

AI Writing Assistant Functionality Checklist

Evaluators Guide

STYLEGUIDE

- Clarity
 - Sentence length
 - Paragraph length
 - Reading level
 - Vocabulary
 - Conciseness
 - Jargon
 - Cliches
- Writing Style
 - Spelling
 - Grammar
 - Capitalization
 - Punctuation
 - Dates & numbers
 - Emoji
 - Social media
 - English UK, US, CA, AU options
- Delivery
 - Healthy communication (sarcasm, passive aggressive, indirectness)
 - Inclusivity
 - Gender neutral pronouns
 - Gender neutral nouns
 - Sensitivity
- Writing stats: words, reading time, grade level
- Autocorrect
- Content safeguards
- Custom rules creation
- Plagiarism detection
- Compliance
 - Hate speech detection
 - Data Loss Prevention - U.S. and International

TERMS AND BRAND MESSAGING

Terminology

- Dictionary
- Common mistakes
- Banned words
- Ignored words
- Tags/organization
- Dos and Dont's
- Term card previews
- Custom rule creation

Snippets

- Reusable content
- Customizable shortcuts
- Universal: work across all apps
- Tags/organization

STYLEGUIDE SHARING

- Ability to white label styleguide portal
- Custom pages and domains
- Live sync with Writer configurations

EXTENSIONS

Browser

- Google Chrome Extension
- Google Docs
- Microsoft Office 365

Add-ins (desktop)

- Word
- Powerpoint
- Outlook

- Figma

General

- Ability to turn on/off depending on website
- Ability to toggle across multiple teams/styleguides from the extension

ADMINISTRATIVE CONTROLS

Organization

- Ability to create multiple Teams
- Ability to link and relink Teams to new term banks and styleguides

Reporting

- Ability to view all corrections provided across full implementation
- Filter by date, workspace, document, user, and issue type
- User usage / license utilization report

Controls

- User roles and permissions
- API access
- Webhooks
- Configurable email notifications
- Custom score calculation
- Plugins controls: ability to control what websites the AI writing assistant works on
- SSO
 - SAML 2.0
 - Google / Okta / Ping / Azure
 - ADFS
 - Custom

Security

- HIPAA
- SOC2 Type 2
- GDPR

- Security White Paper
- Dedicated security personnel

End user experience

- Self-installation
- Self-onboarding
- Ease of use