

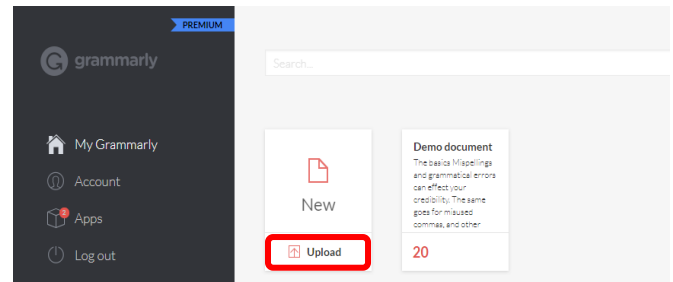
Using *Grammarly* to improve your editing skills

Grammarly is a program which identifies potential issues with spelling, grammar, punctuation, readability and vocabulary, and suggests corrections to help you edit your written work. It is your job to decide whether the suggestions are appropriate and to edit your work thoroughly to identify any other issues Grammarly may have missed. Your editing decisions should always be based on following your assessment task instructions and marking rubric, and your own knowledge of academic writing rules and expectations.

To use Grammarly effectively:

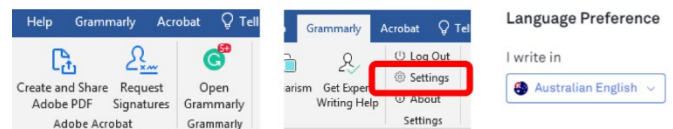
1. Use all that Grammarly has to offer

To install, click on [Grammarly – Technology Services](#). In addition to using Grammarly as a plug-in with Word, you can also upload your document via your Grammarly Premium account. To make Grammarly work most efficiently for you it is highly recommended that you do both. Go to www.grammarly.com/edu and login in using your student email address.



2. Set your language preference to Australian English

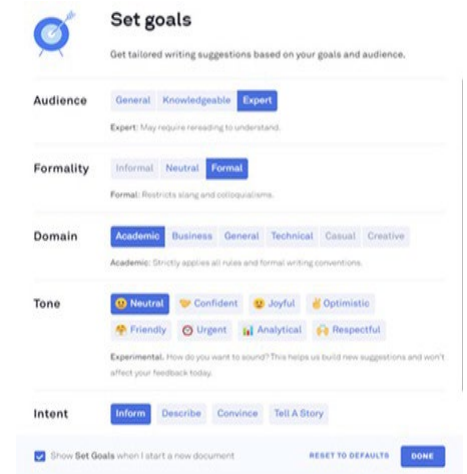
In *Word*, open Grammarly and click on “Settings”.



3. Set appropriate writing goals

Grammarly provides feedback depending on the writing goals you set. A “Set Goals” page will appear when you upload a new document into Grammarly. When writing assessments, always carefully consider your task type and task instructions before setting your goals.

In Word, click on Grammarly and choose your task type from the drop-down menu.



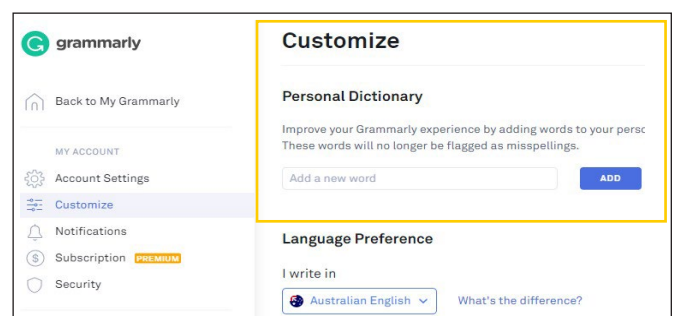
4. Remove mark-ups from your document

Grammarly will not accept documents that have been marked with comments. Remove or accept the comments in your document or create a clean copy to upload.

5. Add to your personal dictionary

Consistent use of keywords and scientific terminology is expected in academic writing. Grammarly may identify unnecessary repetition and suggest you choose a synonym to replace repeated words. Always keep the keywords and terminology from your unit and task.

To avoid confusion, try adding keywords and terminology from your unit and task, and words you know to be accurate, to your personal dictionary.



6. Be aware that Grammarly DOES NOT comment on referencing

For help with referencing refer to your referencing LibGuide or see the [Learning Zone How-to videos](#) and [Workshop recordings](#).

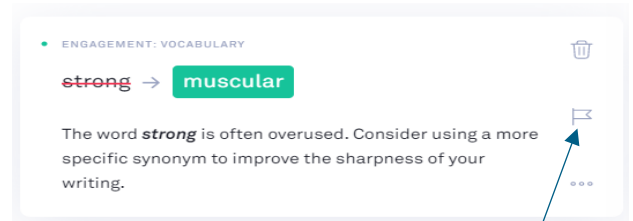
7. Use Grammarly to help you reduce your word count.

Grammarly will make suggestions to improve the clarity and conciseness of your writing. Pay attention to suggestions to remove redundant words and tautologies.

8. Be aware that Grammarly may suggest unnecessary corrections

To avoid confusion, remember:

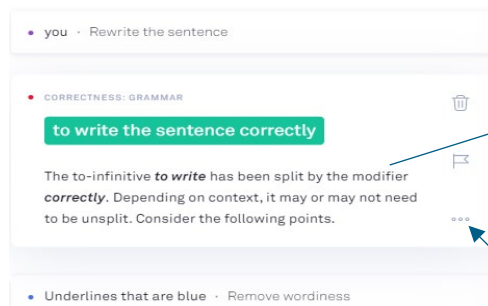
- It is acceptable to write in a passive voice.
- Using tentative or cautious language such as “appear”, “suggest”, “indicate”, “might”, “could”, “would” and “possible” is acceptable when it is difficult to prove a claim with strong evidence.
- Personal pronouns and writing in first person is acceptable in reflective writing and in some case studies.
- Acceptable wording of numerical values (i.e.: percent) may be identified by Grammarly as spelling mistakes.



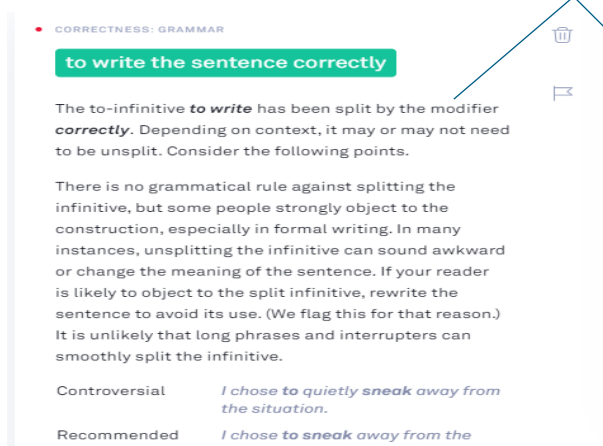
If you believe an incorrect suggestion for improvement has been made, you can report it by clicking on the flag. This may improve future suggestions.

9. Learn from your mistakes

Each suggested change comes with an explanation of why the change should be made. Taking the time to read and understand these explanations can help you to improve your writing.



Clicking on the alert will open a drop-down box with a brief explanation



Clicking on the three dots will expand the drop-down box to a more detailed explanation

10. Remember that Grammarly is not the editor, YOU ARE!

Do not rely on Grammarly to always get it right and identify every spelling mistake or grammatical issue. Grammarly is a tool to help you edit your work. It does not do the job for you.

For further information about editing assessments beyond Grammarly, see the [Assessment editing checklist](#) under the [Preparing to Submit Quick Guides](#).