

## Grammarly

### A writing tool

Grammarly is a writing tool which helps users to detect grammatical errors.

Copy and paste a piece of writing onto Grammarly to view a performance report on spelling, punctuation and grammar errors.

Select the underlined words to view Grammarly's suggestions on how to improve the writing.

## Step 1 - Create an account

Access Grammarly at <https://www.grammarly.com/>

Select the free option

Create your account by entering your email, a password and your name

The free version will check grammar, punctuation and spelling but you can upgrade to the Premium version at a cost. The Premium version will also detect clarity, engagement, delivery and plagiarism.

## Step 2 - Getting started

### Setting the language preferences

In the top left corner click the G symbol



Scroll down to 'Language preference' and click to select the preferred choice



Upgrade to premium



Language preference

Subscription

Log out



American English



British English



Canadian English



Australian English

## Step 3 - Using Grammarly

The screenshot shows the Grammarly interface. On the left, a 'Demo document' contains the text: 'Grammarly is a tool which helps users to detect grammatical errors. Copy and past a piece of writing onto Grammarly to view a in performance report in relation to spelling, punctuation and grammar errors.' The words 'past', 'a in', and 'in relation to' are underlined. A blue arrow points from the underlined words to a callout box. The callout box shows a list of alerts: 'past · Correct your spelling', 'a in · Change the article', and 'CLARITY: CONCISENESS'. The 'CLARITY: CONCISENESS' alert is expanded to show the phrase 'in relation to' with suggestions: 'about', 'to', 'with', and 'concerning'. A blue arrow points from this callout to a third callout box. On the right side of the interface, there is a sidebar with 'All alerts' and 'Overall score 85'. A blue arrow points from the 'Overall score' to a final callout box.

**Demo document**

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**Select the underlined words to view Grammarly's suggestions on how to improve the writing.**

**All alerts**

- past · Correct your spelling
- a in · Change the article
- CLARITY: CONCISENESS
  - in relation to → about to with concerning
  - The phrase *in relation to* may be wordy. Consider changing the wording.

**Overall score 85**  
See performance

Goals  
5 of 5 set

All alerts

Correctness  
2 alerts

Clarity  
A bit unclear

Engagement  
Very engaging

Delivery  
Just right

Premium  
Advanced alerts

Click on the underlined words to view the mistake.

Grammarly explains the reason for the mistake and provides suggestions on how to improve

Select 'Overall score' for feedback on word count, readability and vocabulary use

A word of caution. Just like any writing checker, Grammarly can make mistakes, so consider the highlighted suggestions carefully before accepting the changes.