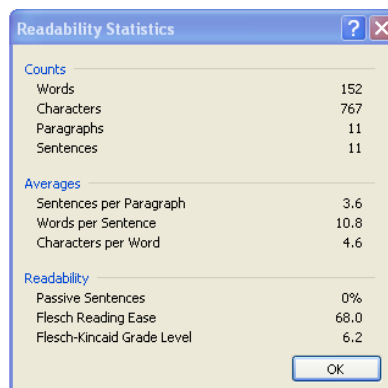


## How to Check a Document's Readability in Microsoft Word™

The spellchecker function in Microsoft Word™ provides a readability analysis tool. Each time you check spelling and grammar, you will be given several readability statistics, including:


1. Flesch-Kincaid grade level score. The test rates text on a U.S. school grade level. For example, a score of 7.0 means that a seventh grader can understand the document. **Aim for a score of 8<sup>th</sup> grade or below.**
2. Flesch Reading Ease score. Based on a 100-point scale; the higher the score, the easier it is to understand the document. **Aim for a score between 80 and 100.**
  - 90-100 = Very easy
  - 80-89 = Easy
  - 70-79 = Fairly easy
  - 60-69 = Standard
  - 50-59 = Fairly difficult
  - 30-49 = Difficult
  - 0-29 = Very confusing
3. A count of passive sentences. Based on the percent of passive sentences it provides the proportion of sentences written in passive voice. **Aim for a score between 0-10%.**

The readability statistics for the above section are:



Readability Statistics	
<b>Counts</b>	
Words	152
Characters	767
Paragraphs	11
Sentences	11
<b>Averages</b>	
Sentences per Paragraph	3.6
Words per Sentence	10.8
Characters per Word	4.6
<b>Readability</b>	
Passive Sentences	0%
Flesch Reading Ease	68.0
Flesch-Kincaid Grade Level	6.2

To activate the tool:

1. Click the **Microsoft Office Button** 
2. Click **Word Options** (bottom of Recent Documents list)
3. Click **Proofing** in the left column
4. Under **When correcting grammar in Word**
  - a. Verify **Check grammar with spelling** is checked
  - b. Select the **Show readability statistics** check box.
5. Select "OK"

The Flesch-Kincaid grade level score and Flesch Reading Ease score will appear after you complete your spell check.

