

Which AI to Use Depending on the Need

Text

Now that we understand there are different categories of artificial intelligence, a practical and concrete question naturally arises: among all the available solutions, which one should we choose? This question is legitimate, because the market is full of tools with different names, sometimes similar features, and promises that can appear comparable. However, not all tools perform equally well in every situation, and choosing the right one can make a real difference in terms of efficiency and quality of results.

The fundamental rule is simple: the choice of an AI tool should always start with the need, not with the popularity of the tool. Just because a tool is widely known or frequently mentioned in the media does not necessarily mean it will be the most suitable for a given situation. On the other hand, a less well-known tool may sometimes deliver far better results in a specific context. The goal of this theme is therefore not to identify a single perfect and universal tool, but rather to develop a clear way of thinking that helps users make informed choices.

For Writing, Summarizing, and General Assistance

When the primary need involves writing texts, summarizing information, explaining concepts, or assisting with reflection and problem-solving, large conversational AI systems are generally the most effective. Tools such as ChatGPT developed by OpenAI, Claude from Anthropic, or Gemini from Google perform particularly well in these areas.

These systems can produce clear, well-structured text, adapt their style according to instructions, and engage in an interactive dialogue to gradually refine results. They are particularly useful for writing emails, preparing speeches, summarizing articles, explaining complex ideas in accessible terms, or generating ideas during creative thinking sessions.

Their versatility makes them an ideal starting point for most users, whether beginners or experienced professionals.

However, it is important to note that these AI systems are not identical. Some stand out for their ability to handle very long texts, others for their accuracy on technical topics, and others for their ability to produce highly natural and engaging language. Testing several tools can therefore help users identify which one best fits their working style and specific needs.

For Analyzing Long Documents and Large Volumes of Text

When working with particularly long documents - such as corporate reports, legal contracts, academic theses, or market studies - certain AI systems offer greater processing capacity.

A key concept here is the “context window,” which refers to the amount of text an AI system can analyze at once. This capacity varies significantly between models. Some models, such as Claude, are widely recognized for their ability to process very large documents while maintaining coherence and accuracy. This capability is particularly valuable for professionals who regularly need to analyze or summarize large quantities of information within tight deadlines. For Coding and Technical Tasks

Developers and professionals working on technical projects often benefit from tools specifically designed for programming assistance.

One widely used example is GitHub Copilot, developed by GitHub in collaboration with Microsoft. It integrates directly into common development environments and suggests code in real time, identifies potential errors, and proposes corrections adapted to the project context.

Conversational AI tools such as ChatGPT or Claude can also be extremely useful for explaining programming concepts, debugging scripts, or generating code based on natural language descriptions.

These tools are increasingly appreciated not only by professional developers but also by users without a technical background who want to automate certain tasks or build simple scripts without mastering programming languages.

For Users of Microsoft 365 or Google Workspace

For companies and professionals who already work daily with office productivity suites such as Microsoft 365 or Google Workspace, it is often more logical and efficient to use the AI tools integrated directly into these environments.

Microsoft Copilot is integrated into applications such as Word, Excel, PowerPoint, Outlook, and Teams within the Microsoft ecosystem. It allows users to draft documents, analyze spreadsheet data, prepare presentations, and summarize conversations without leaving their usual interface.

Similarly, Google offers AI capabilities integrated into its Workspace applications, including Docs, Sheets, Gmail, and Meet. These assistants can suggest email replies, help structure documents, or analyze data within spreadsheets.

The advantage of these integrated solutions is twofold. First, they fit directly into existing workflows, making adoption easier. Second, they have access to the user’s files and data within the environment, allowing them to provide more contextual and personalized assistance.

Developing a Selection Mindset

Beyond the specific examples mentioned above, the key objective of this theme is to encourage users to develop a methodical approach when selecting AI tools.

Before choosing a tool, it is useful to ask three essential questions:

- What type of task needs to be accomplished?
- What work environment is already in place?
- What level of precision or specialization is required?

By answering these questions, users can make more rational and effective decisions. This approach helps avoid wasted time caused by using an unsuitable tool and increases the chances of obtaining higher-quality results.

Ultimately, knowing how to choose the right AI for the right context is a skill in itself. Like any skill, it develops through practice, observation, and continuous curiosity about the rapid evolution of the artificial intelligence landscape.



Vocabulary (60 Words)

Artificial intelligence → Intelligence artificielle

AI tool → Outil d'IA

Available solution → Solution disponible

Feature → Fonctionnalité

Efficiency → Efficacité

Quality of results → Qualité des résultats

Fundamental rule → Règle fondamentale

Popularity → Popularité

Suitable → Adapté

Specific context → Contexte spécifique

Universal tool → Outil universel

Informed choice → Choix éclairé

Writing → Rédaction

Summarizing → Résumé / synthèse

General assistance → Assistance générale

Conversational AI → IA conversationnelle

ChatGPT → ChatGPT Claude →

Claude

Gemini → Gemini

Well-structured text → Texte bien structuré

Instruction → Consigne

Interactive dialogue → Dialogue interactif

To refine results → Affiner les résultats

Speech → Discours

Article → Article

Complex idea → Idée complexe

Creative thinking → Pensée créative

Versatility → Polyvalence
Beginner → Débutant
Professional → Professionnel
Working style → Style de travail
Specific need → Besoin spécifique
Long document → Document long
Corporate report → Rapport d'entreprise
Legal contract → Contrat juridique
Academic thesis → Thèse universitaire
Market study → Étude de marché
Processing capacity → Capacité de traitement
Context window → Fenêtre de contexte
Model → Modèle
Coherence → Cohérence
Accuracy → Précision
Deadline → Échéance
Coding → Codage
Technical task → Tâche technique
Developer → Développeur
Programming assistance → Assistance à la programmation
GitHub Copilot → GitHub Copilot
Development environment → Environnement de développement
Code → Code
Real time → Temps réel
Potential error → Erreur potentielle
Correction → Correction
Debugging → Débogage
Script → Script
Natural language → Langage naturel
Technical background → Formation technique
Microsoft 365 → Microsoft 365
Google Workspace → Google Workspace
Office productivity suite → Suite bureautique
Integrated solution → Solution intégrée

Questionnaire (8 Questions)

1. What should the choice of an AI tool start with?
 - a) The popularity of the tool
 - b) The user's real need
 - c) The logo of the company
2. Why is there no single perfect AI tool?
 - a) Because needs and contexts vary
 - b) Because all tools are identical

- c) Because AI cannot be used at work
3. Which tools are mentioned for writing and general assistance?
- a) ChatGPT, Claude and Gemini
 - b) Only GitHub Copilot
 - c) Only spreadsheet software
4. What can conversational AI systems help users do?
- a) Write emails, prepare speeches and summarize articles
 - b) Repair computers physically
 - c) Replace every manager
5. What is a context window?
- a) The amount of text an AI system can analyze at once
 - b) A physical window in an office
 - c) A type of keyboard
6. Which tool is mentioned for programming assistance?
- a) Google Meet
 - b) GitHub Copilot
 - c) Microsoft Word only
7. Why are Microsoft Copilot and Google Workspace AI useful for many professionals?
- a) They are integrated into existing work environments
 - b) They only work offline
 - c) They cannot access documents
8. What three questions should users ask before choosing an AI tool?
- a) Task, work environment, and required precision
 - b) Price, colour, and brand logo
 - c) Age, location, and weather

Answers

Question 1: b

Question 2: a

Question 3: a

Question 4: a

Question 5: a

Question 6: b

Question 7: a

Question 8: a