



Better writing, better results.

iGroup China·长煦信息技术咨询（上海）有限公司

Grammarly Is Trusted by Over 600 Universities



99%

99% of surveyed students reported an improvement of writing grades



目录

1. Grammarly 产品简介
2. Grammarly 主要功能
3. 如何使用 Grammarly?

一、Grammarly 产品简介





一款优秀的日常英文写作辅助工具

1. 检查单词拼写
2. 纠正标点符号
3. 修正语法错误
4. 调整语气
5. 替换平淡无奇的词汇
6. 生成式AI
7. 引用格式
8. 知识共享等等

对学术写作来说，**Grammarly**还可以帮助引用、查重。
Grammarly让您的英文写作准确，地道，专业！





Grammarly for Windows and Mac



Grammarly for Microsoft Edge

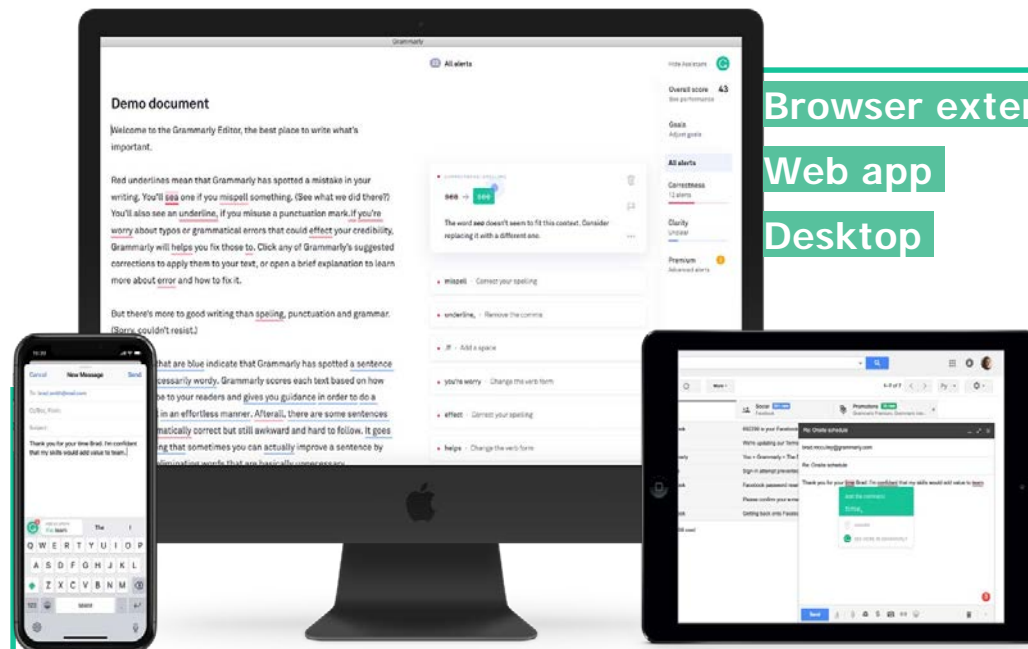


Grammarly for iPhone and iPad



Grammarly for Android

(需在google商店中才能下载)



Browser extension

Web app

Desktop

iOS Keyboard

Android Keyboard

iOS Keyboard

Android Keyboard

Grammarly 受到全球 **2,000**

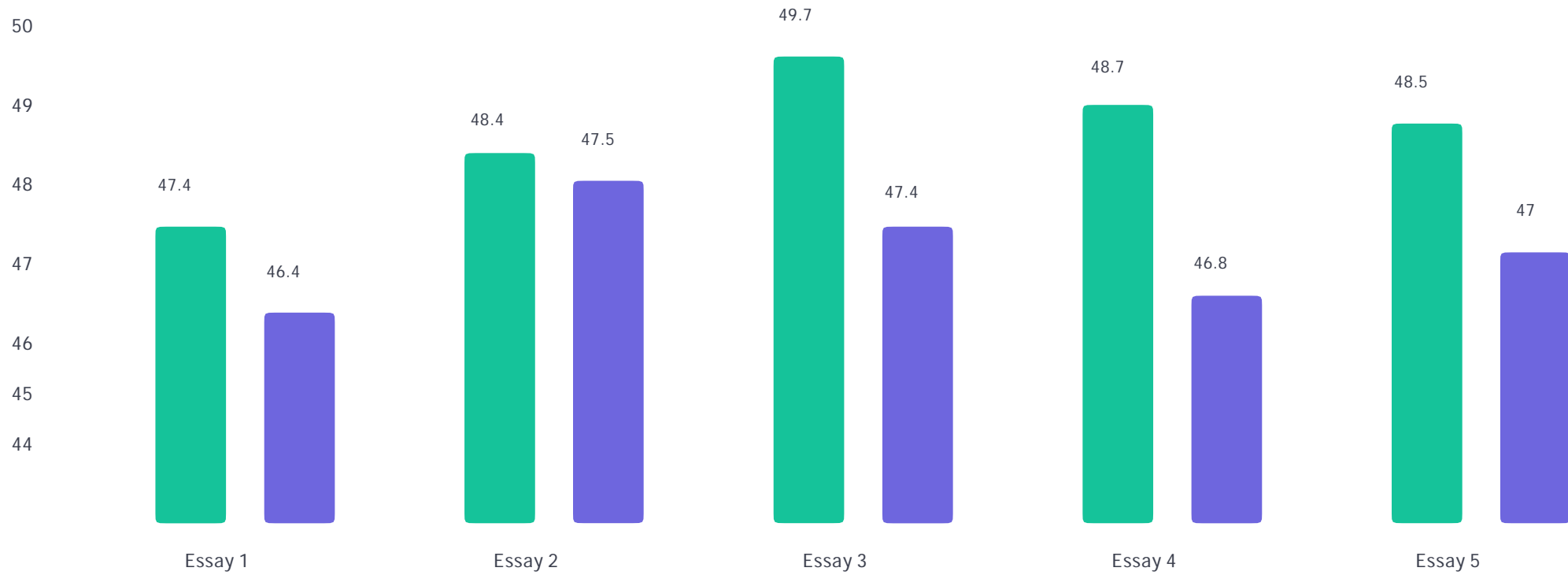
多所高校和高校师生的信赖。



96% 的财富 500 强公司均有员工在使用 Grammarly。



Central Michigan University的研究表明 Grammarly 显著提高了学生的英文写作水平:



- Grammarly required - FNS 370 Essays for Fall 2012 (n=58)
- Grammarly not used - FNS 370 Essays for Fall 2012 (n=68)



grammarly

安全可靠

我们维持毫不妥协的安全标准和程序，以确保您的言论安全。

GRAMMARLY

您的言论属于您自己——我们不会出售或出租您或您团队的信息。我们不会帮助第三方查阅您的信息和言论。

认证和合规性



安全措施



AWS 在美国托管，具有 SOC 2 和 ISO 27001 认证。我们利用 AWS 安全工具数据在传输过程中和静态时均经过加密

流程和政策

组织和信息安全
限制访问系统和数据
第三方供应商管理

安全特性

帐户角色和权限
基于 SAML 的 SSO
通过 SCIM 或 JIT 进行配置

二、Grammarly产品的主要功能



个人免费版/付费版/学术机构版区别



个人免费版

FOR INDIVIDUALS

Free

Basic writing suggestions.

Create Account

- √ 生成式AI功能，100次/月
- √ 语法、标点、拼写检查
- √ 删去多余单词
- √ 语气检测
- √ 自动引用
- √ 账号安全

个人付费版

FOR INDIVIDUALS

Premium

Style, tone, and clarity improvements for writing at work and school.

Get Started

- √ 生成式AI功能，1000次/月
- √ Free全部功能+
- √ 语法标点连贯性、流畅性
- √ 全句改写，格式改写
- √ 同义词选择，多样化语句
- √ 语气改写，语气建议
- √ 引用格式改写
- √ 抄袭检测
- √ 账号安全

学术机构版

FOR TEAMS



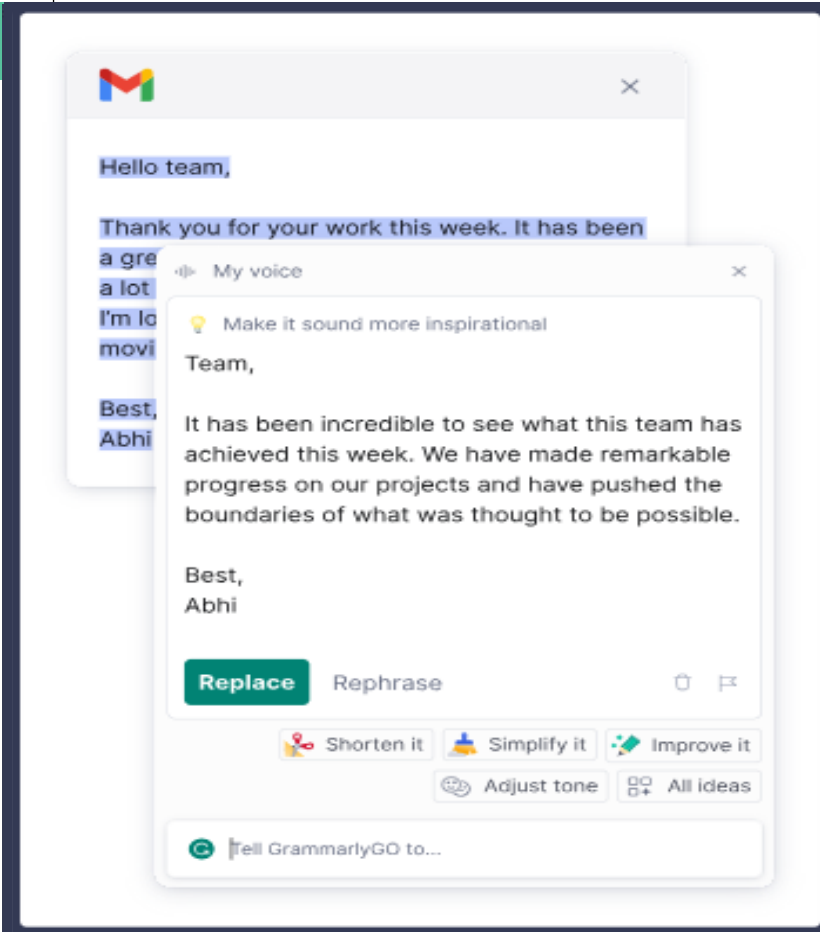
Professional and clear communication for **universities and schools.**

Get Started

- √ 生成式AI功能，2000次/月
- √ Premium全部功能+
- √ 账户角色和权限控制
- √ SAML单点登录（可选）
- √ 团队写作风格
- √ Snippets代码段快捷输入
- √ 品牌语调
- √ 分析面板

Grammarly功能特征	Grammarly功能特征细化	Free	Premium	@edu
Generative AI assistance 生成式AI功能	Ideate:头脑风暴, 提供新思路	√	√	√
	Compose: 创作撰写	√	√	√
	Rewrite:重新撰写	√	√	√
	Reply:回复功能	√	√	√
	Personalize your voice: 个性化文章风格	√	√	√
	Prompts: 可使用次数, 每30天更新一次	100次	1000次	2000次

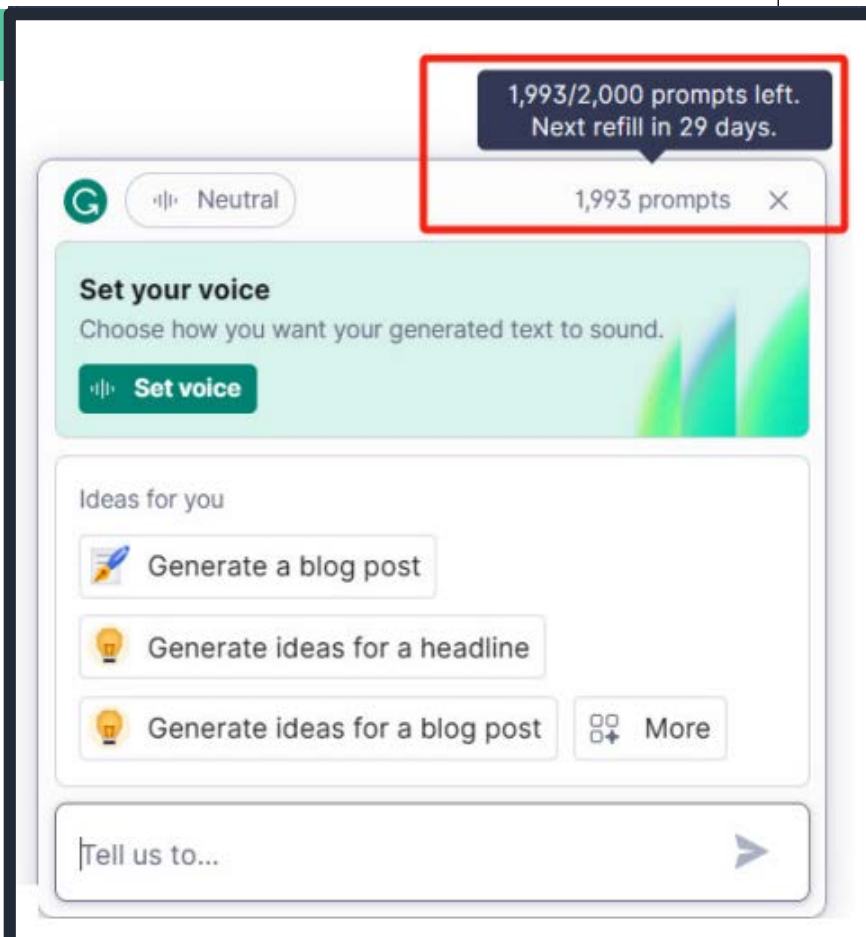
Reply- 回复邮件



重新生成不同语气、长度、语调的文本，以及更短的文本表达等功能。

Grammarly功能特征	Grammarly功能特征细化	Free	Premium	@edu
Generative AI assistance 生成式AI功能	Ideate:头脑风暴, 提供新思路	√	√	√
	Compose: 创作撰写	√	√	√
	Rewrite:重新撰写	√	√	√
	Reply:回复功能	√	√	√
	Personalize your voice: 个性化文章风格	√	√	√
	Prompts: 可使用次数, 每30天更新一次	100次	1000次	2000次

Pers: Prompts-使用次数 :化文本



每个用户每 30 天内有固定提示次数，每次输入提示获取内容后，次数会减少。第一次使用后 30 天内次数会刷新。

Grammarly功能特征	Grammarly功能特征细化	Free	@edu
 Correctness 表达正确	Grammar, spelling, and punctuation 语法、拼写和标点符号拼写错误检查	√	√
	Consistency in spelling and punctuation 拼写和标点符号的一致性		√
	Fluency 流畅度		√

拼写和标点符号的一致性

SAMPLE ISSUE

Applications are due
~~July 10th~~, and we'll decide by ~~25 Aug.~~

• CORRECTNESS: CONSISTENCY

~~July 10th, 25 Aug~~ → **July 10th, August 25th**

拼写、格式、标点符号的不一致性提出建议

流畅度

SAMPLE ISSUE

We've been able to **do** some progress here.

• CORRECTNESS: FLUENCY

~~do~~ → **make**

使你的文字听起来更加自然和流畅

Grammarly功能特征	Grammarly功能特征细化	Free	@edu
 Clarity 清晰	Conciseness 简明, 除去不需要的词语	√	√
	Clarity-focused sentence rewrites 重写句子使表达更清晰		√
	Formatting 格式化		√

重写句子使表达更清晰

SAMPLE ISSUE

If you have any questions about my rate or if you find it necessary to increase or decrease the scope for this project, please let me know.

- CLARITY: REPHRASE SENTENCE

If you have any questions about my rate or **if-you** find it necessary to increase or decrease **the scope for this project project's scope**, please let me know.

对晦涩难懂的句子进行简单重写

格式化

SAMPLE ISSUE

Here's where we stand on the various tracks for this project: audience research (90% complete), final budget secured (100% complete), design exploration (40% complete), prototype build (10% complete), legal review (0% complete).

- REFORMAT LIST

Here's where we stand on the various tracks for this project:

- audience research (90% complete) ¶
- final budget secured (100% complete) ¶
- design exploration (40% complete) ¶
- prototype build (10% complete) legal review (0% complete) ¶

将复杂长句格式分点改写

Grammarly功能特征	Grammarly功能特征细化	Free	@edu
<p>📌 Engagement</p> <p>生动</p>	Word Choice 单词选择		√
	Lively sentence variety 生动活泼的句子变化		√

单词选择

SAMPLE ISSUE

I'm **very happy** to be part of the team.

● ENGAGEMENT: VOCABULARY

~~very happy~~ → **thrilled** **pleased** **delighted**

对一些单词提供生动的词语替换

生动活泼的句子变化


SAMPLE ISSUE

I read an interesting book recently. It was about computers. I usually read novels.

● ENGAGEMENT: SENTENCE VARIETY

3 similar sentences in a row.
Consider changing the word order.

识别重复的、单调的句子进行语序重写，提高文章生动性

Grammarly功能特征	Grammarly功能特征细化	Free	@edu
 Delivery 写作风格	Tone detection 音调检测, 了解文章给读者带来的印象	√	√
	Confident writing 自信的表达		√
	Politeness 礼貌		√
	Formality level 正式程度		√
	Inclusive language 包容性的语言		√

自信的表达

SAMPLE ISSUE

I think we should be able to solve this issue for you.

• DELIVERY: CONFIDENCE

~~I think ... able to~~ → **We can**

使用一些词语, 让表达更加自信

正式程度


SAMPLE ISSUE

Is there anything else I can do for u?

• DELIVERY: FORMALITY

~~u~~ → **you**

使用格式标准的用词

Grammarly功能特征	Grammarly功能特征细化	Free	@edu
 Delivery 写作风格	Tone detection 音调检测, 了解文章给读者带来的印象	√	√
	Confident writing 自信的表达		√
	Politeness 礼貌		√
	Formality level 正式程度		√
	Inclusive language 包容性的语言		√

礼貌用词

SAMPLE ISSUE

I hated the proposal.

- DELIVERY: POLITENESS

~~hated~~ → wouldn't say I liked

使用有礼貌的用词

包容性的语言

SAMPLE ISSUE

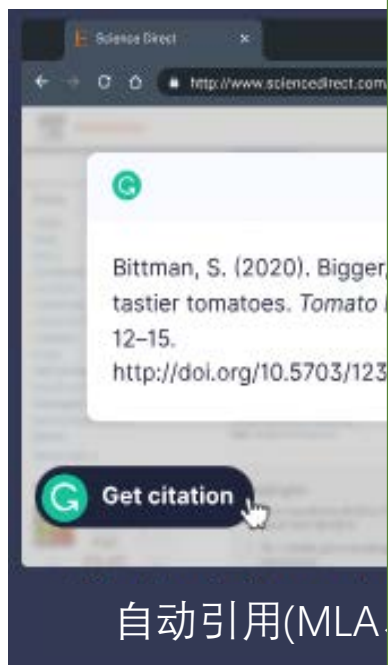
The venue is accessible for guests who
are confined to wheelchairs.

- DELIVERY: SENSITIVITY

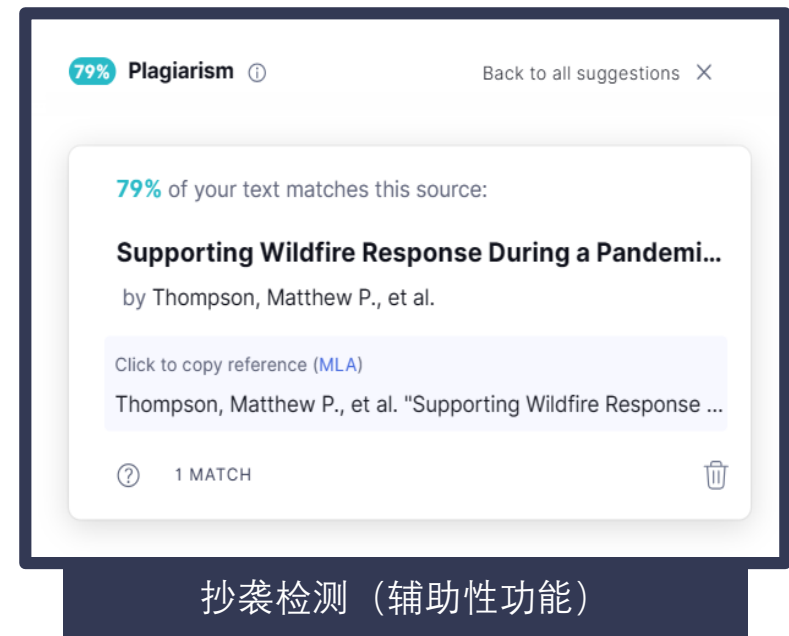
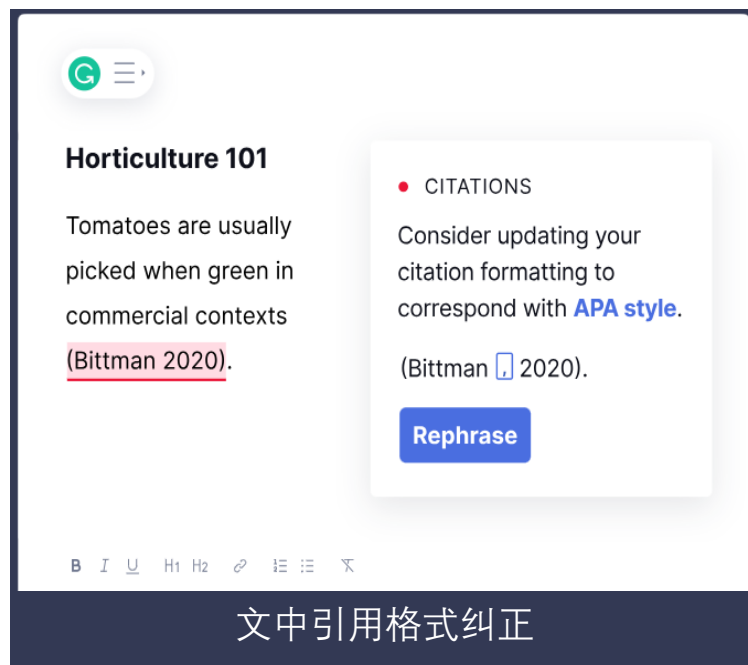
~~are ... wheelchairs~~ → are wheelchair users

使用尊重的且未过时的单词

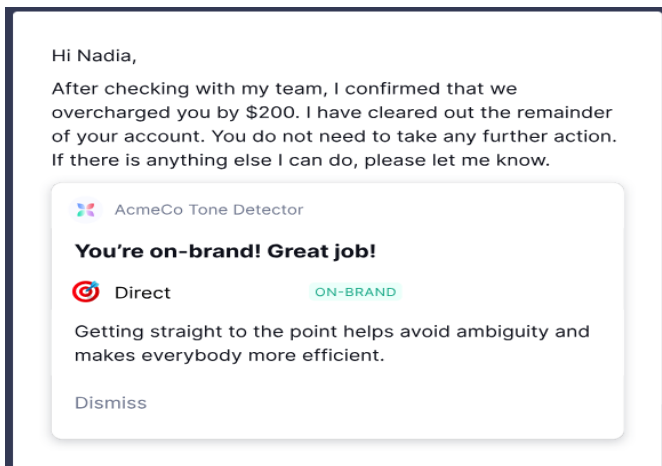
Grammarly功能特征	Grammarly功能特征细化	Free	@edu
 Citations 引用	Auto-citations 自动引用, 常用学术网站支持自动引用	√	√
	Citation style formatting 引用格式纠正		√
	Plagiarism detection 抄袭检测		√



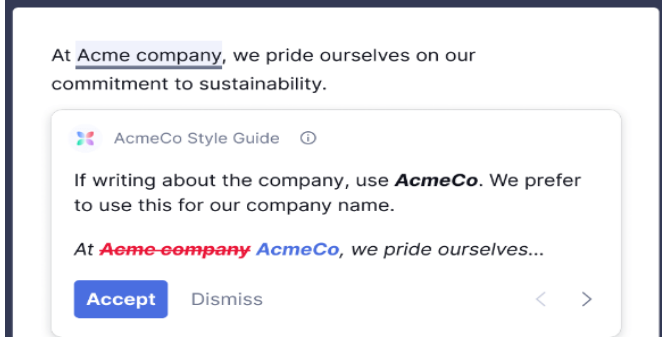
- websites:**
- .wikipedia.org/wiki
 - journals.plos.org/plosone
 - sciencedirect.com/science/article/pii/
 - journals.sagepub.com/doi
 - ncbi.nlm.nih.gov/pmc/articles
 - doaj.org/article
 - arxiv.org/abs
 - *.springeropen.com/articles
 - frontiersin.org/articles/
 - onlinelibrary.wiley.com/
 - journals.physiology.org/
 - science.org/
 - nature.com
 - pnas.org/
 - annualreviews.org/
 - pubs.asha.org/
 - academic.oup.com/
 - mdpi.com/
 - muse.jhu.edu/
 - online.ucpress.edu/journals
 - journals.uchicago.edu/
 - ChatGPT



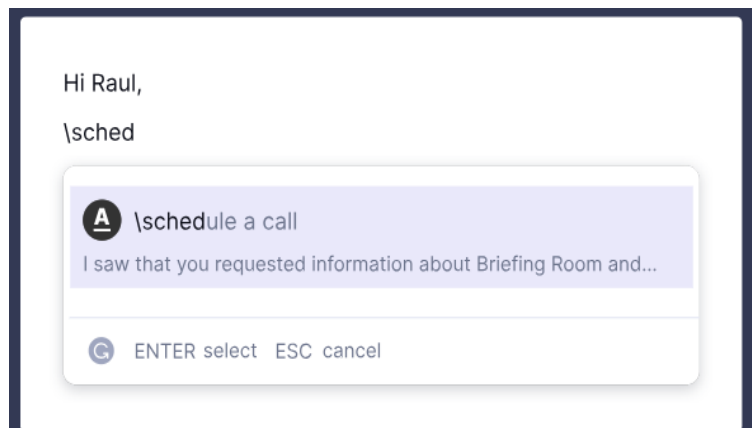
Grammarly功能特征	Grammarly功能特征细化	Free	@edu
Team Features 团队功能 (需管理员添加后才可使用)	Style guide 团队风格 & Brand tones 团队语气		√
	Snippets 代码片段输入		√
	Knowledge Share 知识分享		√
	Analytics dashboard 分析面板		√



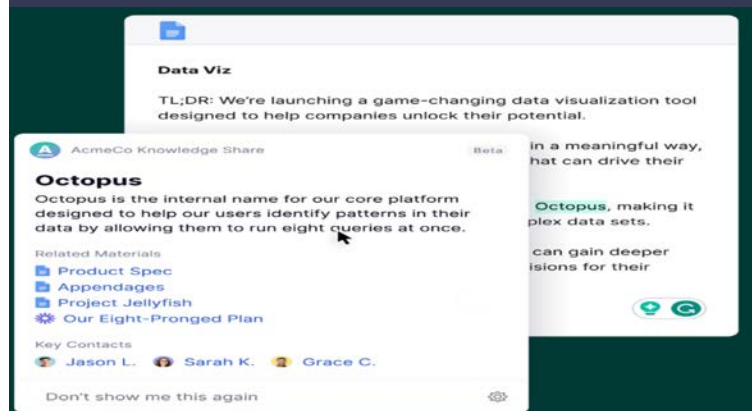
团队语气，规范写作中可以出现哪些语气，不可以出现哪些语气，提高交流效率



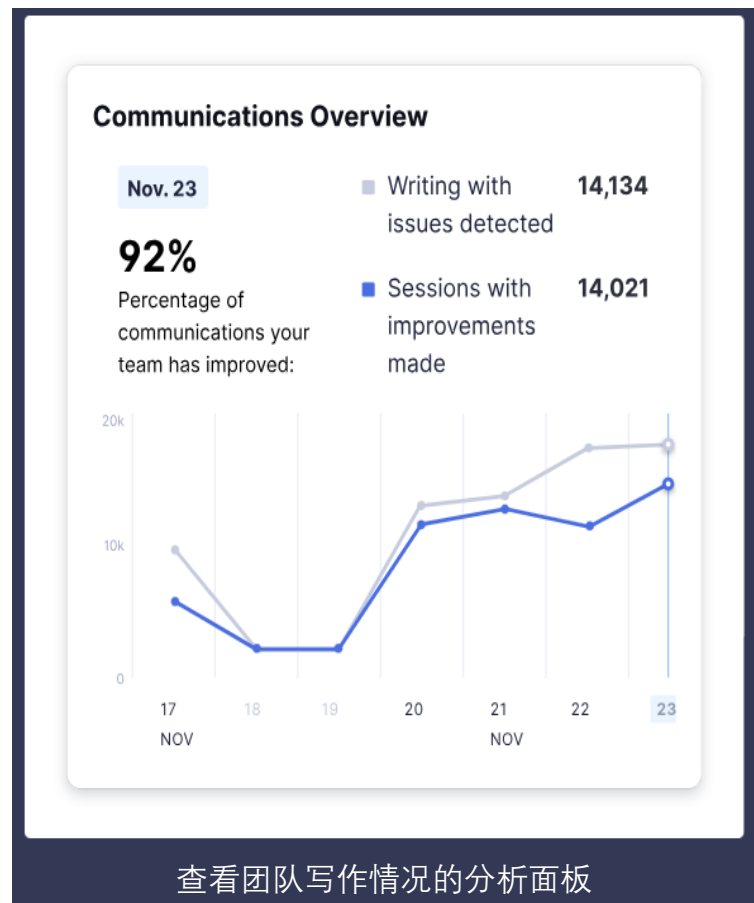
创建一个机构风格规范，帮助团队成员保持写作风格一致性。



代码片段，快捷输入一些反复使用的语句。帮助团队成员提高工作效率。



团队词条共享查看

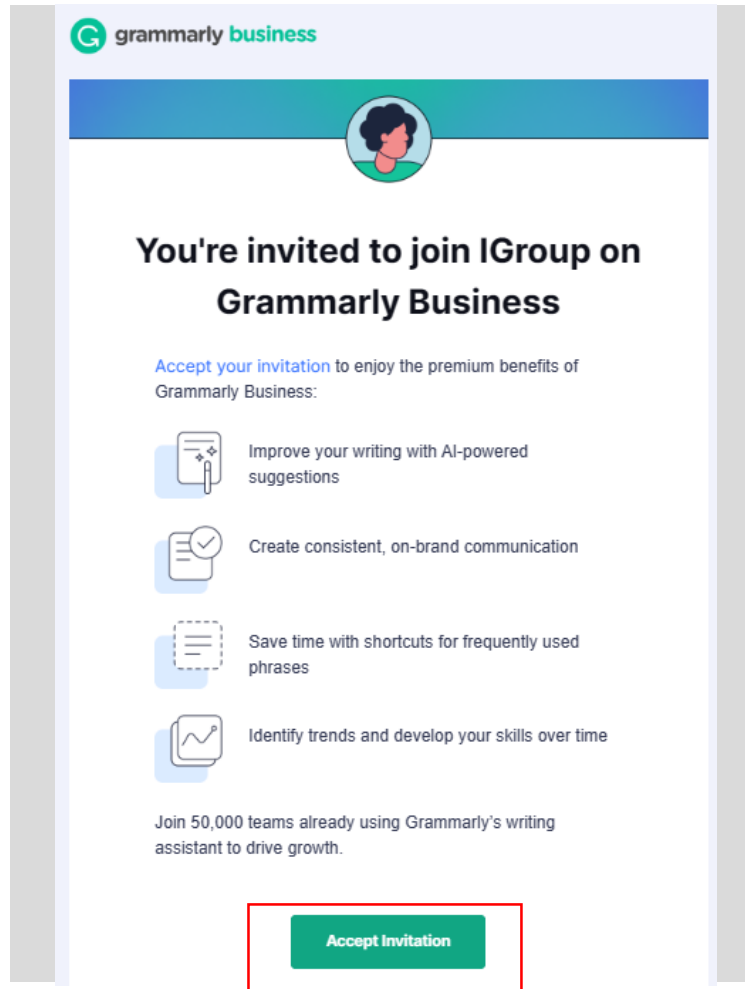


查看团队写作情况的分析面板

三、如何使用Grammarly?



3.1 激活您的账号



Step1:

您所在机构的管理员账号会收到 Grammarly 系统发出的邀请邮件，邮件主题为：

Action Needed: Please activate your Grammarly Account(如左图)，**收件箱中没有请检查是否在垃圾箱里。**

如果您无法收到激活邮件，请您联系您的机构**email**管理员。



3.1 激活您的账号

Welcome to your IGroup Grammarly Business account!

To join your team and allow your team admin to manage this account, please enter your password.

Sign up [I have an account](#)

Email
zijunfang1998@163.com

Password
.....

Name
Zijun

By signing up, you agree to the [Terms and Conditions](#) and [Privacy Policy](#). California residents, see our [CA Privacy Notice](#).

Agree and Sign up

Sign up with Google >

Sign up with Facebook >

Sign up with Apple >

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

You also agree to receive product-related marketing emails from Grammarly, which you can unsubscribe from at any time.

- ✓ 400+ checks and features
- ✓ Context-optimized synonym suggestions
- ✓ Works anywhere you write

"Grammarly quickly and easily makes your writing better."

Forbes


Step 2:

已有账号-直接登录进行激活

没有账号-注册，输入邀请邮箱、密码以及姓名进行激活

You're invited to join the iGroup Grammarly Business account

If you'd like to keep your personal account and join iGroup separately, you must first [change the email address for your personal account](#).



Join the iGroup Grammarly Business team

You'll still be able to access any documents you have saved to your Grammarly account.

Join the team

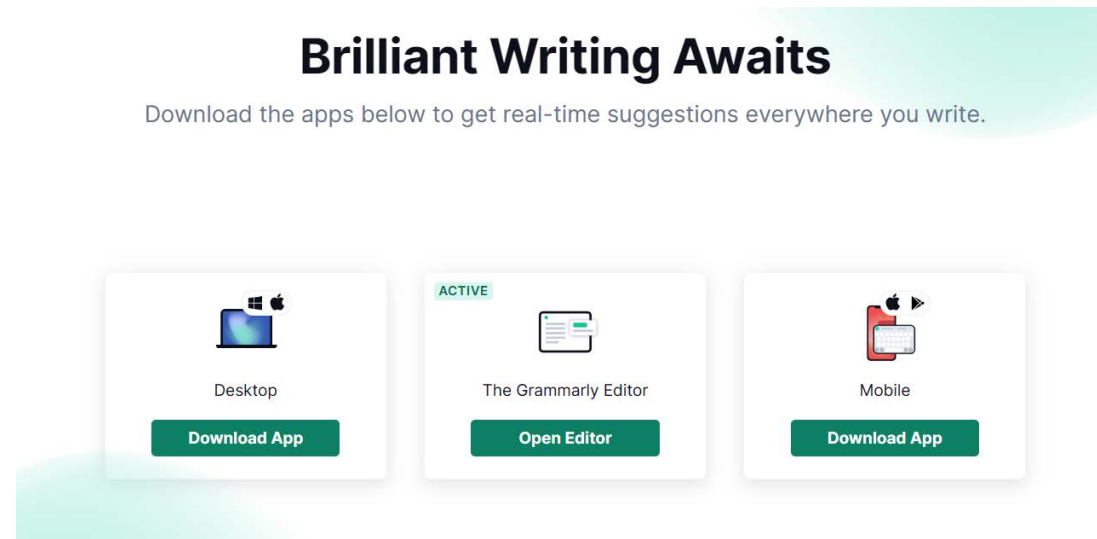
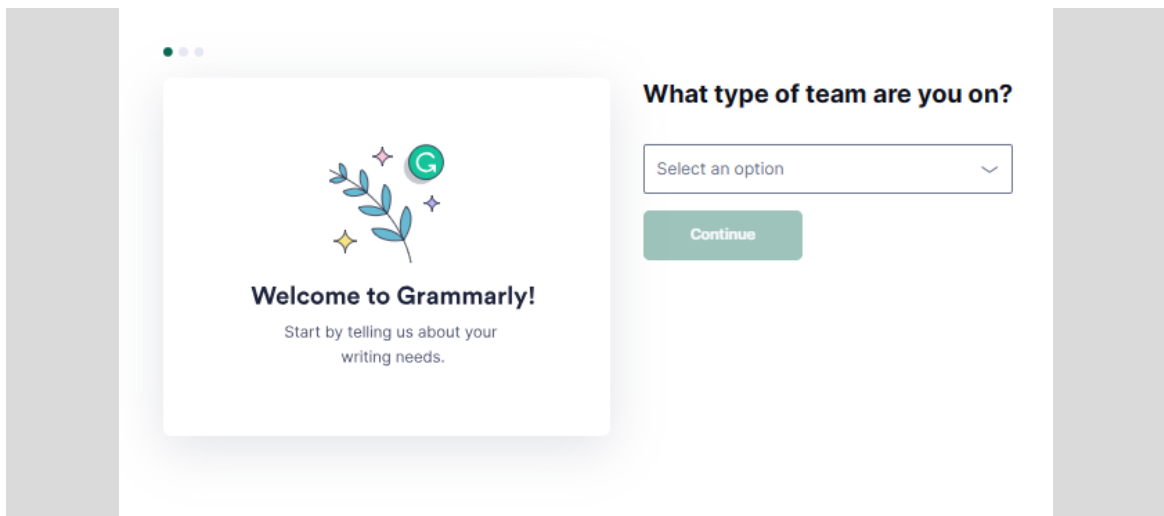
[Maybe later](#)



Hold on. It'll take just a second.

Your account is ready!

3.1 激活您的账号



Step 3:

登录成功后，要求填写个性化设置。

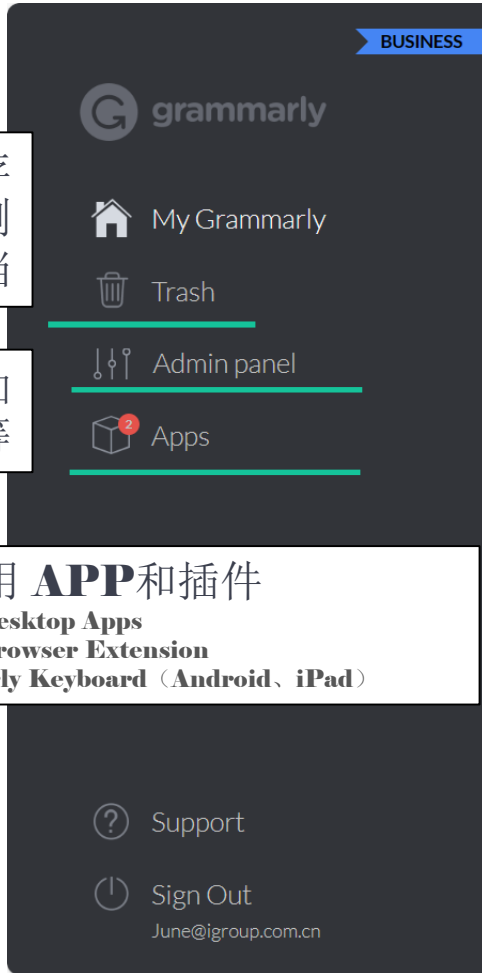
- 1.选择使用团队的主要目的（销售、日常交流、**HR**等等）
- 2.选择在团队中的主要职责（成员、**CEO**，管理人员等等）
- 3.选择使用**APP**的场景（英语学习，商务交流等等）

注：后续可在设置中更改选择

选择**app** 开始使用



3.2 登录后用户界面的使用



垃圾箱，存放**30**天内删除的文档

账户设置，如密码等

查看下载可用 **APP**和插件

- **Grammarly Desktop Apps**
- **Grammarly Browser Extension**
- **The Grammarly Keyboard (Android、iPad)**



GRAMMARLY EDITOR支持上传的文档格式有**MICROSOFT WORD (.DOC, .DOCX)**、**OPENOFFICE (.ODT)**、**.TXT**和**.RTF**。下载的文档格式为**.DOCX**。

新建文档，上传文档，管理文档

登录网页版
Grammarly
<https://www.grammarly.com/>


或者登录 **Grammarly Window/iOS** 应用程序


输入正确的账号密码后可进入用户界面。

登录后的用户界面如左图，有“EDU”或“BUSINESS”说明您的机构版账号已激活成功

检索

方式1: 在线编辑新建文档


New



 **Import**

Demo document
The basics Misspellings and grammatical errors can affect your credibility. The same goes for misused commas, and other

21

Demo
样例文本

-Grammarly
The user role is for the end-users of the Grammarly Business account members. Users will receive Grammarly's full range

8  

管理所有已保存的文档

- 下载
- 删除

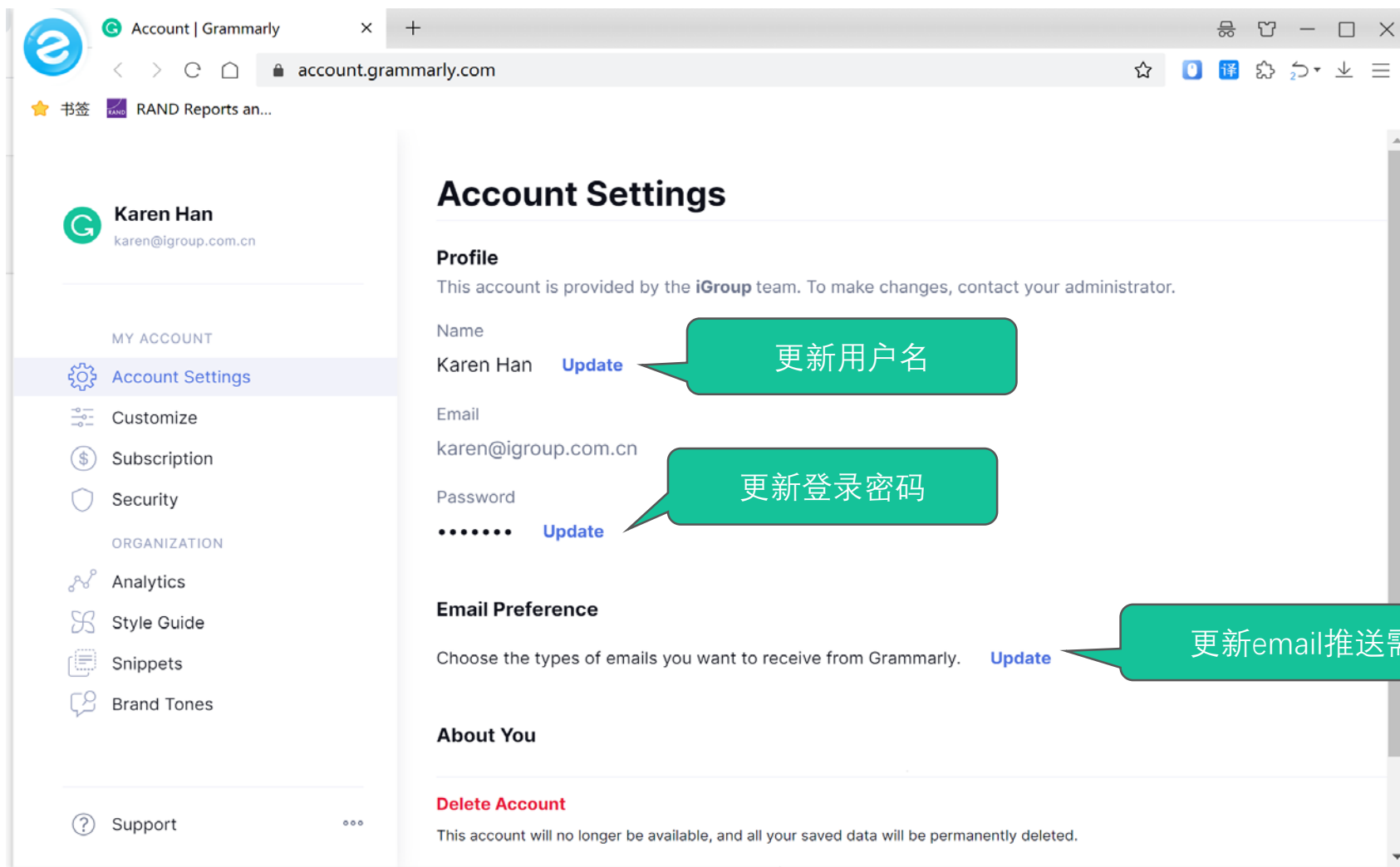
Sara
Sara, who comes from Canada, is our English Oral teacher. She is loved and respected by many students. What impressed me the most

3

方式2: 导入本地传已编辑好的文件

Grammarly 目前支持 **Word** (.doc/.docx) 和纯文本 (.txt .rtf) 的常用格式的文档, 是的, 不支持 **Pages** 文档。

3.3 个人账号设置与管理



Writing Styles 写作风格设置

Customize

Dictionary Language **Writing Style** Features

Personal Dictionary

Improve your Grammarly experience by adding words to your personal dictionary. These words will no longer be flagged as misspellings.

Add a new word **Add**

Dictionary, 将单词加入词库, 一旦您将特定单词添加到个人词典中, 它将不会在其他**Grammarly**产品中被标记(例如特殊缩写等)。

Customize

Dictionary Language **Writing Style** Features

Writing Style

Manage optional stylistic suggestions (such as the Oxford comma) to better fit your writing style. Make sure to reload any tabs or apps where you're using Grammarly for your settings to take effect.

Bold key phrases	<input checked="" type="checkbox"/>
Fluency	<input checked="" type="checkbox"/>
Gendered generic pronouns	<input checked="" type="checkbox"/>
Missing space with time	<input checked="" type="checkbox"/>
Oxford commas	<input checked="" type="checkbox"/>
Passive voice	<input checked="" type="checkbox"/>
Person-first language	<input checked="" type="checkbox"/>
Personal pronouns in academic writing	<input checked="" type="checkbox"/>
Possibly biased language	<input checked="" type="checkbox"/>
Possibly biased language (gender-related)	<input checked="" type="checkbox"/>
Possibly biased language (LGBTQIA+-related)	<input checked="" type="checkbox"/>
Possibly outdated language (LGBTQIA+-related)	<input checked="" type="checkbox"/>
Punctuation after quotation mark	<input checked="" type="checkbox"/>
Readability	<input checked="" type="checkbox"/>
Reclaimed language	<input checked="" type="checkbox"/>
Sentence variety	<input checked="" type="checkbox"/>
Sentence-ending prepositions	<input checked="" type="checkbox"/>
Sentences starting with conjunctions	<input checked="" type="checkbox"/>
Split hard-to-read sentences	<input checked="" type="checkbox"/>
Split infinitives	<input checked="" type="checkbox"/>
Stylistic sentence fragments	<input checked="" type="checkbox"/>
Unnecessary ellipses	<input checked="" type="checkbox"/>
Vocabulary	<input checked="" type="checkbox"/>
Word variety	<input checked="" type="checkbox"/>

Feature, 个性化表达

Customize

Dictionary **Language** Writing Style Features

Language Settings

Select your primary language and the English dialect you use to get suggestions tailored to your language background.

My primary language is

While the list above does not currently include all languages, we're working to provide tailored support for writers of all language backgrounds.

I write in

I want fluency assistance

Enable writing suggestions to sound more fluent in English.

Customize

Dictionary Language Writing Style **Features**

Snippets

Assign a new keyboard shortcut to insert snippets.

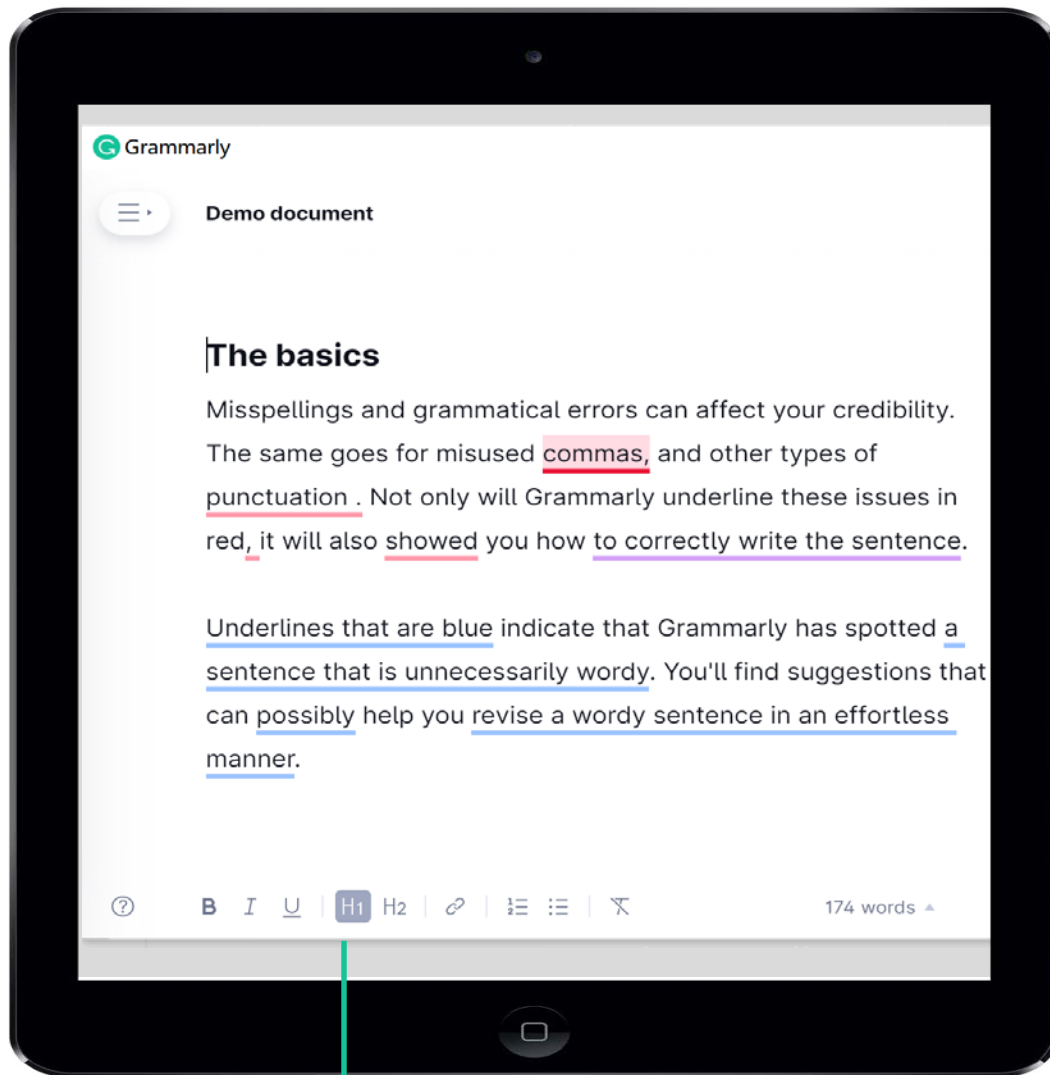
Assign

Choose a character that you don't normally use.

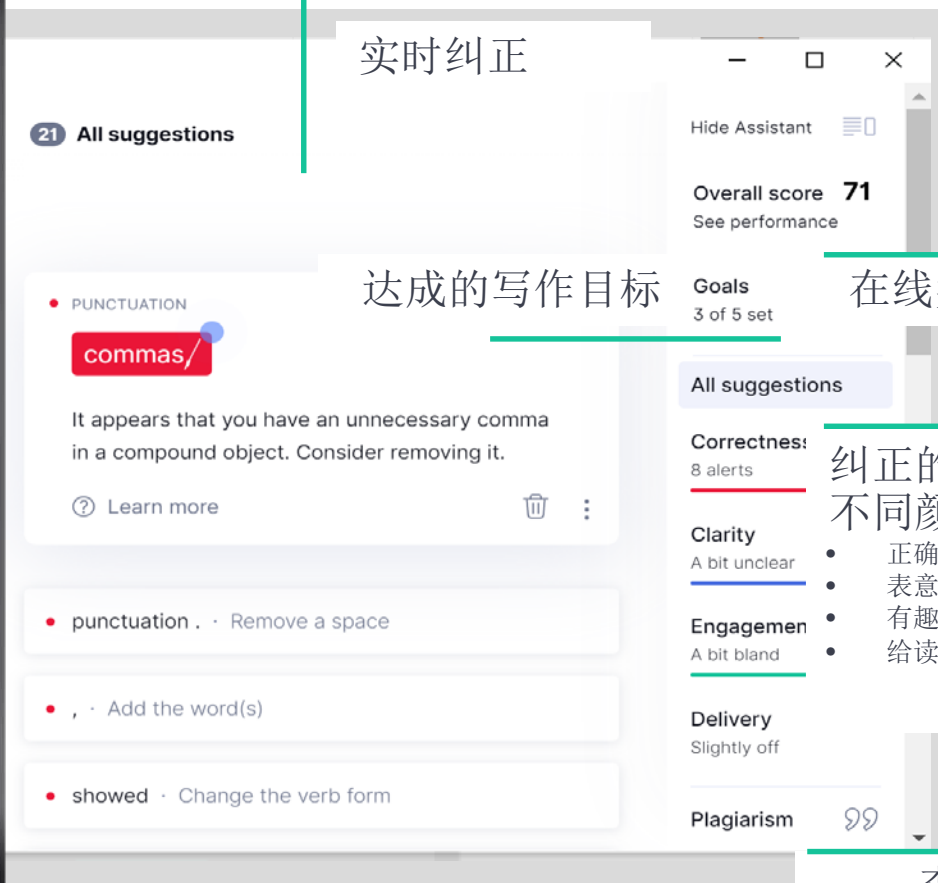
- Language**, 设置语言
- 母语
 - 写作语言
 - 是否需要写作助手增加表达的流利性

3.4 Grammarly编辑器功能介绍

“Grammarly 可以实现实时语法检查，你边写它就边改，语法问题和修改意见会以标注的形式显示在文档的右侧，方便你去一一查看，而且在每条批注下面都会配有详细的解释，告诉你哪里错了，为什么要这样修改。”



键入/导入的文本



实时纠正

达成的写作目标

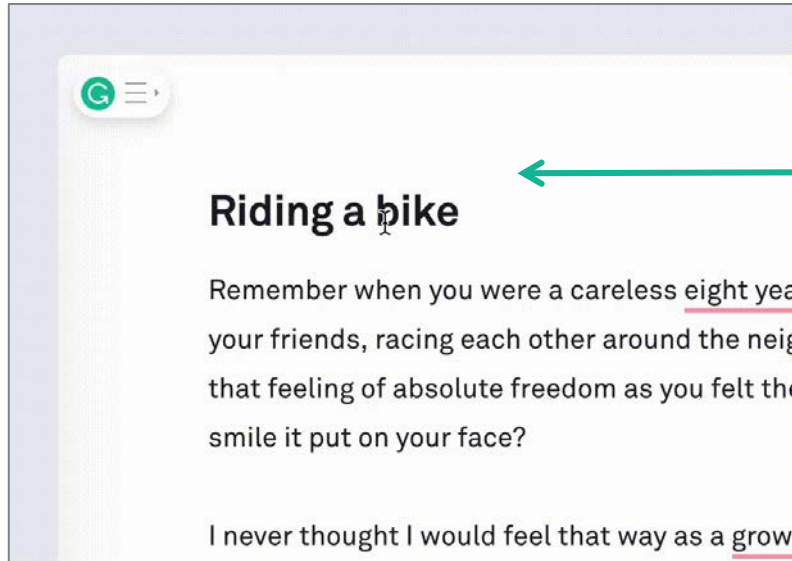
在线实时评分

纠正的问题分类，以不同颜色下划线表示

- 正确程度
- 表意清晰程度
- 有趣和有效表达的程度
- 给读者留下正确印象的程度

查重功能

“Grammarly 的界面设计非常简洁，很像在线写作网站的风格，文档也都会自动保存在网站内，供你随时编辑和查看，如果没有太多格式的要求，你完全可以直接在 Grammarly 上写作。”

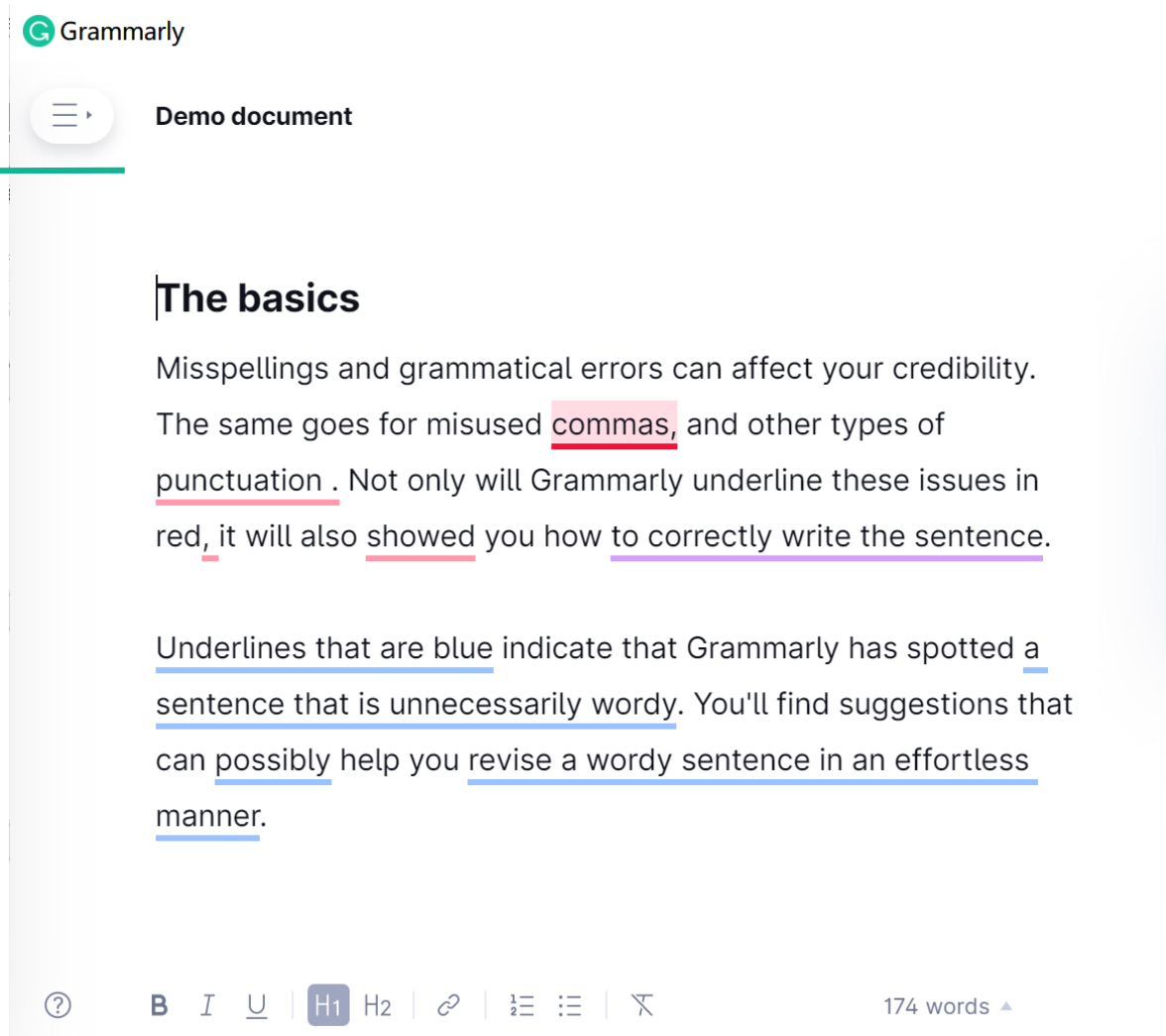


在开始编辑后您还可以上传另一个文档进行检查——请单击屏幕左上角的G图标，然后选择新建或上传文件。

导入现有文本的另一个选项是创建一个空白文档，然后从剪贴板粘贴文本。

注意：如果使用此选项，文档的某些原始格式可能会丢失。

要从Grammarly编辑器中打印文档，请单击左上角的G图标以展开侧栏，然后选择“Print”。



Close

DOCUMENT

New document Ctrl+N

Import document .docx, .odt, .rtf, ...

Export as .docx

Print Ctrl+P

EDIT

Undo Ctrl+Z

Redo Ctrl+Y

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Select all Ctrl+A

Editor settings

ACCOUNT BUSINESS

Karen Han
karen@igroup.com.cn

Language preference

Log out

Support

What's new

Send product feedback

Privacy policy

Terms of service

新建文档

为文档命名

键入文本

文本格式设置

保留文本格式

如果您复制并粘贴您带格式的文本到 **Grammarly** 编辑器，只有以下格式将被保留：

- 粗体和斜体文本，编号列表和要点，**H1**和**H2**标题，链接

要保留文档的完整原始格式，请使用 **Upload (Import)** 按钮将其上传至 **Grammarly** 编辑器。编辑完成后，使用 **Download (Export)** 按钮下载文本。

- 请记住，在上传您的文档时，**Grammarly** 的格式选项将被关闭。尽管您的文档将在 **Grammarly** 编辑器中以纯文本形式显示，但您的原始格式将在编辑后的下载版本中保留。

- Close
- DOCUMENT
- New document Ctrl+N
- Import document .docx, .odt, .rtf, ...
- Export as .docx
- Print Ctrl+P
- EDIT
- Undo Ctrl+Z
- Redo Ctrl+Y
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Select all Ctrl+A
- Editor settings
- ACCOUNT BUSINESS
- Karen Han**
karen@igroup.com.cn
- Language preference
- Log out
- Support
- What's new
- Send product feedback
- Privacy policy
- Terms of service

indicate that Grammarly has spotted a sentence
 dy. You'll find suggestions that can possibly help
 nce in an effortless manner.

ore?
 give you very helpful
 d by Grammarly, and
 can also help with in
 l and email or the U.S.
 u wanna refine ur sla
 riting for a broad aud
 nd family, don't you t
 suggest the best wor
 ing too much.

Editor settings

- Auto-jump to the next suggestion OFF
 When a suggestion is applied or rejected, automatically scroll the text to the next suggestion.
- Don't check text inside quotes ON
- Increase text font size OFF
- Colorblind mode OFF
 Use different underline styles to indicate suggestion types (Correctness, Clarity, Engagement, and Delivery)

自动跳转到下一个修改建议

阻止 Grammarly 检查出现在引号内的文本

使文档的字体变大

色盲模式

21 All suggestions

Learn more

- punctuation . - Remove a space
- redundancy
- ence in an eff... - Change the wording
- psis
- very helpful - Choose a different word
- classical - Change to sound more fluent in English

Hide Assistant

Overall score **71**
See performance

Goals
3 of 5 set

All suggestions

Correctness
8 alerts

Clarity

Engagement
A bit bland

Delivery
Slightly off

Plagiarism



- Close
- DOCUMENT
- New document Ctrl+N
- Import document .docx, .odt, .rtf, ...
- Export as .docx
- Print Ctrl+P
- EDIT
- Undo Ctrl+Z
- Redo Ctrl+Y
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Select all Ctrl+A
- Editor settings
- ACCOUNT **BUSINESS**
- Karen Han**
karen@igroup.com.cn
- Language preference ▶
- Log out
- Support
- What's new
- Send product feedback
- Privacy policy
- Terms of service

indicate that Grammarly has spotted a sentence
 dy. You'll find suggestions that can possibly help
 nce in an effortless manner.

more?
 give you very helpful fee
 d by Grammarly, and it ca
 can also help with incon
 l and email or the U.S.A.
 u wanna refine ur slang c
 writing for a broad audienc
 nd family, don't you think
 suggest the best word to
 ing too much.

ACCOUNT

- Language preference ▶
 - American English ✓
 - British English
 - Canadian English
 - Australian English
- Log out
- Support
- What's new
- Send product feedback

21 All suggestions

- Learn more
- punctuation . · Remove a space
- , · Add the word(s)
- ... · Remove the ellipsis
- very helpful · Choose a different word
- classical · Change to sound more fluent in English

Hide Assistant

Overall score **71**
See performance

Goals
3 of 5 set

All suggestions

Correctness
8 alerts

Clarity
A bit unclear

Engagement
A bit bland

Delivery
Slightly off

Plagiarism

Close

DOCUMENT

New document Ctrl+N

Import document .docx, .odt, .rtf, ...

Export as .docx

Print Ctrl+P

EDIT

Undo Ctrl+Z

Redo Ctrl+Y

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Select all Ctrl+A

Editor settings

ACCOUNT BUSINESS

Karen Han

karen@igroup.com.cn

Language preference

Log out

Support

What's new

Send product feedback

Privacy policy

Terms of service

下载文档

退出系统

帮助, 消息和反馈

21 All suggestions

Learn more

Hide Assistant

Overall score 71
See performanceGoals
3 of 5 set

All suggestions

Correctness
8 alertsClarity
A bit unclearEngagement
A bit bland

Delivery

Riding a bike

Remember when you were a careless eight year old with your friends, racing each other around the neighborhood? Remember that feeling of absolute freedom as you let your hair and the smile it put on your face?

I never thought I would feel that way as a grown-up.

- possibly - Remove redundancy

- revise a wordy sentence in an effort to be more concise

- ... - Remove the ellipsis

- very helpful - Choose a different word

- classical - Change to sound more fluent in English

Grammarly将以与开始时相同的文件格式导出文档(如果您上传的是.doc文件,那么您下载的Grammarly文档也是.doc的文件)。

不过如果您上传的是.txt文件,它将被导出为.docx文件。

请记住,在上传您的文档时,Grammarly的格式选项将被关闭。尽管您的文档将在Grammarly编辑器中以纯文本形式显示,但您的原始格式将在编辑后的下载版本中保留。

× Close

My Grammarly

回到主页用户面板

DOCUMENT

+ New document Ctrl+N

↑ Import document .docx, .odt, .rtf, ...

↓ Export as .docx

Print Ctrl+P

EDIT

↶ Undo Ctrl+Z

↷ Redo Ctrl+Y

✂ Cut Ctrl+X

📄 Copy Ctrl+C

📄 Paste Ctrl+V

Select all Ctrl+A

⚙ Editor settings

ACCOUNT BUSINESS

Karen Han
karen@igroup.com.cn

🇺🇸 Language preference ▶

edu

grammarly

My Grammarly

Account

Support

Log out
karen@igroup.com.cn

Search...

today

Earlier

New

Import

Demo document
The basics. Misspellings and grammatical errors can affect your credibility. The same goes for misused commas, and other

21

Sara
Sara, who comes from Canada, is our English Grammar teacher. She is loved and respected by many students. What impressed me the most

2

-Grammarly
The user role is for the end-users of the Grammarly Business account members. Users will receive Grammarly's full range

8

al errors can affect your credibility. The same goes for misused commas, and other

only will Grammarly understand you how to correct

cate that Grammarly is rarely wordy. You'll find

revise a wordy sentence in an

e?

re you very helpful feedback on

an be fixed by Grammarly, and it

voice mistakes. It can also help

- , · Add the word(s)
- showed · Change the verb form
- to correctly write the se... · Unsplit the infinitive
- Underlines that are blue · Remove wordiness

Overall score **71**
performance

als
5 set

suggestions

rectness
erts

ity
unclear

agement
bland

Delivery
Slightly off

Plagiarism

3.5 文本检查评分 Overall Score

The screenshot shows the Grammarly interface for a document titled "Demo document". The main text area contains two paragraphs. The first paragraph discusses misspellings and grammatical errors, with "commas" highlighted in red and "punctuation" underlined in red. The second paragraph discusses wordiness, with "a sentence that is unnecessarily wordy" and "an effortless manner" underlined in blue. A right-hand sidebar displays "All suggestions" with a total of 21. The top suggestion is for "commas", indicating an unnecessary comma in a compound object. Below it are suggestions for "punctuation" (remove a space) and "showed" (change the verb form). The bottom of the interface shows a toolbar with bold, italic, underline, and heading options, and a word count of 174 words.

This close-up shows the "Overall score" section of the Grammarly interface. It displays an overall score of 71 with a green progress bar. Below the score, there are sections for "Goals" (3 of 5 set), "Correctness" (8 alerts), and "Clarity" (A bit unclear). A green arrow points from the "Overall score 71" text in the main interface to this close-up. At the bottom of this section is a button labeled "All alerts".

Grammarly会自动检查您键入的所有内容，使您能够轻松地快速发现和修复错误。在检查文档时，总分数图标处有转动的圆圈。此时您可以继续键入，**Grammarly**将继续检查。

表现分数

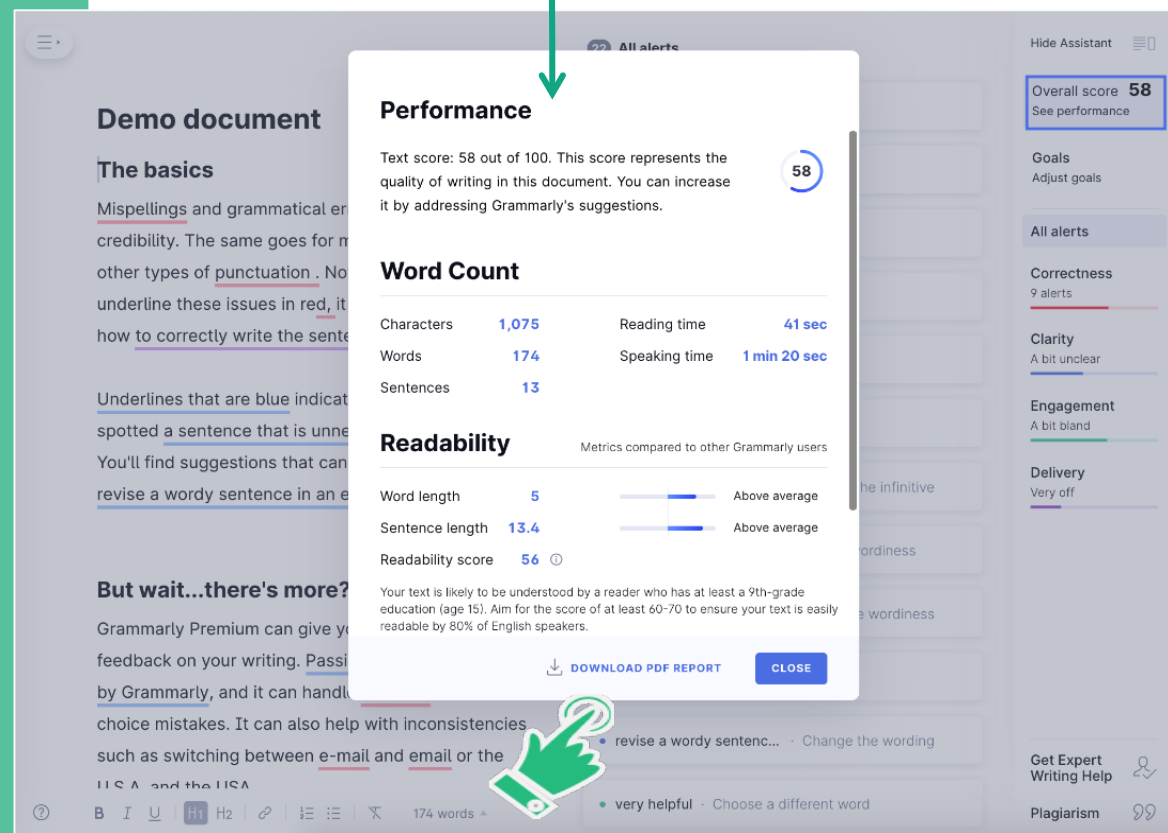
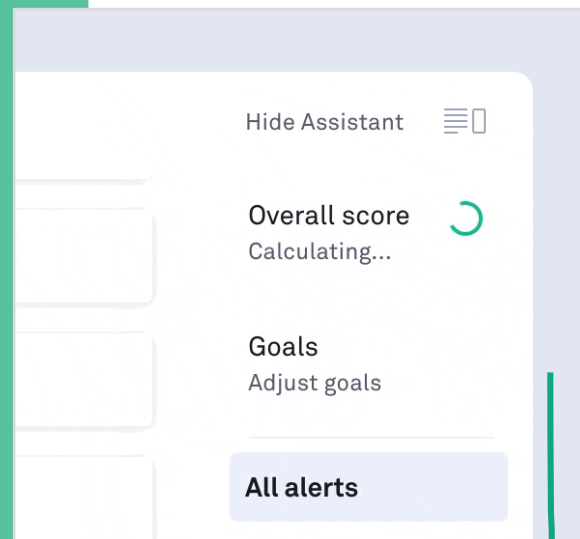
Grammarly根据总字数，检测到的写作问题的数量和类型计算文档的准确性水平。

Grammarly将您的文档的准确性水平与用户设置相同目标的所有其他文档的准确性水平进行比较。

例如，**90**分意味着您在文档中的写作要比其他**90%**具有相似目标的文档中的写作更准确。

要查看您的表现分数，请在Grammarly编辑器中打开任何文档，并单击“**Overall score**”。

如果您想下载您文档评分各项统计的**PDF**报告，请点击“**Overall Score**”，然后在弹出窗口中点击“**Download PDF Report**”。



3.6 管理写作目标 Goals

达成的写作目标

The screenshot shows the Grammarly interface for a document titled "Demo document". The main text area contains two paragraphs. The first paragraph is under the heading "The basics" and discusses misspellings and grammatical errors. The second paragraph discusses underlines that indicate unnecessarily wordy sentences. On the right side, there is a sidebar with a "Goals" section showing "3 of 5 set" and a "Correctness" section showing "8 alerts". Below these are sections for "Clarity", "Engagement", "Delivery", and "Plagiarism". A "21 All suggestions" panel is open, showing a "PUNCTUATION" alert for "commas" with a red box and a "showed" alert with a red box. Below these are three suggestions: "punctuation . · Remove a space", ", · Add the word(s)", and "showed · Change the verb form". The bottom of the interface shows a toolbar with icons for bold, italic, underline, heading, link, list, and search, along with a word count of "174 words".

设定写作目标

借助“设定目标”功能，Grammarly可以为您的读者和写作风格提供量身定制的写作建议。除了文档的领域或类型外，您还可以选择目标读者、形式、语气和写作意图。此时，自定义默认目标的选项不可用。您需要调整每个文档的目标。

Domain——类型

此设置允许Grammarly根据文档类型提供反馈。我们目前提供六个类型——常规（默认）、学术的、商务的、电子邮件、创造性的、休闲的。如果您不确定该选择哪种风格，那么常规（默认）模式是一个很好的开始。要选择领域，请在Grammarly编辑器中打开任何文档，然后单击Goals。

Intent——语气,意图

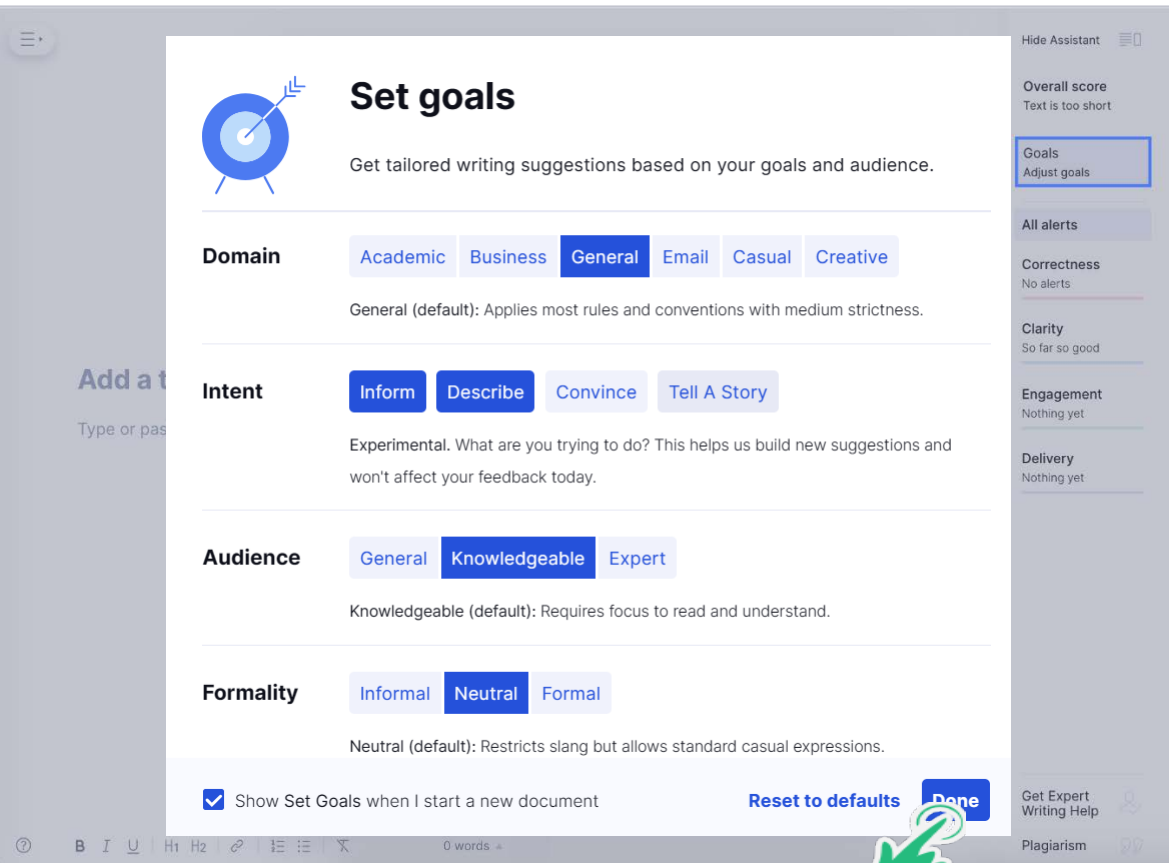
语气和意图设置(实验中)目前不会影响所提供建议的列表，但它们可以帮助我们了解您希望在将来看到的反馈类型。

Audience——受众

在选择此设置之前，请确定您的目标受众是谁。选择适当的选项将有助于Grammarly提供关于可读性和清晰度的定制反馈。

Formally——正式程度

您写作的形式会根据具体情况而变化。这种设置可以帮助Grammarly理解俚语或口语的使用是否适合特定的文档，或者您的写作是否过于正式。



Set goals

Get tailored writing suggestions based on your goals and audience.

Domain

Academic Business **General** Email Casual Creative

General (default): Applies most rules and conventions with medium strictness.

Intent

Inform Describe Convince Tell A Story

Experimental. What are you trying to do? This helps us build new suggestions and won't affect your feedback today.

Audience

General **Knowledgeable** Expert

Knowledgeable (default): Requires focus to read and understand.

Formality

Informal **Neutral** Formal

Neutral (default): Restricts slang but allows standard casual expressions.

Show Set Goals when I start a new document

Reset to defaults Done

Hide Assistant

Overall score
Text is too short

Goals
Adjust goals

All alerts

Correctness
No alerts

Clarity
So far so good

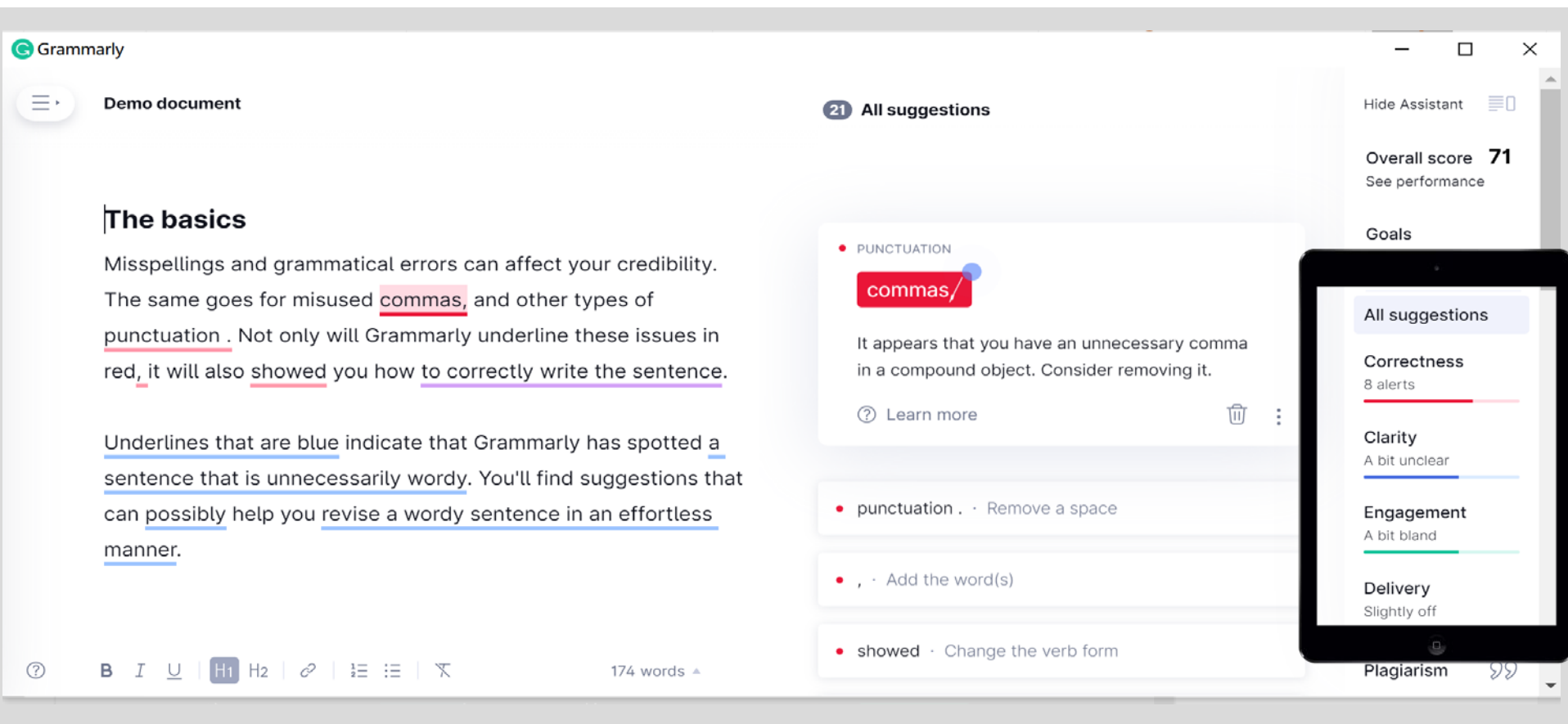
Engagement
Nothing yet

Delivery
Nothing yet

Get Expert Writing Help

Plagiarism

3.7 语法检查，写作纠正建议 All Suggestions



The screenshot shows the Grammarly interface for a document titled "Demo document". The main text area contains the following text:

The basics

Misspellings and grammatical errors can affect your credibility. The same goes for misused commas, and other types of punctuation. Not only will Grammarly underline these issues in red, it will also showed you how to correctly write the sentence.

Underlines that are blue indicate that Grammarly has spotted a sentence that is unnecessarily wordy. You'll find suggestions that can possibly help you revise a wordy sentence in an effortless manner.

The right sidebar shows the "All suggestions" panel with the following content:

- PUNCTUATION**
 - commas**: It appears that you have an unnecessary comma in a compound object. Consider removing it.
- punctuation .**: Remove a space
- ,**: Add the word(s)
- showed**: Change the verb form

Below the suggestions, there are sections for "Correctness" (8 alerts), "Clarity" (A bit unclear), "Engagement" (A bit bland), and "Delivery" (Slightly off). A "Plagiarism" check is also visible at the bottom right.

当**Grammarly**在文本中检测到书写问题时，您将看到红色、蓝色、绿色或紫色的下划线。点击任何带下划线的单词或短语即可查看**Grammarly**的建议。

- **红色**：拼写、标点符号和语法方面的建议
- **蓝色**：改进文本简洁性和表意清晰度
- **绿色**：使您的文章更具吸引力
- **紫色**：将帮助您在礼貌、正式和友好之间取得适当的平衡

对文档所做的更改会在您键入时自动保存到**Grammarly**。

PUNCTUATION

commas/

点击即可完成纠正

It appears that you have an unnecessary comma in a compound object. Consider removing it.

A compound object consists of two or more objects. Commas separate the objects when there are three or more. A compound object with only two items requires no punctuation to separate them.

Incorrect Sophie adopted a kitten, and a puppy.

Correct Sophie adopted a kitten and a puppy.

Incorrect The repairman fixed the dishwasher, and the garbage disposal.

Correct The repairman fixed the dishwasher and the garbage disposal.

Less

点击Less可收起解释

- Incorrect suggestion
- Offensive content

反馈标记

21 All suggestions

PUNCTUATION

commas/

It appears that you have an unnecessary comma in a compound object. Consider removing it.

Learn more



为什么错了？正确示例应该如何？点击“Learn More”展开

, · Add the word(s)

showed · Change the verb form

to correctly write the se... · Unsplit the infinitive

Underlines that are blue · Remove wordiness

a sentence that is unnec... · Remove wordiness

Hide Assistant

Overall score 71

See performance

Goals

3 of 5 set

All suggestions

Correctness

8 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Slightly off

分类查看

Plagiarism

关闭建议

某些类型的建议可以关闭：

- 被动语态
- 牛津逗号
- 词语选择与句子变化
- 填充词或多个从句
- 难读的句子
- 人称代词
- 以介词结尾的句子

如果您看到一个没有帮助的建议，请单击建议卡右下角的三个点。如果是一个可以停用的建议，您将看到一个选项，上面写着“**Turn off suggestions like this**”，如上图所示。

要重新启用停用的建议，请单击右侧面板中的停用建议图标。

如果您在 **Grammarly** 编辑器中停用了某种类型的建议，则它也将其他 **Grammarly** 产品中停用。



• CLARITY

Passive voice

This sentence appears to be written in the passive voice. Consider writing in the active voice.

[Learn more](#)



Turn off suggestions like this



3.8 查重 Plagiarism

The screenshot shows the Grammarly web interface. On the left, a document titled "Demo document" contains the following text:

The basics

Misspellings and grammatical errors can affect your credibility. The same goes for misused **commas**, and other types of **punctuation**. Not only will Grammarly underline these issues in red, it will also **showed** you how to correctly write the sentence.

Underlines that are blue indicate that Grammarly has spotted a sentence that is unnecessarily wordy. You'll find suggestions that can possibly help you revise a wordy sentence in an effortless manner.

At the bottom of the document, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), Heading (H1, H2), Link, List, and Undo. The word count is 174 words.

In the center, the "All suggestions" panel shows a list of corrections:

- PUNCTUATION**
commas / It appears that you have an unnecessary comma in a compound object. Consider removing it.
Learn more
- punctuation** . · Remove a space
- ,** · Add the word(s)
- showed** · Change the verb form

On the right, the sidebar displays the overall score of 71 and various goals. At the bottom of the sidebar, the "Plagiarism" button is highlighted with a green hand icon.

剽窃检测

对于学术用户，您可以检查您的文档是否存在剽窃。要检查文本是否存在剽窃，请单击侧边栏下部的“**Plagiarism**”按钮。

注：默认情况下，剽窃检查器处于禁用状态。



LncRNA UCA1 facilitated cell growth and invasion through the miR-206_CLOC...

Open Access

and invasion through the miR-206/CLOCK axis in glioma

Zhi Huang^{1,2,3†}, Xuya Zhao^{2†}, Xiaowen Wu⁴, Lei Xiang⁴, Yingnan Yuan⁴, Shi Zhou^{4*} and Wenfeng Yu^{3*}

Abstract

Background: Glioma is a lethal malignant brain tumor, which affects the brain functions and is life-threatening. LncRNA UCA1 was identified as a pivotal regulator for tumorigenesis of glioma. MiR-206 was discovered to promote tumorigenesis and is critical in the regulation of cell proliferation in glioma. This study will discuss the expression of UCA1 regarding miR-206 and CLOCK, and their integrative effects in the proliferation and cell cycle of glioma cells.

Methods: qRT-PCR was conducted to measure the mRNA expressions of IgG and Ago2 in cells co-transfected with UCA1, and miR-216 in U251.

Bioinformatics was analyzed for the prediction of association between

100% Plagiarism ⓘ

Back to all suggestions ×

87% of your text matches this source:

LncRNA UCA1 facilitated cell growth and invasio...

<https://cancerjournal.biomedcentral.com/articles/10.1186/s12935-...>

Click to copy reference

LncRNA UCA1 facilitated cell growth and invasion through

1 OF 78



• Maternal i... — healthandjusticejournal.biomedcentral.com

• Impact of vitamins A, B, C, D, and E ... — link.springer.com

Hide Assistant ☰

Overall score **62**

See performance

Goals

3 of 5 set

All suggestions

Correctness

239 alerts

Clarity

Mostly clear

Engagement

Very engaging

Delivery

Just right

Plagiarism **86%**

重复文章来源与
重复比例



Formatting tools are disabled. Try [Grammarly for MS Office](#).

5,219 words ▲

3.8 Snippets 快捷键入



New Message — ↗ ✕

Recipients

Subject

Hi,

Regards,
Michael

I

如何使用代码段？

用 **Grammarly** 浏览器扩展输入内容时，请按 \ 打开代码段库。在此库中，您的代码段将按使用频率排序。

使用向上和向下箭头键浏览代码段，或按内容中的名称或关键字搜索代码段。例如，如果键入“\late”，您将调出代码段“**I am running a few minutes late. My previous meeting is running over.**”

要将代码段插入文本，请单击代码段或按 **Enter** 键。

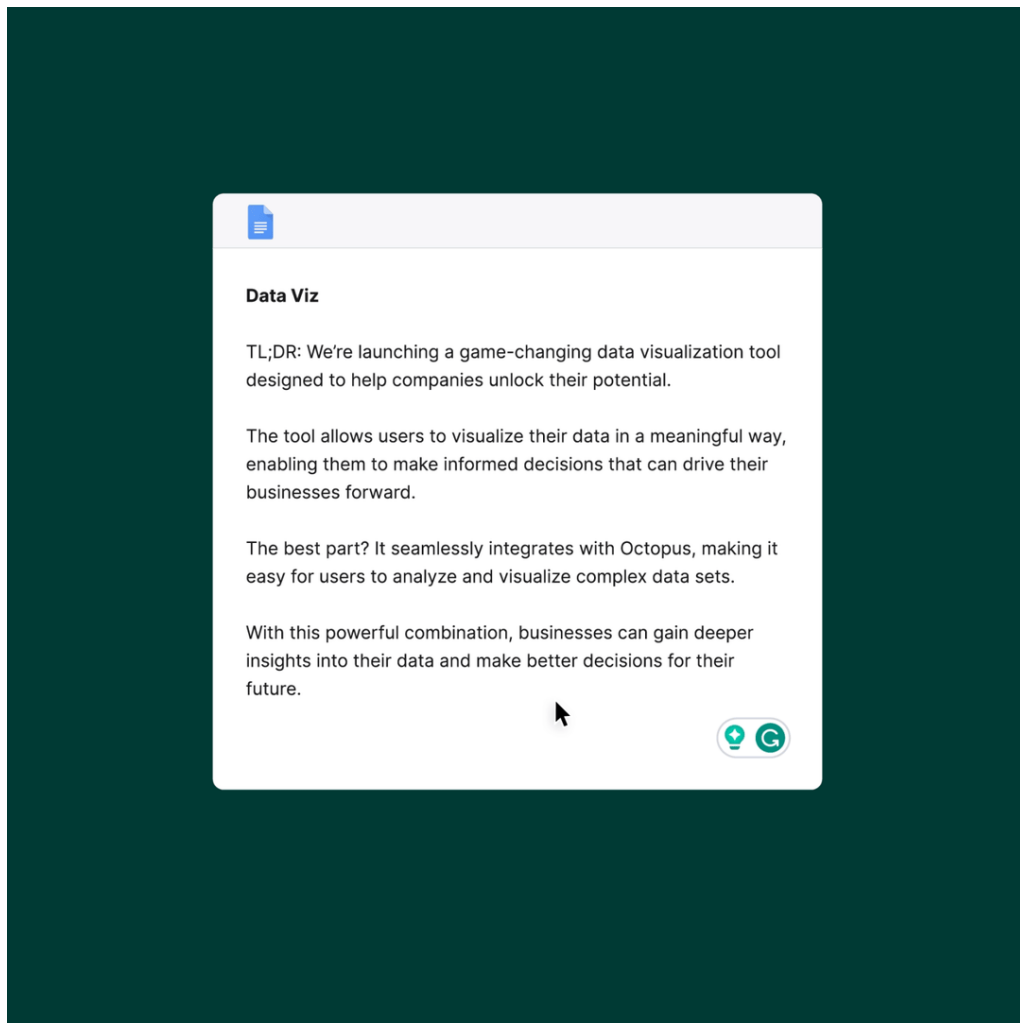
3.9 查看共享知识



查看共享知识

管理员添加专业术语后，**Grammarly** 将为您和您的团队成员突出显示它们。

将鼠标悬停在突出显示的术语上以显示其描述、相关文档和主要联系人。



3.10 为团队启用Generative AI

The image shows a sequence of steps in the Grammarly admin interface:

- Organization Sidebar:** Includes Organization, Members (with an INVITE button), Groups, Analytics, Knowledge Share, Style Guide, Style Rules, Writing Preferences, Snippets, and Brand Tones. The **Generative AI** option is highlighted in a blue box.
- Generative AI Settings Panel:** Contains the title 'Generative AI', a description of the feature, a link to learn more, a section titled 'Write faster as a team' with a toggle switch set to 'ON', and a 'Who has access?' section with an 'Edit access' link.
- Confirmation Dialog:** Asks 'Turn on GrammarlyGO?' with two radio button options: 'Yes, I want to turn on GrammarlyGO and agree to the additional terms.' (selected) and 'No, I don't want to turn on GrammarlyGO.' Below are 'Continue' and 'Maybe later' buttons.
- Settings Modal:** Titled 'Settings', it asks 'Select who can access GrammarlyGO:' with two radio button options: 'Anyone in my organization' and 'Members of specific groups' (selected). Below is a search bar and a list of groups: Product (2 Members), Sales (5 Members), and Test (1 Member). At the bottom, it shows '0 of 3 groups selected' and a 'Create group' link, along with 'Cancel' and 'Save' buttons.

管理员面板中选择“**Generative AI**”，转到生成式 AI 页面并打开 **GrammarlyGO** 旁边的滑块。在接下来出现的窗口中，选取“是，我想打开 **GrammarlyGO** 并同意附加条款”，然后点按“继续”。在“选择谁可以访问 **GrammarlyGO**”下，选择“全部成员”或“特定组的成员”。选中用户组旁边的复选框，然后单击保存，即可开启功能。

3.11 专家意见



Save Time with Human Expertise

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如果您选择“仅正确”，他们将更正所有的拼写、语法或标点符号问题；

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然后，您可以选择首选的审核时间和其他编辑选项，以帮助我们为您提供个性化的更正。

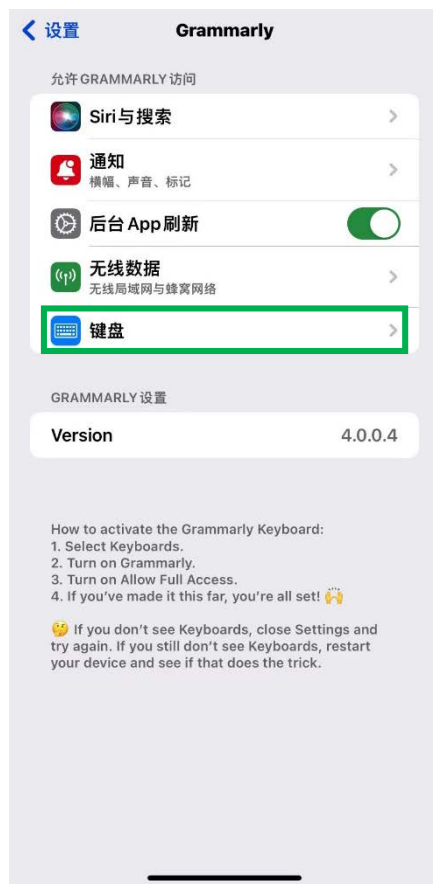
请注意，只能通过选择删除评论来删除它们。

若要删除文件中的所有注释，请执行以下操作：

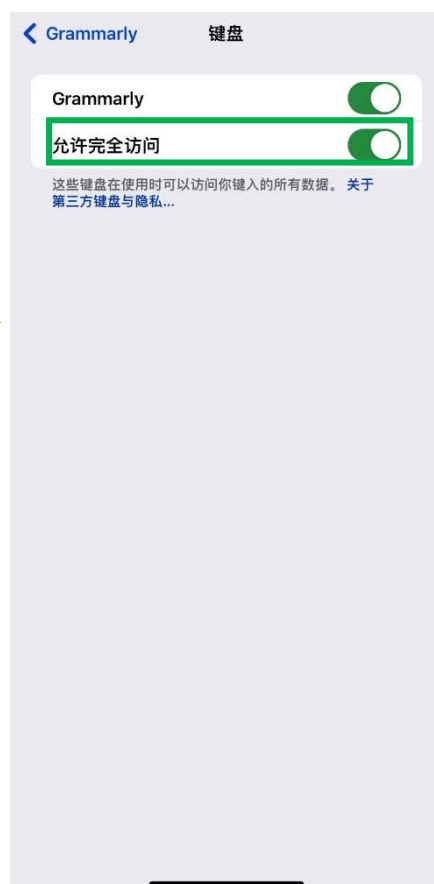
- 点击发表评论
- 单击**Review**选项卡
- 在注释组中，单击“**Delete > Delete All Comments in Document**”的箭头

3.12 Grammarly keyboard 使用方法

用户可以在ios应用市场或安卓的google应用市场下载最新版本的**Grammarly**，在软件中开启键盘，即可在移动设备上在线实时实用**Grammarly**检测语法。



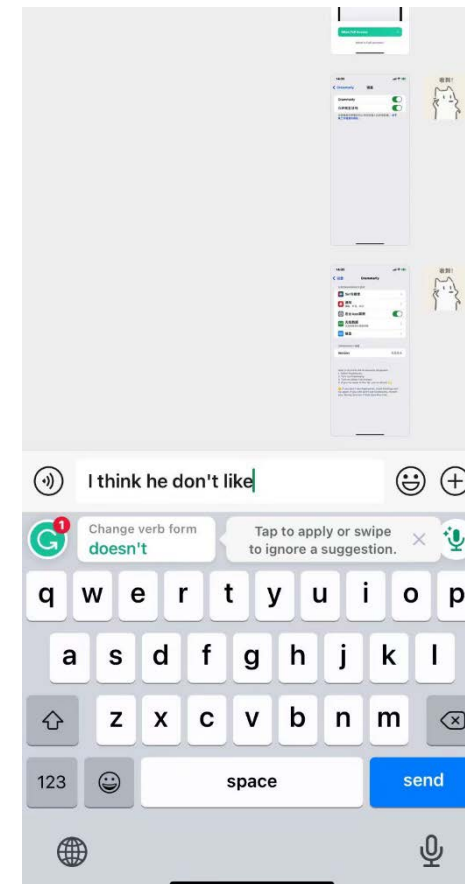
开启权限



允许键盘完全访问



更换键盘



使用**Grammarly**实时检测语法错误

使用问题留言



谢谢!



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