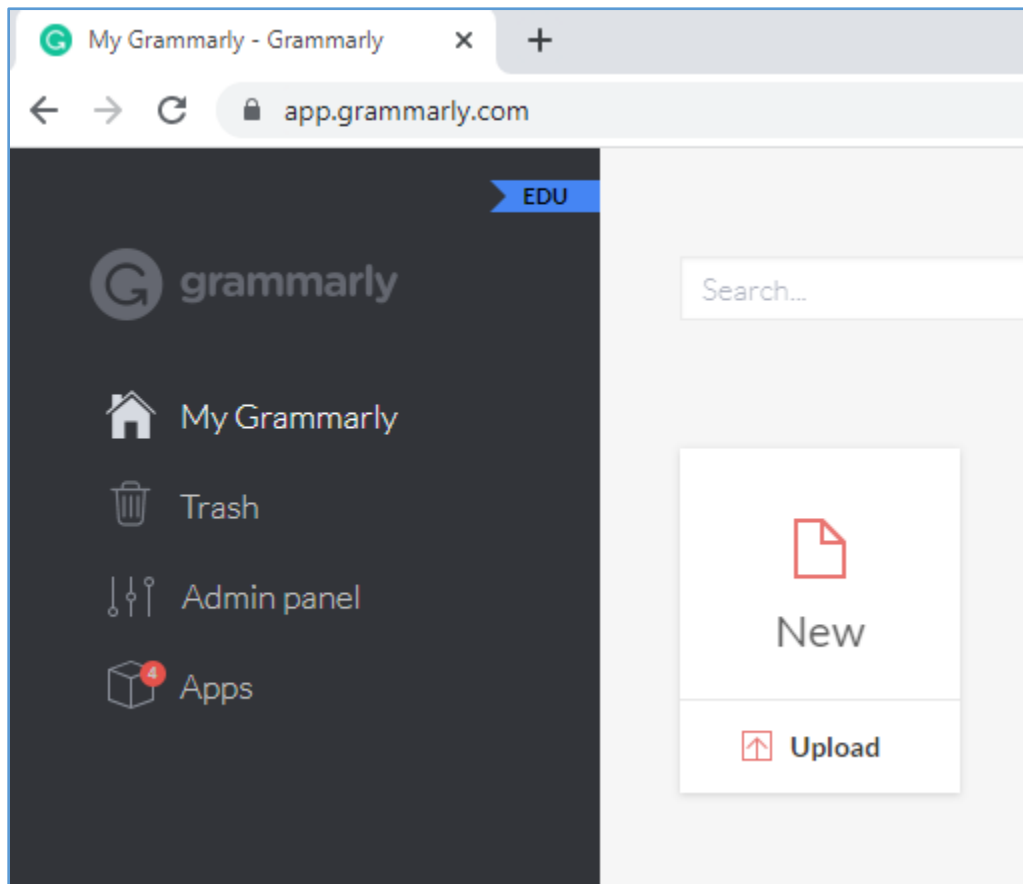
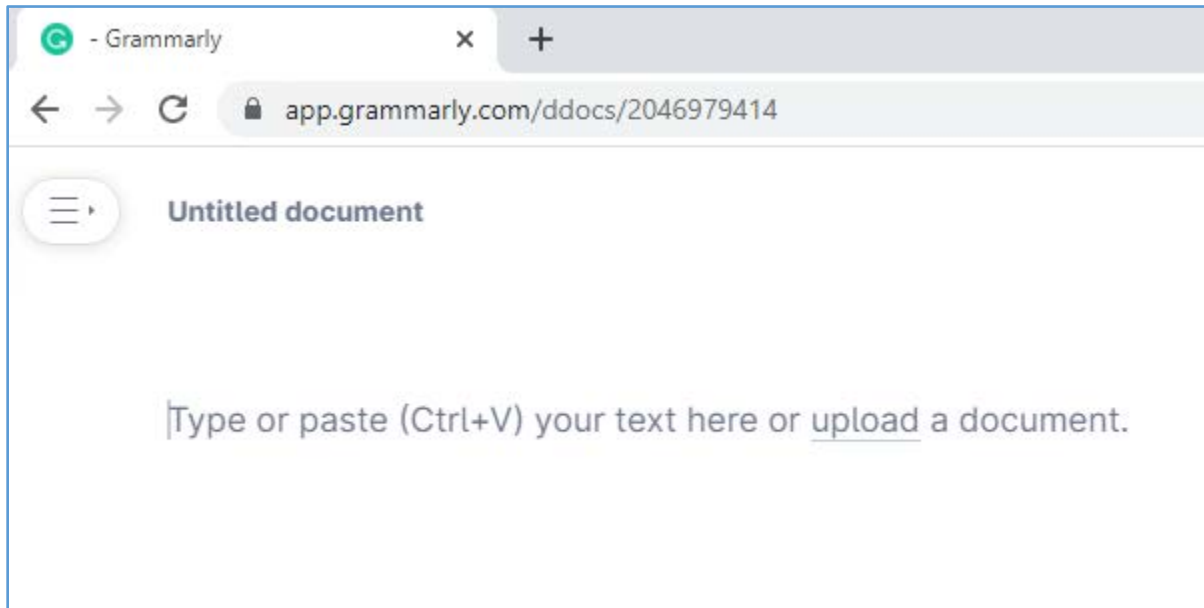


## GRAMMARLY GUIDE

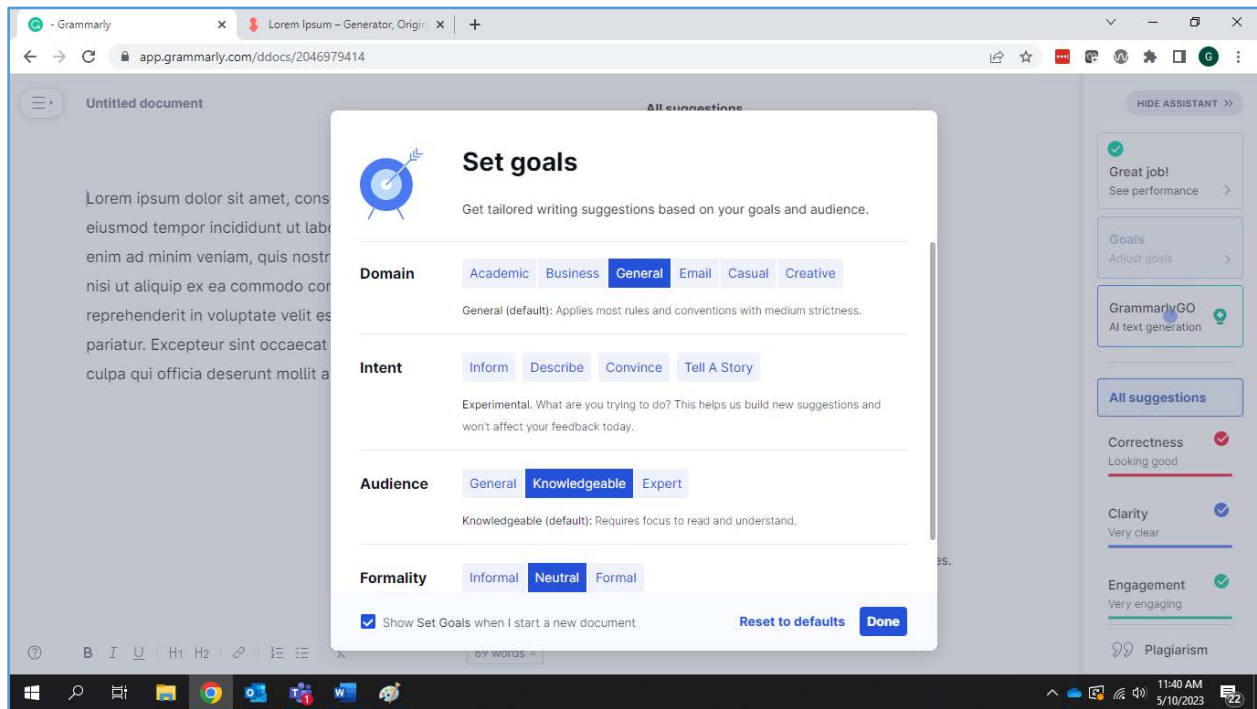
1. When inside your Grammarly Premium account, upload a new assignment by selecting the “New” button on your “My Grammarly” dashboard:



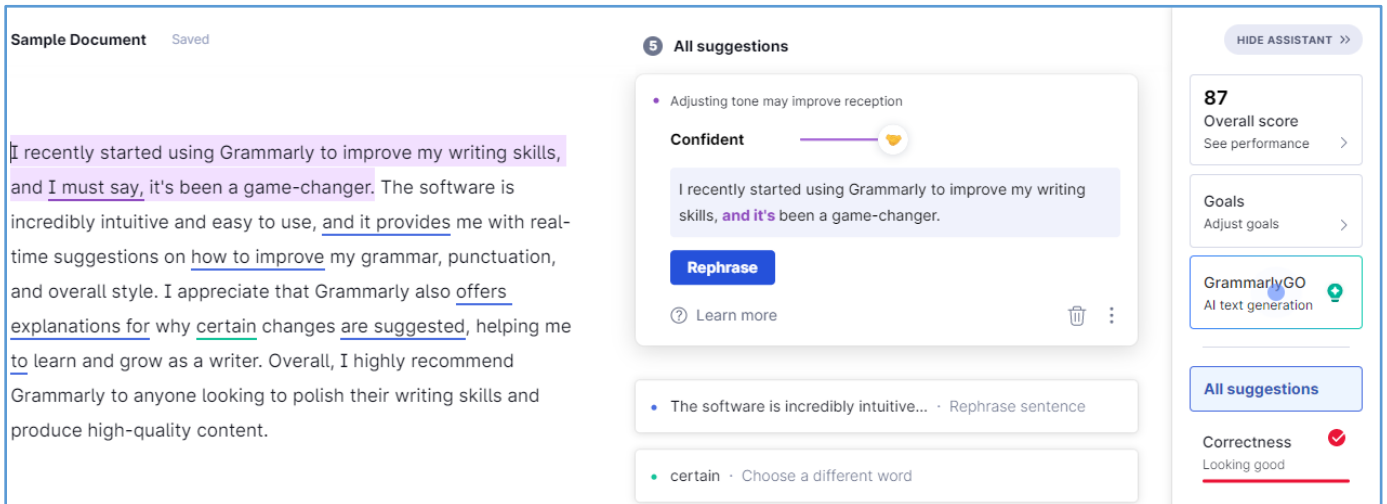
2. Either Copy + Paste your file into Grammarly or choose the “upload” link to select a file from your computer:



3. The “Set goals” pop-up window will appear, allowing you to tailor Grammarly’s suggestions to the goals and audience of your assignment:



4. With your assignment uploaded into Grammarly, you will see suggestions and comments on how to improve and assess your writing:



The screenshot displays the Grammarly interface. On the left, a document titled "Sample Document" is shown with a highlighted sentence: "I recently started using Grammarly to improve my writing skills, and I must say, it's been a game-changer. The software is incredibly intuitive and easy to use, and it provides me with real-time suggestions on how to improve my grammar, punctuation, and overall style. I appreciate that Grammarly also offers explanations for why certain changes are suggested, helping me to learn and grow as a writer. Overall, I highly recommend Grammarly to anyone looking to polish their writing skills and produce high-quality content." The word "and" is highlighted in purple, and "it's" is highlighted in green. In the center, the "All suggestions" panel shows a tone suggestion: "Adjusting tone may improve reception" with a "Confident" slider. Below this, a rephrasing suggestion is shown: "The software is incredibly intuitive... · Rephrase sentence". Another suggestion is: "certain · Choose a different word". On the right, a sidebar shows an overall score of 87, a "GrammarlyGO AI text generation" button, and a "Correctness" indicator showing "Looking good" with a red checkmark.

5. Toggle through Grammarly's suggestions, determining which need to be addressed and which you can leave as it currently is:



**5 All suggestions**

**CLARITY**

Your sentence may be unclear or hard to follow. Consider rephrasing.

The software is incredibly intuitive and easy to use, **and it provides providing** me with real-time suggestions on **how-to improve improving** my grammar, punctuation, and overall style.

[Rewrite for clarity](#)  Highlight changes

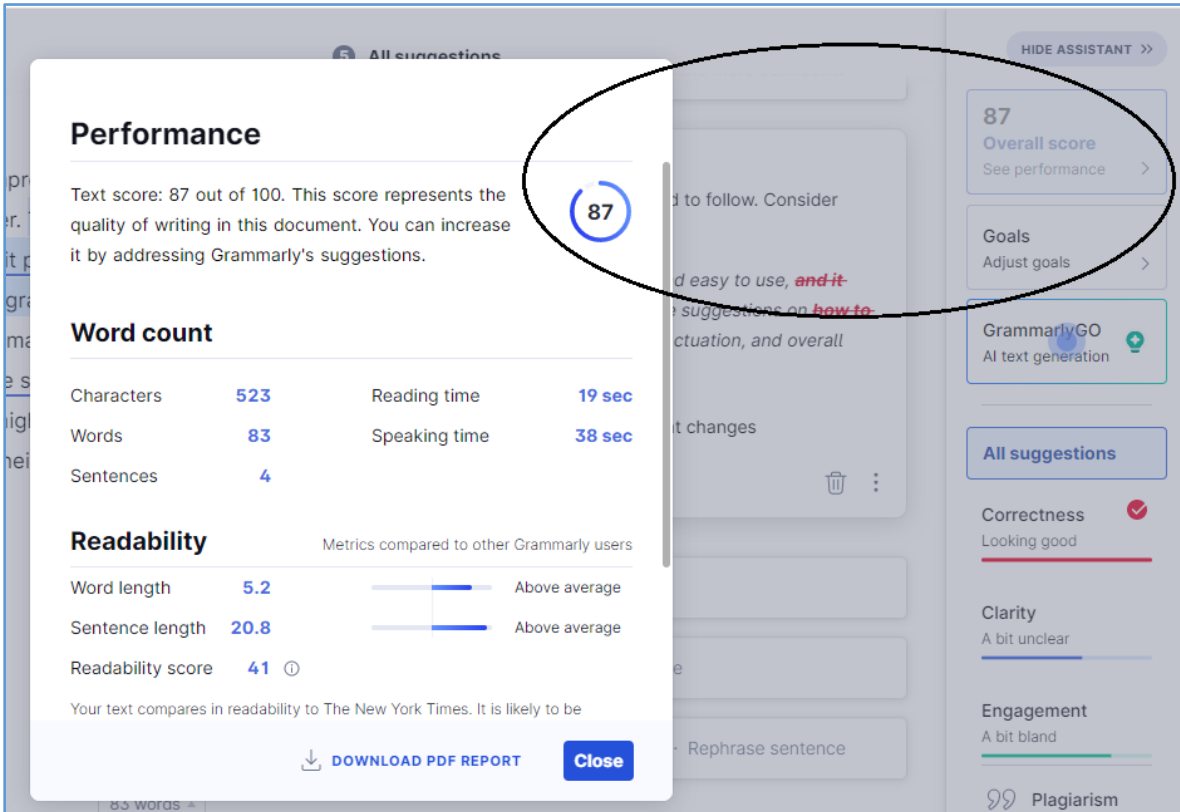
[Learn more](#)  

**certain** · Choose a different word

**are suggested** · Rewrite the sentence

**I appreciate that Grammarly also ...** · Rephrase sentence

- To view the “Performance” of your paper, including an assessed of quality, the word count breakdown, and readability index, select the “Overall score” button in the top right:



The screenshot shows the Grammarly Performance report interface. A modal window titled "Performance" is open, displaying the following information:

- Performance:** Text score: 87 out of 100. This score represents the quality of writing in this document. You can increase it by addressing Grammarly's suggestions.
- Word count:**
  - Characters: 523
  - Words: 83
  - Sentences: 4
  - Reading time: 19 sec
  - Speaking time: 38 sec
- Readability:** Metrics compared to other Grammarly users
  - Word length: 5.2 (Above average)
  - Sentence length: 20.8 (Above average)
  - Readability score: 41

At the bottom of the modal, there is a "DOWNLOAD PDF REPORT" button and a "Close" button. The background shows the Grammarly interface with a sidebar on the right containing an "Overall score" of 87, "Goals", "GrammarlyGO", "All suggestions", "Correctness" (Looking good), "Clarity" (A bit unclear), "Engagement" (A bit bland), and "Plagiarism".

(You can also download a PDF of this report if you need to submit to your instructor)

- When you have made edits inside Grammarly and ready to export, select the “Download” option from the left navigation panel. This will provide you a Word document version of your assignment with the edits from Grammarly on it:

