







Grammarly User Guide



You're invited to join Grammarly LCM EDU on Grammarly!

Accept your invitation to enjoy the premium benefits of Grammarly:

-  Real-time feedback on grammar, tone, style, and more
-  AI-assisted suggestions to rewrite unclear sentences
-  Vocabulary enhancements for more effective writing
-  A built-in plagiarism checker to flag passages that may need citations*

*Available in the Grammarly Editor only

Join millions of students and educators already using Grammarly's writing assistant to drive academic success.



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Invitation expires in 30 days

Invites comes into the user inbox



Invite Reminders



Meet Your Personal Writing Assistant

Grammarly provides real-time suggestions as you write, so you can be confident that every email you send and every document you create is clear, polished, and mistake-free.

Accept your invitation to take advantage of top-tier Grammarly benefits:



- Real-time feedback on grammar, tone, style, and more
- AI-assisted suggestions to rewrite unclear sentences
- Vocabulary enhancements for more effective writing
- A built-in plagiarism checker to flag passages that may need citations*

Curious to see how Grammarly can improve your writing? Join your team to get started now.

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[f](#) [@](#) [in](#) [t](#)

Day 0



Ready To Get Started?



Your invitation is still waiting!

With advanced real-time writing feedback, Grammarly ensures everything you type is clear, compelling, and original.

Don't miss out on next-level benefits. Fast-track your writing and join thousands of students and educators to unleash your most brilliant work today.

[Accept Invitation](#)

Day 2



Access Your New Account

The clock is ticking on your invitation!

Grammarly provides personalized feedback so you're continuously improving your writing skills as you work. Here's what you'll get:

- Detailed explanations for every writing suggestion, so you can learn from mistakes.
- Weekly writing reports highlighting your strengths and weaknesses, so you can focus on where to grow.
- Guidance on word choice, writing style, tone, and more, so your writing is always polished and effective.

Accept your invite and unlock top-tier membership benefits today!

[Accept Invitation](#)

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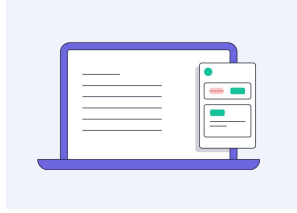
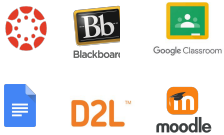
Day 4



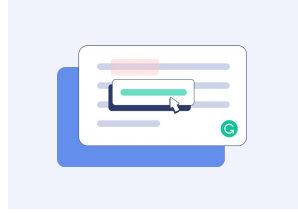
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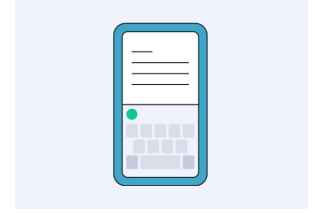
Grammarly for Mac and Windows



The Grammarly Editor



Email and Social Media



Grammarly for iPhone, iPad, and Android devices



Search...

Today

New

Upload

Demo document
The basics Misspellings and grammatical errors can effect your credibility. The same goes for misused commas, and other

23



Can create a new document or upload an existing document

Review Confidence Score

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.

Underlines that are blue indicate that Grammarly has spotted a sentence that is unnecessarily wordy. You'll find suggestions that can possibly help you revise a wordy sentence in an effortless manner.

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It can even help when you wanna refine ur slang or formality level. That's

B I U H1 H2 [link] [list] [table] [quote]

174 words

23 All suggestions

• SPELLING

Mispellings → Misspellings

If you don't want **Mispellings** to be marked as misspelled in the future, you can add it to your personal dictionary.

Add to dictionary

• effect · Correct your spelling

• commas · Remove the comma

• punctuation · Remove a space

• , · Add the word(s)

• showed · Change the verb form

• to correctly write the sentence · Unsplit the infinitive

• Underlines that are blue · Remove wordiness

HIDE ASSISTANT >>

49

Overall score

See performance >

Goals

Adjust goals >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Very off

Style guide

All good

Plagiarism



Demo document

by Abby Werlin

General metrics

1,076	174	13	41 sec	1 min 20 sec
characters	words	sentences	reading time	speaking time

Score



This text scores better than 42% of all texts checked by Grammarly

Writing Issues

40	6	34
Issues left	Critical	Advanced

Plagiarism



1
source

100% of your text matches 1 sources on the web or in archives of academic publications

Writing Issues

10	Correctness	
1	Misspelled words	
1	Confused words	
1	Comma misuse within clauses	
1	Improper formatting	
1	Conjunction use	
1	Modal verbs	
1	Misuse of semicolons, quotation marks, etc.	
1	Incorrect phrasing	
2	Text inconsistencies	
22	Delivery	
20	Inappropriate colloquialisms	
1	Potentially sensitive language	
1	Tone suggestions	
5	Clarity	
4	Wordy sentences	
1	Passive voice misuse	
3	Engagement	
3	Word choice	

Unique Words

Measures vocabulary diversity by calculating the percentage of words used only once in your document

68%

unique words

Rare Words

Measures depth of vocabulary by identifying words that are not among the 5,000 most common English words.

31%

rare words

Word Length

Measures average word length

5

characters per word

Sentence Length

Measures average sentence length

13.4

words per sentence

1.	Misspellings → Misspellings	Misspelled words	Correctness
2.	effect → affect	Confused words	Correctness
3.	<i>your</i>	Inappropriate colloquialisms	Delivery
4.	commas,	Comma misuse within clauses	Correctness
5.	punctuation .	Improper formatting	Correctness
6.	, but	Conjunction use	Correctness
7.	ehewed → show	Modal verbs	Correctness
8.	<i>you</i>	Inappropriate colloquialisms	Delivery
9.	to write the sentence correctly	Inappropriate colloquialisms	Delivery
10.	Blue underlines	Wordy sentences	Clarity
11.	an unnecessarily wordy sentence	Wordy sentences	Clarity
12.	You'll → You will	Inappropriate colloquialisms	Delivery
13.	<i>You'll</i>	Inappropriate colloquialisms	Delivery
14.	possibly	Wordy sentences	Clarity
15.	<i>you</i>	Inappropriate colloquialisms	Delivery
16.	effortlessly revise a wordy sentence	Wordy sentences	Clarity
17.	But → However,, Nevertheless,	Inappropriate colloquialisms	Delivery
18.	...	Misuse of semicolons, quotation marks, etc.	Correctness
19.	there's → there is	Inappropriate colloquialisms	Delivery
20.	<i>you</i>	Inappropriate colloquialisms	Delivery



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It can even help when you wanna refine ur slang or formality level. That's

23 All suggestions

Set Your Writing Goals

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📄 Add to dictionary 🗑️ ⋮

• effect · Correct your spelling

• commas · Remove the comma

• punctuation · Remove a space

• , · Add the word(s)

• showed · Change the verb form

• to correctly write the sentence · Unsplit the infinitive

• Underlines that are blue · Remove wordiness

HIDE ASSISTANT >>

49
Overall score
See performance >

Goals
Adjust goals >

All suggestions

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Engagement
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Style guide ✓
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🔍 Plagiarism



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23 All suggestions

Review Each Category of Suggestions

- SPELLING
 - **Mispel** - Correct your spelling
- **effect** - Correct your spelling
- **commas** - Remove the comma
- **punctuation** - Remove a space
- **,** - Add the word(s)
- **showed** - Change the verb form
- **to correctly write the sentence** - Unsplit the infinitive
- **Underlines that are blue** - Remove wordiness

HIDE ASSISTANT >>

49
Overall score
See performance >

Goals
Adjust goals >

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Style guide ✓
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Plagiarism



Reviewing Correctness

Demo document

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10 Correctness ⓘ

Back to all suggestions ×

• SPELLING

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📄 Add to dictionary 🗑️ ⋮

• SPELLING

effect → affect

The word **effect** doesn't seem to fit this context. Consider replacing it with a different one.

Incorrect *Jordan doesn't remember **were** he parked his car.*

Correct *Jordan doesn't remember **where** he parked his car.*

Incorrect *Zoey offered to **by** lunch for everyone.*

Correct *Zoey offered to **buy** lunch for everyone.*

^ Less 🗑️ ⋮

• classical → Change the word

HIDE ASSISTANT >>

42

Overall score

See performance >

Goals

Academic: APA >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Serious issues

Style guide

All good

🔗 Plagiarism



Reviewing Clarity

Demo document

Grammarly underline these issues in red, it will also showed you how to correctly write the sentence.

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B I U H1 H2 [Link] [List] [List] [Text]

174 words

5 Clarity ⓘ

Back to all suggestions ×

HIDE ASSISTANT >>

42

Overall score
See performance >

Goals

Academic: APA >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Serious issues

Style guide

All good

Plagiarism

• CONCISENESS

Blue underlines

Consider shortening this phrase.

Phrases like *drivers who are distracted* can often be written more concisely. The same goes for sentences like *This idea is one that seems original*. A good way to make phrases like these less wordy is to rewrite them without the pronoun (e.g. *who*, *that*, or *one*) and linking verb (e.g., *is* or *was*). For example, *drivers who are distracted* would become *distracted drivers*. Similarly, *This idea is one that seems original* would become *This idea seems original*.

Wordy *On my birthday, I like to eat at a restaurant that is fancy.*

Concise *On my birthday, I like to eat at a fancy restaurant.*

Wordy *Induced magnets are ones that become temporarily magnetized when brought near a permanent magnet.*

Concise *Induced magnets become temporarily magnetized when brought near a permanent magnet.*

^ Less



Reviewing Engagement

Demo document

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3 Engagement ⓘ

Back to all suggestions ×

HIDE ASSISTANT >>

42

Overall score
See performance >

Goals

Academic: APA >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Serious issues

Style guide

All good

Plagiarism

VOCABULARY

very helpful → **constructive**

The intensifier **very** modifies the weak adjective **helpful**. Consider replacing the phrase with a strong adjective in order to sharpen your writing.

Words such as *very*, *extremely*, and *totally* are meant to intensify the adjectives you use, but they often have the opposite effect. For example, calling something *very important* suggests that the writer is not confident enough to simply declare that the thing is *important* and must instead rely on a crutch word. Try to reach for strong adjectives that can convey your meaning all by themselves.

Acceptable *That pizza was **really** tasty.*

Better *That pizza was **delicious**.*

Acceptable *Marie was **very happy** to be a part of the team.*

Better *Marie was **thrilled** to be a part of the team.*

Acceptable *The little boy was **extremely hungry**.*

Better *The little boy was **starving**.*

^ Less



B I U H1 H2 ↻ ☰ ☷ ✕

174 words ↕



Reviewing Delivery



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B I U H1 H2 | 🔗 | ☰ ☲ ☱ | ✕

174 words

22 Delivery ⓘ

Back to all suggestions ✕

HIDE ASSISTANT >>

42

Overall score

See performance >

Goals

Academic: APA >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Serious issues

Style guide

All good

Plagiarism

FORMALITY

Personal pronoun in formal writing

Formal writing is almost always written in the third person. Rewrite this sentence to remove the personal pronoun **your**.

In formal writing, do not insert yourself (first person) or the reader (second person) into the topic at hand. The personal pronouns *I, me, my, mine, myself, ourselves, you, your,* and *yourselves* should not appear in a formal paper. If you must include the writer or reader, consider using the third person (*the author, this researcher*).

Though the purpose of much formal writing is to put forth an opinion, avoid stating a personal opinion — even in the third person. Statements such as *I think* and *we believe* erode the objectivity that formal writing is expected to maintain.

Remember to use facts and supporting evidence rather than personal opinion.

Informal *When the water temperature is lowered to 32 degrees Fahrenheit, **you** get ice.*

Formal *Ice forms when the water temperature is lowered to 32 degrees Fahrenheit.*

Informal *I believe that more people prefer chocolate, rather than vanilla, ice cream.*

Formal *Evidence exists to show that more people prefer chocolate, rather than vanilla, ice cream.*



Reviewing Plagiarism

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100% Plagiarism ⓘ

Back to all suggestions ×

HIDE ASSISTANT >>

100% of your text matches this source:

Mispellings and grammatical errors can effect y...

<https://essayroom.com/mispellings-and-grammatical-errors...>

Click to copy reference

Mispellings and grammatical errors can effect your credibility...

1 MATCH

42

Overall score

See performance >

Goals

Academic: APA >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Serious issues

Style guide

All good

100% Plagiarism



B I U H1 H2 | | | |

174 words



Grammarly in Google Docs

The screenshot shows a Google Docs interface with the Grammarly extension. The document title is "Demo Document". The Grammarly sidebar on the right is active, showing a progress bar and four categories: CORRECTNESS, CLARITY, ENGAGEMENT, and DELIVERY. Under CORRECTNESS, there are two items: "Correct your spelling Mispellings" and "Correct your spelling effect". Under PUNCTUATION, there is one item: "commas/". The main text in the document is as follows:

The basics

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Two green arrows point from the text in the document to the Grammarly sidebar. One arrow points from the word "effect" in the first paragraph to the "Correct your spelling effect" item. The other arrow points from the word "wanna" in the third paragraph to the "commas/" item.

GRAMMARLY

CORRECTNESS CLARITY ENGAGEMENT DELIVERY

- Correct your spelling
Mispellings
- Correct your spelling
effect
- PUNCTUATION
commas/

A compound object consists of two or more objects. Commas separate the objects when there are three or more. A compound object with only two items requires no punctuation to separate them.

Incorrect
Sophie adopted a kitten, and a puppy.

Correct
Sophie adopted a kitten and a puppy.

Incorrect
The repairman fixed the dishwasher, and the garbage disposal.

Correct
The repairman fixed the dishwasher and the garbage disposal.

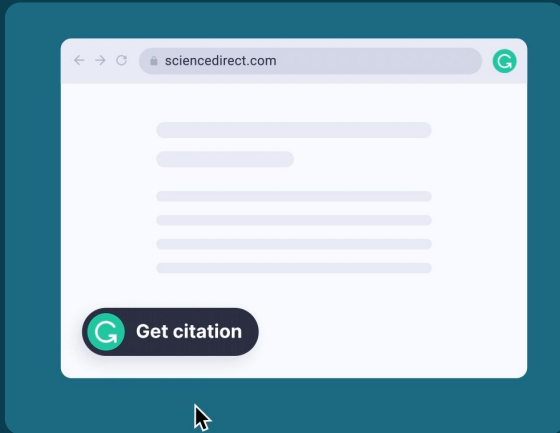
Less

Make citations easy for everyone

Empower students and researchers with the tools to cite research correctly, every time. Grammarly assists students with citations where they work, from online research to final essay.

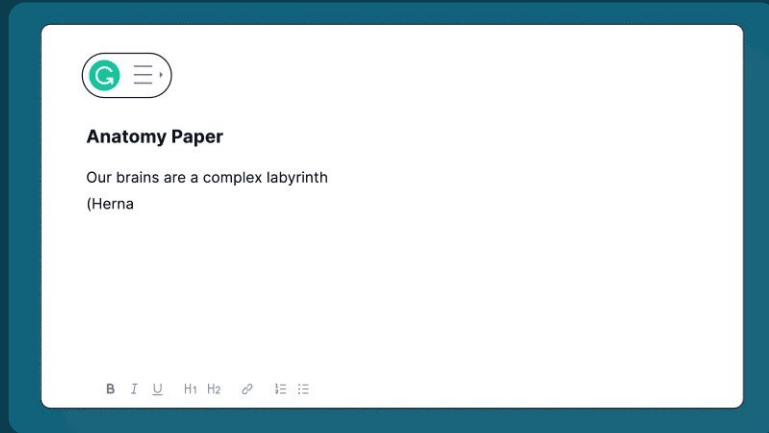
Supports the latest APA, MLA, and Chicago citation styles.

Auto-citations



Generates in-text and full citations directly from research websites*.

Citation style formatting



Ensures all citations are correctly formatted before submission.



*Supported online databases: Science Direct, Sage Journals, PubMed, Frontiers, Plos One, Elsevier, DOAJ, arxiv, Springer, Wikipedia