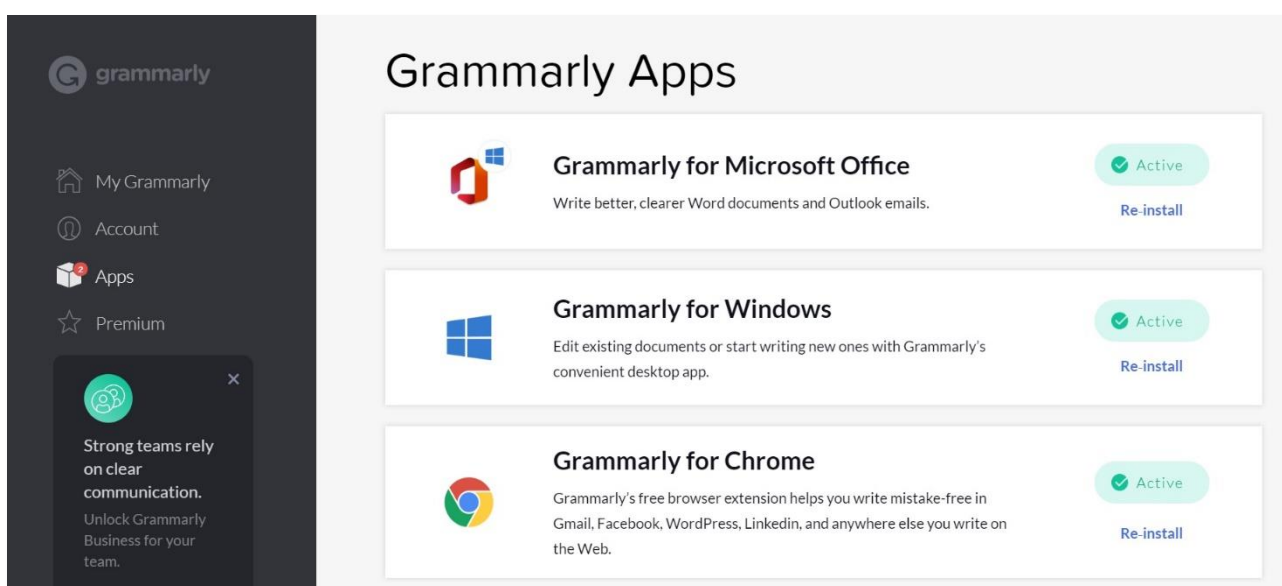


## “What is Grammarly and how do I use it?”

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 journev. The newspaper back home reported on mv 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	<b>983</b>	Reading time	<b>38 sec</b>
Words	<b>161</b>	Speaking time	<b>1 min 14 sec</b>
Sentences	<b>14</b>		

## Readability


Metrics compared to other Grammarly users

Word length	<b>5</b>		Above average
Sentence length	<b>11.5</b>		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

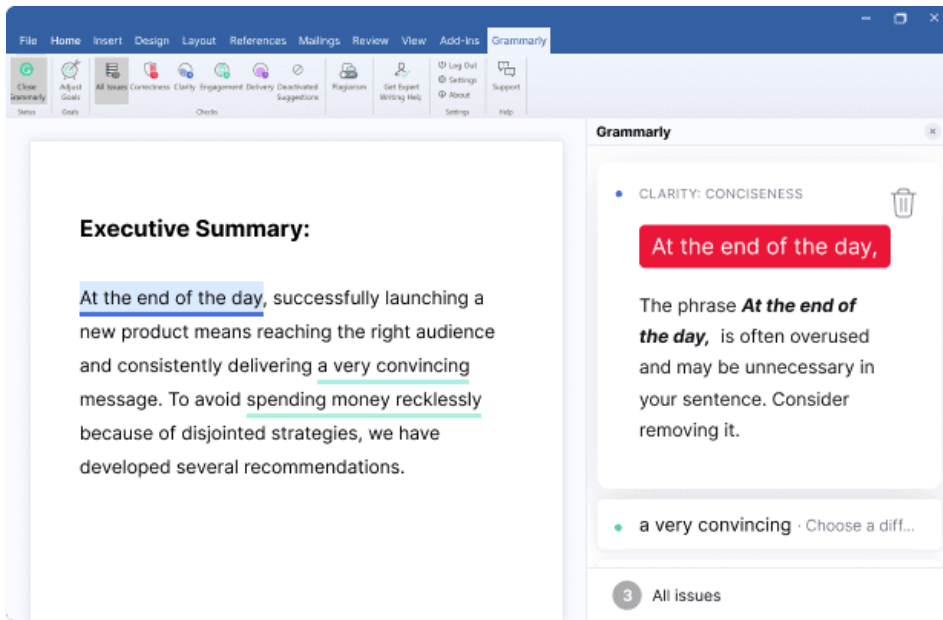
 Neutral  Confident  Joyful  Optimistic

**DONE**

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## 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)