

Memo

To: Dr Sara Parks
From: Emma Flowers, EBF
Date: September 6th, 2025
Subject: Decision on Selecting an AI Tool

This memo records my decision to use ChatGPT Plus as my primary AI tool, with Grammarly (spellchecking/grammar) and Claude (Free/Pro as needed) for long-document work as secondary options. Below, I summarize my criteria, evaluation, and rationale.

Introduction and Context

This course emphasizes professional writing, document design, and ethical tool use. Given my future job relies heavily on writing, I need an AI that drafts and revises memos/reports, analyzes files, supports research with sources, and offers clear data handling controls. I have evaluated multiple tools on functionality, constraints, terms of service (ToS)/privacy, and cost.

Criteria for Selection

My criteria is as follows:

- Functionality: Drafting, revising, tables, file analysis, and research help
- Constraints: accuracy, rate limits, context window, ease of use
- ToS/Privacy: training opt-outs/controls, retention, school/work policies
- Cost: Monthly price and student affordability

Tool Evaluation

ChatGPT Pro:

- Functionality: Advanced drafting/revision; supports file uploads (PDF, Excel, CSV) with code analysis; integrates with Google Drive/OneDrive; fast performance with GPT-4o Pro
- Constraints: Still prone to misunderstandings; higher cost than the Plus Plan.
- ToS/Privacy: Consumer chats can be used for training unless users disable in Data Controls; enterprise/edu data not used for training by default
- Cost: \$200/month (Pro tier), meant for power users needing speed and higher usage limits. 20\$/month (Plus tier) with a hard cap of 25 deep analyses and fewer features than the pro tier.

Claude (Anthropic)

- **Functionality:** Best for long documents (200k token context window); strong at careful, precise editing and analysis of large files
- **Constraints:** lacks integrated research/citation tools; Pro tier may still limit message counts.
- **ToS/Privacy:** As of Aug 28, 2025, consumer users must opt in or out of allowing chats/code to train future models (decision deadline: Sep 28, 2025). If opted in, data is retained for years
- **Cost:** \$20/month (monthly) or \$17/month annual for Pro; Max plan starts at \$100/month.

Grammarly:

- **Functions:** Grammar, spelling, punctuation, tone suggestions, clarity improvements; plagiarism; browser and MS Word/Google Docs integration.
- **Constraints:** limited generative drafting ability compared to ChatGPT/Claude; not designed for long creative or technical drafting.
- **ToS/Privacy:** Data is stored/processed for corrections; Grammarly states it does not sell user data, but writing is transmitted through its servers for checking
- **Cost:** \$12-\$30/month, depending on billing cycle (individual premium)

Comparison:

Tool	Best for	Key Functions	Notable Constraints	TOS Privacy notes	Cost
ChatGPT Pro	Broad drafting, revision, file analysis	GPT-4o Pro, uploads, integrations	Expensive; miscalculations	Opt-out of training via Data Controls; enterprise not trained	\$200/mo
Claude	Long documents, careful edits	200k tokens, precise analysis	Limited research tools	Opt-in/Opt-out training policy (Aug-Sep 2025)	\$20/mo (Pro); Max \$100/mo
Grammarly	Grammar/style editing	Grammar, tone, plagiarism integrations	Weak at generative drafting	Data processed via servers; no selling of user data	\$12-30/mo

Conclusion and Recommendation

I will adopt ChatGPT Pro as my primary AI tool because it covers the broadest set of needs: drafting, revision, and advanced file analysis. While expensive, it provides unmatched flexibility for coursework requiring tables, reports, or file-based assignments.

Claude will remain my secondary option for long Text Analysis and precise editing, given its large context window and affordable price. Grammarly Premium is a strong complement for grammar and style, but it lacks the generative capabilities required for this course.

Therefore, ChatGPT Pro best suits my needs, supported by Claude and Grammarly as supplemental tools.

References

Anthropic. (2025). *Claude AI*. Retrieved September 6, 2025, from

<https://www.anthropic.com/claude>

Grammarly, Inc. (2025). *Grammarly*. Retrieved September 6, 2025, from

<https://www.grammarly.com>

OpenAI. (2025). *ChatGPT*. Retrieved September 6, 2025, from <https://chat.openai.com>