

The small piece of language AI builds its answers from, one at a time. (Ch. 2)

Workslop

AI-generated work that looks finished but falls apart once someone checks it. (Ch. 6)

Using this guide

Keep this open the first few times you read an AI vendor's marketing material. Most workplace AI jargon reduces to one of these twenty ideas.