AI for Smarter Communication: Grammarly Mastery

A Comprehensive 6-Hour Training Program

Intermediate-Level Training | Grammarly's AI-Powered Writing Tools

Training Program Overview

Hour	Module	Primary Focus
1	Grammar Basics with Grammarly	Grammar fundamentals and common errors
2	Style and Tone Adjustments	Style, tone, formality, clarity, readability
3	Using Grammarly for Academic Writing	Academic standards, citations, plagiarism, vocabulary
4	Business Communication Excellence	Emails, proposals, reports, professional formatting
5	Writing Concise & Clear Sentences	Sentence structure, readability, redundancy, wordiness
6	Avoiding Common Writing Mistakes	Top writing mistakes, corrections, mastery checklist

Hour 1: Grammar Basics with Grammarly

What is Grammar & Why It Matters

Definition: Grammar is the system of rules governing the structure of sentences, including syntax (word order), morphology (word forms), and punctuation conventions.

Why it matters: Correct grammar ensures clarity, professionalism, and credibility. Poor grammar reduces comprehension by 30% and damages professional reputation.

Where to use: Academic papers, professional emails, job applications, published content, formal reports, client communications.

How Grammarly helps: Real-time detection of 400+ grammar rules, instant corrections with explanations, context-aware suggestions.

Core Grammar Categories Grammarly Detects

Subject-Verb Agreement: Subjects and verbs must match in number. Example: "The team ARE meeting" (incorrect) → "The team IS meeting" (correct). Use: All formal writing. How: Identify the subject, determine if singular/plural, match verb form.

Tense Consistency: Maintain consistent verb tenses within paragraphs. Example: "She walked to the store and buys milk" → "She walked to the store and bought milk." Use: Narrative writing, reports, case studies. How: Choose primary tense, apply throughout.

Pronoun-Antecedent Agreement: Pronouns must match their nouns in number/gender. Example: "Each student submitted their work" (now acceptable in modern English). Use: All writing. How: Identify antecedent, match pronoun.

Modifier Placement: Modifiers must clearly relate to the word they modify. Example: "Running quickly, the finish line appeared" (dangling modifier) → "Running quickly, she reached the finish line." Use: Descriptive writing. How: Place modifiers adjacent to modified words.

Practice Prompts: Grammar Basics

> **Prompt 1: Write a 3-sentence paragraph about your career goals. Intentionally include one subject-verb agreement error. Use Grammarly to identify and correct it. Explain why the correction was needed.**

Prompt 2: Take a paragraph from your last essay. Copy it into Grammarly. Document all grammar suggestions. For each suggestion, explain whether you agree and why.

Prompt 3: Write 5 sentences mixing past and present tense. Use Grammarly to identify tense inconsistencies. Rewrite maintaining one consistent tense.

Prompt 4: Create a sentence with a dangling modifier. Have a peer identify the error. Use Grammarly to confirm. Rewrite correctly.

Common Grammar Mistakes & Grammarly Solutions

Run-on Sentences: Two independent clauses joined without proper punctuation. Grammarly flags and suggests: period, semicolon, or conjunction. Example: "I finished the project it was successful" → "I finished the project; it was successful."

Comma Splices: Joining independent clauses with only a comma. Grammarly suggests adding conjunction or using semicolon. Example: "The weather was cold, we stayed inside" → "The weather was cold, so we stayed inside."

Sentence Fragments: Incomplete sentences lacking subject or verb. Grammarly identifies and suggests completion. Example: "Because the store was closed." → "Because the store was closed, we went home."

Double Negatives: Using two negative words creating confusion. Grammarly flags and corrects. Example: "I don't want no problems" → "I don't want any problems."

Hour 2: Style and Tone Adjustments

Understanding Writing Style & Tone

Definition - Style: The distinctive way you express ideas through word choice, sentence structure, and punctuation. It's your writing "voice."

Definition - Tone: The emotional attitude conveyed through your writing (formal, casual, confident, skeptical, etc.).

Where to use: Adapting style/tone is critical for: academic papers (formal), social media (casual), business proposals (professional), creative writing (varied), customer service (empathetic).

How Grammarly helps: Tone Detector analyzes your writing and suggests adjustments. Formality slider adjusts language register. Clarity suggestions simplify complex sentences.

Grammarly's Tone Detection System

Formal Tone: Professional, objective, academic language. Uses complex sentences, passive voice, technical terminology. Example: "The implementation of the proposed framework will facilitate operational efficiency." Use: Academic papers, formal reports, professional correspondence.

Neutral Tone: Balanced, objective, unbiased language. Uses clear sentences, active voice, standard vocabulary. Example: "The new system will improve efficiency." Use: News articles, instructional content, business communications.

Casual Tone: Conversational, friendly, relaxed language. Uses contractions, simple sentences, colloquialisms. Example: "This new system is gonna make things way easier." Use: Social media, blogs, informal emails, creative writing.

Confident Tone: Assertive, decisive language with strong verbs. Example: "We will achieve 40% growth." Use: Sales pitches, leadership communications, persuasive writing.

Formality Slider & Clarity Adjustments

Formality Slider (1-5 scale): Adjust language register from very casual to very formal. Level 1: "Hey, let's chat about this." Level 5: "I respectfully request a meeting to discuss this matter." Use: When audience expectations change or context shifts.

Clarity Suggestions: Grammarly identifies wordy phrases and suggests concise alternatives. Example: "Due to the fact that" → "Because." Reduces word count by 30-40% while maintaining meaning.

Passive to Active Voice: Converts passive constructions to active for directness. Example: "The report was completed by the team" → "The team completed the report." Use: When you need stronger, more direct communication.

Readability Metrics: Flesch Reading Ease score indicates comprehension difficulty. Score 60-70 = ideal for general audiences. Grammarly suggests simplifications to improve readability.

Practice Prompts: Style & Tone

Prompt 1: Write the same message in three tones: formal (to a professor), neutral (to a colleague), casual (to a friend). Use Grammarly's tone detector on each version. Document how word choice and sentence structure differ.

Prompt 2: Take a casual email you've written. Use Grammarly's formality slider to adjust it to level 4 (formal). Compare the original and adjusted versions. Which is more appropriate for your audience?

Prompt 3: Write a paragraph using passive voice. Use Grammarly to identify passive constructions. Rewrite using active voice. Measure the difference in clarity and word count.

Prompt 4: Select a paragraph from your writing. Check its Flesch Reading Ease score in Grammarly. If below 60, use Grammarly's clarity suggestions to simplify. Recheck the score.

Hour 3: Using Grammarly for Academic Writing

Academic Writing Standards & Grammarly's Role

Definition: Academic writing is formal, evidence-based communication following specific citation styles (APA, MLA, Chicago) with structured arguments and scholarly tone.

Key characteristics: Objective perspective, complex sentence structures, discipline-specific terminology, proper citations, logical organization, formal tone (formality level 4-5).

Where to use: Research papers, essays, theses, dissertations, academic journals, conference papers, literature reviews.

How Grammarly helps: Detects citation formatting errors, flags informal language, suggests academic vocabulary, identifies clarity issues, maintains consistency in style and tone.

Citation & Reference Management in Grammarly

Citation Detection: Grammarly identifies missing citations and suggests proper formatting. Supports APA, MLA, Chicago, and Harvard styles. Example: "According to Smith (2023)" vs. "According to Smith, 2023" — Grammarly ensures consistency.

In-text Citation Formats: APA: (Author, Year). MLA: (Author Page). Chicago: Superscript numbers or (Author Year). Grammarly checks format consistency throughout document.

Common Citation Errors: Missing page numbers, inconsistent date formats, incorrect author names, improper punctuation. Grammarly flags all and suggests corrections.

Plagiarism Detection: Grammarly Premium includes plagiarism checker comparing your text against billions of web pages and academic databases. Identifies unintentional plagiarism and suggests proper attribution.

Academic Vocabulary & Formality in Grammarly

Informal Language Detection: Grammarly flags contractions ("don't" → "do not"), colloquialisms ("a lot" → "numerous"), and casual phrasing in academic contexts.

Vocabulary Suggestions: Recommends discipline-specific terminology. Example: "use" → "utilize," "show" → "demonstrate," "think" → "posit." Enhances academic credibility.

Wordiness Detection: Academic writing should be concise. Grammarly identifies redundant phrases: "in order to" → "to," "at the present time" → "currently."

Tone Consistency: Ensures formal tone throughout. Flags emotional language, first-person pronouns (unless discipline-appropriate), and subjective statements in objective contexts.

Practice Prompts: Academic Writing

Prompt 1: Write a 500-word research paper introduction. Include at least 3 citations in your chosen style (APA/MLA). Use Grammarly to check citation formatting. Correct any errors identified.

Prompt 2: Take an informal paragraph you've written. Identify 5 instances of casual language. Use Grammarly's suggestions to convert to academic vocabulary. Compare formality scores before/after.

Prompt 3: Write a paragraph with intentional plagiarism (copy a sentence from a source without citation). Use Grammarly's plagiarism detector to identify it. Add proper citation and verify detection clears.

Prompt 4: Select a peer's essay. Use Grammarly to review for academic standards: tone, citations, vocabulary, clarity. Provide feedback on 3 specific improvements Grammarly suggests.

Hour 4: Business Communication Excellence

Business Writing Fundamentals & Grammarly

Definition: Business writing is professional communication designed to inform, persuade, or direct action. It prioritizes clarity, conciseness, and audience awareness.

Key characteristics: Clear purpose, professional tone (formality 3-4), concise language, action-oriented, audience-focused, error-free formatting.

Where to use: Emails, proposals, reports, memos, presentations, client communications, internal documentation, marketing copy.

How Grammarly helps: Ensures professional tone, detects unclear messaging, suggests concise alternatives, flags errors that damage credibility, provides tone adjustments for different audiences.

Email Communication & Grammarly Best Practices

Email Structure: Subject line (clear, specific), greeting (professional), body (purpose + details), call-to-action (clear next step), closing (professional). Grammarly checks all elements for clarity and tone.

Common Email Errors: Unclear subject lines, rambling body text, missing call-to-action, inconsistent tone, grammatical errors. Grammarly flags and suggests improvements for each.

Tone in Email: Email lacks non-verbal cues, making tone critical. Grammarly detects potentially offensive or unclear language. Example: "You need to do this" (demanding) → "Could you please complete this?" (collaborative).

Conciseness in Email: Business emails should be scannable. Grammarly identifies wordy phrases and suggests bullet points for lists. Ideal email: 3-5 sentences per paragraph, under 250 words total.

Proposals, Reports & Professional Documents

Proposal Structure: Executive summary, problem statement, proposed solution, timeline, budget, call-to-action. Grammarly ensures consistent formatting, professional tone, and persuasive language throughout.

Report Standards: Clear headings, data-driven content, objective tone, logical flow, proper citations. Grammarly checks for: passive voice (convert to active), jargon clarity, consistency in terminology.

Persuasive Language: Use strong action verbs ("implement," "achieve," "deliver" vs. "try," "maybe," "possibly"). Grammarly suggests more persuasive alternatives. Include specific metrics: "increase by 25%" not "increase significantly."

Professional Formatting: Consistent heading styles, proper spacing, parallel structure in lists, correct punctuation. Grammarly ensures visual consistency and readability.

Practice Prompts: Business Communication

Prompt 1: Write a professional email requesting a meeting with a client. Include: clear subject line, professional greeting, purpose, 2-3 specific time options, call-to-action. Use Grammarly to check tone and clarity. Adjust formality to level 4.

Prompt 2: Draft a 1-page business proposal for a project. Include: problem, solution, timeline, budget. Use Grammarly to: convert passive to active voice, check tone consistency, verify clarity. Measure word count and readability.

Prompt 3: Write a status report with 3 sections: completed tasks, in-progress items, blockers. Use Grammarly to ensure: parallel structure in lists, professional tone, conciseness. Rewrite any wordy sentences.

Prompt 4: Rewrite a rambling email (150+ words) to under 100 words using Grammarly's clarity suggestions. Maintain all essential information. Compare original and revised versions for impact.

Hour 5: Writing Concise & Clear Sentences

Sentence Structure & Clarity Principles

Definition: Sentence clarity is the degree to which a sentence conveys its intended meaning without ambiguity or unnecessary complexity.

Key principles: Subject-verb-object order, one main idea per sentence, active voice, concrete language, minimal modifiers, logical flow.

Where to use: All writing benefits from clarity, but especially: technical documentation, instructions, business communication, academic writing, marketing copy.

How Grammarly helps: Identifies overly complex sentences, suggests breaking long sentences into shorter ones, flags unclear pronoun references, recommends active voice, detects redundancy.

Sentence Length & Readability

Optimal Sentence Length: Average 15-20 words for general audiences. Varies by context: technical writing (12-15 words), creative writing (15-25 words), academic writing (18-25 words).

Long Sentence Problems: Sentences over 30 words become difficult to parse. Readers lose the main idea. Grammarly flags sentences over 30 words and suggests breaking them into 2-3 shorter sentences.

Short Sentence Impact: Sentences under 10 words create emphasis and punch. Use strategically for impact: "The project failed. We learned. We improved." More powerful than: "The project failed, but we learned and improved."

Variety in Length: Mix short and long sentences for rhythm. Grammarly analyzes sentence length distribution and suggests varying length for better readability and engagement.

Eliminating Redundancy & Wordiness

Redundancy Definition: Repeating the same idea in different words. Example: "The final conclusion is that..." (conclusion already means final). Grammarly flags and suggests: "The conclusion is that..."

Common Redundant Phrases: "absolutely essential" → "essential," "past history" → "history," "future plans" → "plans," "basic fundamentals" → "fundamentals." Grammarly detects and removes.

Wordy Constructions: "Due to the fact that" (5 words) → "Because" (1 word). "In the event that" → "If." "At this point in time" → "Now." Grammarly suggests concise alternatives, reducing word count 20-30%.

Filler Words: "Very," "really," "quite," "somewhat," "kind of" weaken writing. Grammarly flags and suggests removing or replacing with stronger language. Example: "very important" → "critical."

Practice Prompts: Concise & Clear Sentences

Prompt 1: Write 5 sentences, each over 30 words. Use Grammarly to identify them. Break each into 2-3 shorter sentences. Compare readability before/after using Flesch Reading Ease score.

Prompt 2: Write a paragraph intentionally including 10 redundant phrases (e.g., "final conclusion," "past history"). Use Grammarly to identify them. Rewrite eliminating all redundancy. Calculate word count reduction.

Prompt 3: Take a paragraph from your writing. Identify all filler words ("very," "really," "quite"). Use Grammarly's suggestions to replace with stronger language. Rewrite and compare impact.

Prompt 4: Write a technical explanation using complex sentences. Use Grammarly to simplify. Rewrite using short, clear sentences with active voice. Have a peer rate clarity on both versions (1-10 scale).

Hour 6: Avoiding Common Writing Mistakes

Top 10 Writing Mistakes Grammarly Catches

1. Comma Splices: Joining independent clauses with only a comma. Grammarly suggests: period, semicolon, or conjunction. Example: "I finished work, I went home" → "I finished work; I went home."

2. Misplaced Modifiers: Modifiers placed away from the word they modify, creating confusion. Example: "Running late, the presentation started without me" → "Because I was running late, the presentation started without me."

3. Inconsistent Tense: Switching between past, present, future within a paragraph. Grammarly flags and suggests consistent tense. Example: "She walked to the store and buys milk" → "She walked to the store and bought milk."

4. Unclear Pronoun Reference: Pronouns without clear antecedents. Example: "The manager told the employee she was promoted" (unclear who was promoted). Grammarly suggests clarification: "The manager told the employee, 'You are promoted.'"

More Common Mistakes & Solutions

5. Subject-Verb Disagreement: Subjects and verbs not matching in number. Example: "The team are meeting" (British English) vs. "The team is meeting" (American English). Grammarly adjusts based on selected English variant.

6. Apostrophe Misuse: Confusing possessives with plurals. Example: "The dog's are playing" → "The dogs are playing." Grammarly flags and corrects all apostrophe errors.

7. Homophone Confusion: Using wrong word that sounds similar. Example: "Their going to the store" → "They're going to the store." Grammarly catches all common homophones (their/there/they're, its/it's, to/too/two).

8. Sentence Fragments: Incomplete sentences lacking subject or verb. Example: "Because the store was closed." Grammarly identifies and suggests completion: "Because the store was closed, we went home."

Advanced Mistakes & Grammarly Solutions

9. Parallel Structure Errors: Items in lists should follow same grammatical form. Example: "I like reading, writing, and to swim" → "I like reading, writing, and swimming." Grammarly detects and corrects parallel structure.

10. Vague Language: Using imprecise words that weaken meaning. Example: "The thing about this situation is..." Grammarly suggests: "The issue is..." or "The problem is..." Provides specific, stronger alternatives.

Bonus: Overuse of Passive Voice: Passive voice obscures who is doing the action. Example: "Mistakes were made" (who made them?). Grammarly suggests active: "We made mistakes." Use active voice 80%+ of the time.

Bonus: Clichés & Overused Phrases: "At the end of the day," "in this day and age," "it goes without saying." Grammarly flags clichés and suggests fresh alternatives for more engaging writing.

Practice Prompts: Avoiding Common Mistakes

Prompt 1: Write a paragraph intentionally including 5 different mistakes from the top 10 list (comma splice, misplaced modifier, tense inconsistency, pronoun confusion, apostrophe error). Use Grammarly to identify all 5. Correct each and explain the rule.

Prompt 2: Take a piece of your writing. Run it through Grammarly. Document every error found. For each error, write the rule that was broken and why the correction matters for clarity.

Prompt 3: Write a paragraph using passive voice throughout. Use Grammarly to identify passive constructions. Rewrite using active voice. Compare the two versions for clarity and impact.

Prompt 4: Identify 10 clichés in your writing or sample text. Use Grammarly's suggestions to replace with fresh language. Rewrite the paragraph with original phrasing. Compare engagement level.

Comprehensive Review & Mastery Checklist

Grammar Mastery: ✓ Identify and correct subject-verb agreement, tense consistency, pronoun reference, modifier placement. ✓ Understand run-on sentences, comma splices, fragments, double negatives.

Style & Tone: ✓ Adjust formality slider for different audiences. ✓ Convert between formal, neutral, casual tones. ✓ Use active voice for clarity. ✓ Maintain consistent tone throughout documents.

Academic Writing: ✓ Format citations correctly (APA/MLA/Chicago). ✓ Use academic vocabulary and formal tone. ✓ Avoid plagiarism with proper attribution. ✓ Structure essays with clear arguments and evidence.

Business Communication: ✓ Write professional emails with clear purpose and call-to-action. ✓ Create persuasive proposals and reports. ✓ Use concise, action-oriented language. ✓ Maintain professional tone in all business writing.

Clarity & Conciseness: ✓ Write sentences averaging 15-20 words. ✓ Eliminate redundancy and filler words. ✓ Use active voice 80%+ of the time. ✓ Achieve Flesch Reading Ease score of 60-70.

Error Prevention: ✓ Catch and correct top 10 common mistakes. ✓ Use Grammarly as final quality check. ✓ Understand why each correction matters. ✓ Apply rules consistently across all writing.

Next Steps: Continuous Improvement

Daily Practice: Use Grammarly on all writing (emails, documents, social media). Review suggestions and explanations. Build muscle memory for rules.

Weekly Review: Analyze your Grammarly stats: most common errors, tone patterns, readability trends. Identify personal weak areas and focus practice there.

Monthly Goals: Set specific targets: reduce comma splices by 50%, improve readability score to 70+, maintain formal tone in business writing. Track progress in Grammarly dashboard.

Advanced Learning: Explore Grammarly Premium features: plagiarism detection, advanced tone detection, genre-specific writing guides. Take specialized courses on technical writing, creative writing, or business communication.

Peer Feedback: Share your writing with peers. Ask them to identify unclear passages. Compare their feedback with Grammarly's suggestions. Refine your understanding of clarity and impact.