Using *Grammarly* to improve your editing skills

Grammarly identifies potential issues with spelling, grammar, punctuation, readability and vocabulary and suggests corrections to help you edit your written work.

Grammarly will not automatically fix everything.

It is your job to decide whether the suggested corrections are relevant to your work, and if so, how you will make the correction. You should always thoroughly edit your work 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.

If you are unsure [Academic Skills](#) can help.

**To use Grammarly effectively:**

1. **Set your language preference to Australian English**

   *In Word, click on “Settings”.*

   ![Grammarly Settings](image)

2. **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 assignments, always carefully consider your task type and task instructions before setting your goals.

   *In Word, click on the open book icon and choose your task type from the drop down menu*
3. **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.

Acceptable wording of numerical values (ie: percent) may be identified by Grammarly as spelling mistakes.

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

4. **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.

5. **Be aware that Grammarly DOES NOT comment on referencing.**

For help with referencing refer to your referencing LibGuide or see Academic Skills.

6. **Remember that Grammarly is not the editor YOU ARE!**

Do not rely on Grammarly to always get it right identify every spelling mistake and 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 assignments beyond Grammarly see the Quick Guide: Editing your assignment.