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