AI for Smarter Communication

Day 12 • Grammarly • Clear, correct and audience-aware writing

DAY 12 | WRITING ASSISTANCE

Use Grammarly to write with confidence

Learn to edit drafts, understand suggestions, check originality responsibly, and adapt writing for blogs and social media.

9:00 AM–1:00 PM • 2:00 PM–3:00 PM

Learning outcomes & training roadmap

By the end, learners will make informed editing decisions—not accept every suggestion automatically.

1 • Editor essentials

Open a draft, set goals, review grammar, spelling and punctuation.

2 • Connected workflow

Explore supported integrations and decide where editing fits.

3 • Originality & publishing

Understand plagiarism checks, citations and social post tone.

4 • Blog writing & review

Draft engaging content, evaluate suggestions and reflect.

Prayer and lunch break: 1:00–2:00 PM | Afternoon practice: 2:00–3:00 PM

What is Grammarly?

A writing assistant that offers context-sensitive suggestions; it is not a substitute for judgment.

Definition & purpose

- AI-powered writing support for spelling, grammar, punctuation and style.
- Can help improve clarity, tone and readability depending on plan and feature availability.
- Works in supported apps, browsers and the Grammarly editor.

Best-use principles

- Start with your audience, purpose and desired tone.
- Treat suggestions as recommendations; preserve your intended meaning.
- Verify names, facts, numbers and specialist terminology yourself.

Tour the Grammarly Editor

A repeatable workflow for a new or existing draft.

1. Add text

Paste or type a draft. Keep a copy of the original when the document matters.

2. Set context

Where available, choose audience, formality, domain or writing goals.

3. Review & revise

Inspect each suggestion, apply or dismiss it, then reread the full text.

Core grammar categories Grammarly may flag

Use these mini-examples to understand the reason behind a suggestion.

Error → correction

Subject–verb agreement

Incorrect: “She write every day.”

Better: “She writes every day.”

Tense consistency

Unclear: “Yesterday we meet and discuss the plan.”

Better: “Yesterday we met and discussed the plan.”

More examples

Punctuation

Incorrect: “Lets eat team.”

Better: “Let’s eat, team.”

Clarity / concision

Wordy: “Due to the fact that it rained, we stayed inside.”

Clearer: “Because it rained, we stayed inside.”

Make suggestions work for your purpose

Correctness is only one part of effective communication.

Correctness

Fix errors that distract or change meaning. Check the grammar rule when unsure.

Clarity & concision

Replace vague or repetitive wording only when the revised sentence remains accurate.

Tone & audience

A friendly social post and a formal client email need different levels of formality.

Integrating Grammarly with other tools

Availability varies by operating system, subscription, browser and the application being used.

Common workflow options

- Browser extension or supported desktop/mobile experience may provide suggestions while you write.
- Use supported integrations for email, documents and web-based writing environments.
- For tools without direct integration, draft or review text in the Grammarly editor and paste it back carefully.

Integration checklist

- Install only from Grammarly’s official site or the official app store.
- Review permissions before enabling an extension or connected app.
- Avoid pasting confidential, personal or regulated information unless policy permits.
- Check formatting and links after moving text between apps.

Plagiarism checker: what it does—and doesn’t

Originality tools support responsible writing; they do not decide whether a source has been credited correctly.

Useful for

- Comparing submitted text against sources available to the checker (coverage varies).
- Finding passages that may need quotation marks, paraphrasing or citations.
- Prompting a final source-by-source review before publication.

Important limits

- A similarity result is not, by itself, proof of plagiarism or proof of originality.
- Cite borrowed ideas, data, images and exact wording according to the required style.
- Do not disguise copied text by swapping words; understand and cite the source.
- Feature access can depend on plan and institutional setup.

Practical example: review a short email

Compare the draft with an edited version, then explain every meaningful change.

Draft to review

“hi team, the report are ready. i send it yesterday but forgot attach the file. please check it when you have time”

Possible polished version

“Hi team,

The report is ready. I sent it yesterday but forgot to attach the file. Please review it when you have time.

Thank you,”

Discuss: capitalization, subject–verb agreement, tense, punctuation and professional tone.

Grammarly for social media posts

Match the voice to the platform and audience; keep claims truthful and specific.

Inform

“Our free workshop starts Friday. Register by Thursday using the link in our bio.”

Engage

Ask a relevant question: “Which writing habit helps you most—planning, drafting or editing?”

Promote responsibly

Avoid exaggerated claims, misleading urgency and unsupported statistics. Check links and dates.

Write an engaging blog post

Afternoon session • 2:00–3:00 PM

A simple blog structure

- Headline: specific benefit or question.
- Opening: identify the reader's problem and promise a useful answer.
- Body: use clear subheadings, examples and short paragraphs.
- Conclusion: summarize the lesson and offer one relevant next step.

Example outline

- Title: "5 Ways to Make Workplace Emails Clearer"
- Intro: explain the cost of unclear messages.
- Sections: lead with purpose; use plain language; organize actions; check tone; proofread.
- Conclusion: invite readers to apply one technique today.

Review Grammarly suggestions critically

Practice deciding whether a suggestion improves the message.

Pair activity • Edit, explain, defend

1. Write a 100–120 word announcement for a class workshop.
2. Review spelling, grammar, punctuation, clarity and tone.
3. Apply useful suggestions and reject at least one suggestion that changes your intended meaning.
4. Read the final version aloud and check dates, names and links.

DELIVERABLE

Before-and-after draft plus 3 reasons for accepting or rejecting suggestions.

SUCCESS CHECK

Meaning preserved • audience fit • errors fixed • claims verified • final text reads naturally.

Tool choice: Grammarly and alternatives

Choose based on the task, privacy requirements and available features—not brand alone.

Grammarly

Primarily supports editing, correctness, clarity and tone in supported writing workflows.

QuillBot / Wordtune

Often used for paraphrasing, rewriting and summarizing; review meaning and citations.

Copilot / DeepSeek

General AI assistants can help brainstorm or draft; verify output and follow workplace rules.

Day 12 review & exit ticket

Use the final five minutes to check learning and set one writing habit.

KEY TAKEAWAYS

- Grammarly suggests edits; the writer owns the final decision.
- Use integrations thoughtfully and check permissions.
- Similarity checking does not replace correct citation practices.
- Strong blog and social content starts with purpose, audience and a clear structure.

EXIT TICKET

- Name one grammar category and correct an example.
- What is one limitation of a plagiarism checker?
- Which suggestion would you reject if it changed your intended meaning?
- Submit one revised paragraph and one lesson learned.