

Proofread with AI

When you get a specification sheet for an assessment, if you are permitted to use AI, this is what it will say about proofreading the work:

For this assessment, you can use Generative AI to check your own text/creation for grammatical and syntactical mistakes, including rephrasing of your own work within specific standards.

Remember, whenever using AI tools, you must always keep a copy of your drafts, notes, and other resources from both before and after you used them. This is in case they need to be checked to see if you have used AI tools in the proper way for your assessment.

What you can do when using AI tools for proofreading

Ask for help from a Generative AI tool

You can ask AI tools to check text that you have written yourself for:

- Readability
- Grammar
- Syntax

Here are some examples of AI tools you could use for this purpose:

- ChatGPT
- The AI bot in Grammarly
- Microsoft Copilot

In the box below you can see an example of a prompt you could use:

PROMPT: Please check the following text for readability, grammar, and syntax
(enter your text)

Once you have a response from the AI tool **you will need to decide for yourself** whether you want to make the changes they suggest.

Here are four examples of how you can do this:

Example 1 – using ChatGPT – the topic is what students need to know about using AI

This is the prompt:

Please check the following text for readability, grammar and syntax. Students are expected to:

Take part in learning opportunities offered to support AI literacy, understanding of ethical and other considerations in relation to artificial intelligence and the potential future developments and uses of artificial intelligence.

Ensure the academic integrity of their work and the ethical and appropriate use of artificial intelligence including that trying to claim AI-generated content as their own is considered academic misconduct.

This is the response:

Your text appears well written but there is one area where you could make it a bit more clear. Here's a revised version with minor adjustments for clarity:

"Students are expected to:

1. Take part in learning opportunities offered to support AI literacy, the understanding of ethical considerations, and other aspects related to artificial intelligence. This includes being informed about the potential future developments and uses of artificial intelligence.
2. Ensure the academic integrity of their work and adhere to ethical and appropriate standards for the use of artificial intelligence. It's important to note that attempting to claim AI-generated content as their own is considered academic misconduct."

These changes break down the two main points into numbered sections for easier comprehension.

Example 2 – using ChatGPT – the topic is how powerful Athens was during the ancient period

This is the prompt:

Please check the following text for readability, grammar and syntax. There are many reasons why Athens was the strongest polity in the ancient period. One of them is that it had the biggest navy for most of the fifth century it was really important because most Greek places were connected through the mediteranean sea. Another reason is that it headed the dealin league which is the biggest alliance in the Greek world.

This is the response:

Your provided text has some grammar and clarity issues. Here's a revised version:

"There are several reasons why Athens was the most powerful city-state in the ancient period. One of them is its possession of the largest navy throughout most of the fifth century, a crucial advantage as most Greek cities were connected through the Mediterranean Sea. Another reason is that Athens led the Delian League, which was the most significant alliance in the Greek world."

In this revised version, I've addressed the following issues:

1. Corrected "polity" to "city-state"
2. Improved sentence structure and clarity
3. Fixed "firth century" to "fifth century"
4. Replaced "headed the dealin league" with "led the Delian League" for clarity and accuracy

Example 3 using Grammarly AI Editor – the topic is again about Athens, same as Example 2. The prompt is the same. Here is Grammarly's response:

The original text has a few errors in syntax and grammar. Here is an edited version that reads better:

"There are many reasons why Athens was the strongest polity during the ancient period. One of them is that it had the largest navy for most of the fifth century which was vital as most Greek places were connected through the Mediterranean Sea. Another reason for Athens' strength was its leadership of the Delian League, which was the largest alliance in the Greek world."

Example 4 using Microsoft Copilot – we used the same topic.

For this AI tool, a different prompt is more useful. It is a good idea to use this one once you've already asked Microsoft Copilot to proofread your text.

This is the prompt:

PROMPT: Please improve the readability of this text
(enter your text)

This is the response:

Sure! Here's a revised version of your text:

"Athens was the most powerful city-state in ancient Greece for several reasons. Firstly, it had the largest navy during the fifth century, which was crucial because most Greek cities were connected by the Mediterranean Sea. Secondly, Athens led the Delian League, the largest alliance in the Greek world."

I hope this helps! Let me know if you have any other questions.

Use AI tools embedded in your word processing software

Your word processing software, for example Microsoft Word or Google Documents, will have AI tools already and you can use these to help with the readability, grammar and syntax of text you have written yourself.

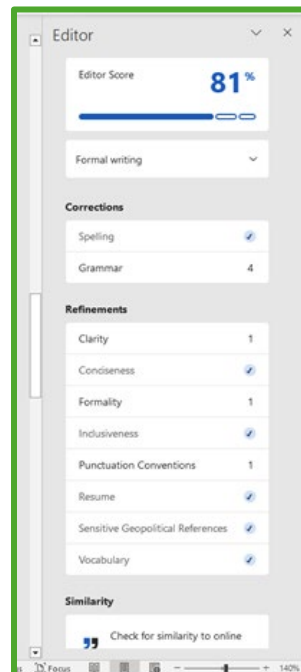
Examples of these AI tools include:

- Microsoft Editor
- Microsoft Copilot
- Specific elements of Grammarly

It is very important that **you decide for yourself** whether you want to make the changes the Editor Tool suggests.

It is also very important that you fully understand any suggestions or changes that they make otherwise you cannot be certain that they are correct.

Example 1 – using Microsoft Editor, this is what you see when you use the Editor Tool showing how it has judged your writing:



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Example 2 – using Grammarly

The screenshot shows the Grammarly interface. On the left, the original text is displayed with red squiggly lines underlining errors: "politty", "firth", "themeditereanean", and "dealin". On the right, a panel shows the "Correctness - Correct your spelling" section. It displays the corrected text: "...strongest **polity** **policy** in the ancient...". Below this, there are four individual correction boxes, each with a red flag icon and the text "Correct your spelling":

- firth
- themeditereanean
- themeditereanean sea
- dealin

Example 3 – using Microsoft Copilot

The screenshot shows the Microsoft Copilot chat interface. At the top, a purple banner contains the text: "Please check the following text for readability, grammar and syntax: There are many reasons why Athens was the strongest politty in the ancient period. One of them is that it had the biggest navy for most of the firth century it was really important because most Greek places were connected through themeditereanean sea. Another reason is that it headed the dealin league which is the biggest alliance in the Greek world."

Below the banner, there are two green checkmarks indicating the status of the request:

- ✓ Searching for: Athens ancient history
- ✓ Generating answers for you...

The main chat area shows a response from Copilot. It starts with a privacy notice: "Your personal and company data are protected in this chat". The response then states: "I have proofread your text and found some errors and suggestions for improvement. Here is the corrected version of your text:"

The corrected text is displayed below:

There are many reasons why Athens was the strongest **polis** in the ancient period. One of them is that it had the biggest navy for most of the **fifth** century^{*,**} which was really important because most Greek places were connected through **the Mediterranean** sea. Another reason is that it headed the **Delian** League^{*,**} which was the biggest alliance in the Greek world.

Below the corrected text, Copilot provides explanations for the changes made:

Here are some explanations for the changes I made:

- I corrected the spelling of some words, such as **polis**, **fifth**, **Mediterranean**, and **Delian**. These are proper nouns or terms that have a specific spelling in English. You can use a spell checker tool like Grammarly to catch these errors.
- I added commas after **century** and **League** to separate the dependent clauses from the main clauses. This improves the readability and clarity of your sentences. You can use a punctuation checker tool like Language Tool to catch these errors.
- I capitalized **the Mediterranean** because it is the name of a specific sea. You should capitalize proper nouns in English.

The response concludes with: "I hope this helps you improve your writing skills. If you want to learn more about Athens and its history, you can check out some of the web search results I found for you using my `search_web` tool:"

What you cannot do when using AI tools for proofreading

- Ask an AI tool to create text for you
- Allow it to completely rewrite, expand, or change your own text
- Rephrase text from a book, article, internet source or AI-generated text
- Use prompts such as those which appear in the box below:
 - Tell me why Athens was the most powerful polity in the classical world
 - Write a paragraph on why Athens was powerful
 - Continue this text

Why you must not use AI tools like this

- If you input these prompts, then the AI tool will basically be doing the assessment for you which is not allowed.
- If you submitted what the AI tool created itself, or rephrased text from someone other than you, then it is not your work and you will be committing **academic misconduct**, just as you would be if you had copied from a book or another student. This would result in severe penalties.

This is one of the reasons why you must remember to keep all drafts, notes, and resources used from both before and after you use AI tools when researching and writing up your assessment.

It may be necessary for your tutor to check them to make sure that you have not gone beyond what you are allowed to do.

**THE
END**