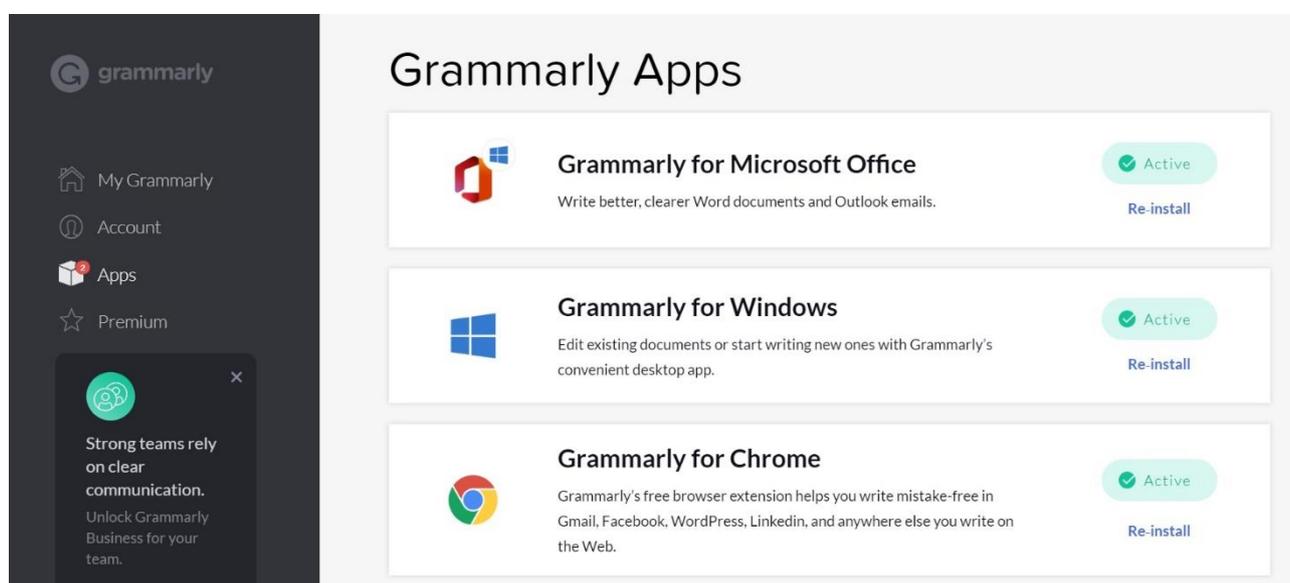


“What is Grammarly and how do I use it?”

Grammarly is a spelling and grammar checker, which enables you to proofread your work quickly and easily. It corrects full sentences in a single click, including grammar mistakes, spelling mistakes, misused words, and punctuation. Grammarly can be used with Windows and Mac operating systems, Microsoft Word and Outlook email, Google Docs and as a browser extension for Chrome, Edge, Firefox and Safari.

Access Grammarly

When you sign up for a free Grammarly account you can select where you want to use it. Go to [Grammarly.com](https://www.grammarly.com) to sign up.



Grammarly Online

After you have created an account, you can use it straight away in your account environment online by uploading a document. The online desktop will display your errors as alerts, highlight each word/s for the assistant to make suggestions.

Demo document

The basics

Mispellings and grammatical errors can effect your credibility. The same goes for misused commas, and other types of punctuation . Not only will Grammarly underline these issues in red, it will also showed you how to correctly write the sentence.

But wait...there's more?

Blue underlines mean a clarity issue has been spotted by Grammarly. You'll find suggestions that can possibly help you revise a wordy sentence in an effortless manner.

16 All alerts

- CORRECTNESS: SPELLING
- Mispellings → Misspellings
- The word **Mispellings** is not in our dictionary. If you're sure this spelling is correct, you can add it to your personal dictionary to prevent future alerts.
- effect · Correct your spelling
- commas, · Remove the comma

Hide Assistant

Overall score 61
See performance

Goals
3 of 5 set

All alerts

Correctness
6 alerts

Clarity
A bit unclear

Engagement
A bit bland

Delivery
Serious issues

Each word/s are underlined with a colour code that corresponds to the colour key in the assistant toolbar to the right. Select the coloured box in the suggestion to use the correction, it will then disappear from the alert list.

Demo document

coffee on weekends. I loved this style of traveling because it lets you really appreciate what you are seeing around you. You can stop anywhere you want and yet you can cover alot of distance. That daily distance I rode to work was no longer enough for me. I started riding to the nearest decent mountain bike trails so I could spent the day going up and down hills. I did it because it was fun. Because I enjoyed it.

"I wish I could bike all the way round the world" I said to myself one day. And than I thought, "Why not?"

OK, I knew I couldn't ride across the oceans. I came up with the idea to ride across each of the continents, from coast to coast. The more I thought about it, the more excited I became about my future plans. If I will do this, I will have to thoroughly prepare, I thought. I was also very scared. Would I be able to make it over towering mountains and across burning deserts? What if I got lost somewhere and didn't know the language?

After a few months of training, I set off. This was hard at first, but soon I realized that everywhere I went people cheered me on when they heard about my journey. The newspaper back home reported on my progress.

31 All alerts

- alot · Correct your spelling
- spent · Change the verb form
- CONCISENESS
- all-the-way
- It appears that **all the way** may be unnecessary in this sentence. Consider removing it.
- Learn more
- Don't want Grammarly to check quotes?
Change this in [Editor settings](#).
- round · Correct your spelling
- world · Add the punctuation
- than · Replace the word

Hide Assistant

Overall score 60
See performance

Goals
Adjust goals

All alerts

Correctness
28 alerts

Clarity
Very clear

Engagement
Very engaging

Delivery
Slightly off

Premium

Get Expert Writing Help

Plagiarism

633 words

Overall Writing Performance

The online assistant provides other features from the menu on the right-hand side such as overall performance score, word count, readability and vocabulary.

Performance

Text score: 61 out of 100. This score represents the quality of writing in this document. You can increase it by addressing Grammarly's suggestions.

61

Word Count

Characters	983	Reading time	38 sec
Words	161	Speaking time	1 min 14 sec
Sentences	14		

Readability

Metrics compared to other Grammarly users

Word length	5		Above average
Sentence length	11.5		Above average

CLOSE

Setting Goals

You can also set goals for your writing based on your audience, the assistant will provide suggestions or you can set your own.



Set goals

Get tailored writing suggestions based on your goals and audience.

Audience General **Knowledgeable** Expert

Knowledgeable (default): Requires focus to read and understand.

Formality Informal **Neutral** Formal

Neutral (default): Restricts slang but allows standard casual expressions.

Domain Academic Business **General** Technical Casual Creative

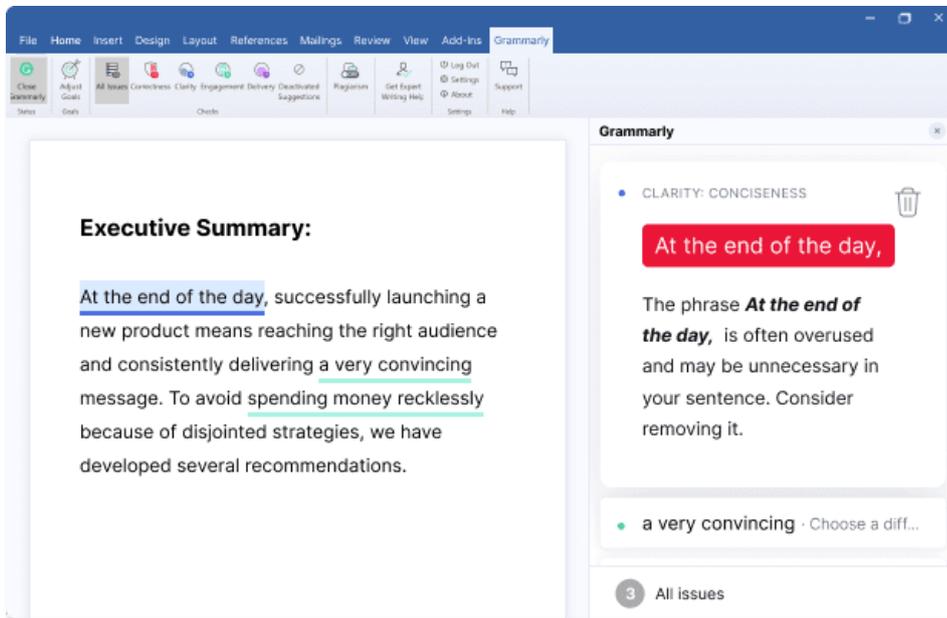
General (default): Applies most rules and conventions with medium strictness.

Tone 😐 Neutral 😊 Confident 😄 Joyful 🙌 Optimistic

DONE

Add Ons

From your online Grammarly account if you selected to use Grammarly for Microsoft Office you will see it added as an Add On in Word. It will produce its own Grammarly tab with settings in the top toolbar. Grammarly can also be added to your Outlook emails and to your online browser toolbar.



Further Information

More information can be found on the Grammarly website [Grammarly.com](https://www.grammarly.com)