



Tips and tools
FOR THE WRITING WORLD

Measuring Readability Using Microsoft Word

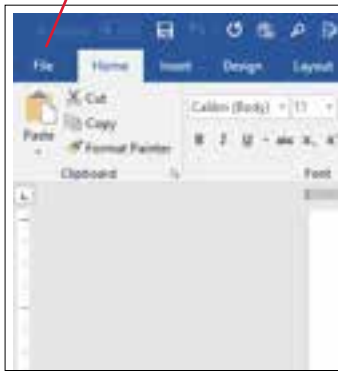
Readable content is clear and easy to understand. The Flesch-Kincaid meter measures the readability of a document and assigns it a grade level score. The lower the grade level, the easier it is to read.

You can get a Flesch-Kincaid score for any document, directly in Microsoft Word. Here's how to do it.

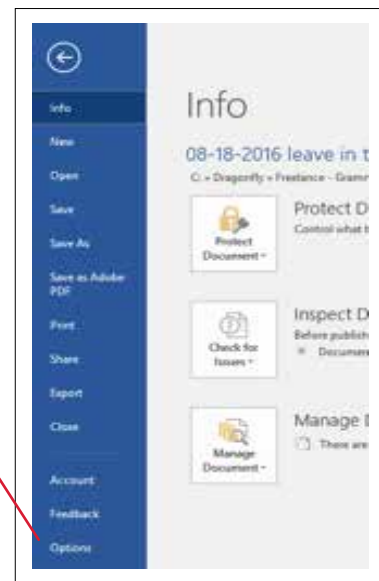
1

First, enable the readability feature.

In your Microsoft Word document, click **File** ...



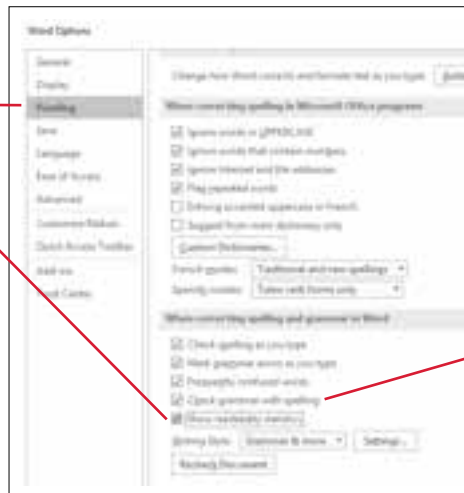
... then **Options**.



2

Click **Proofing** ...

... then **Show Readability Statistics**.

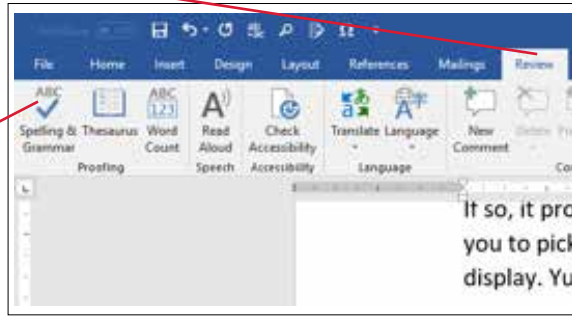


Make sure that **Check Grammar with Spelling** is also clicked; otherwise, you can't enable readability.

3

Now, you're ready to check readability.

Click **Review ...**

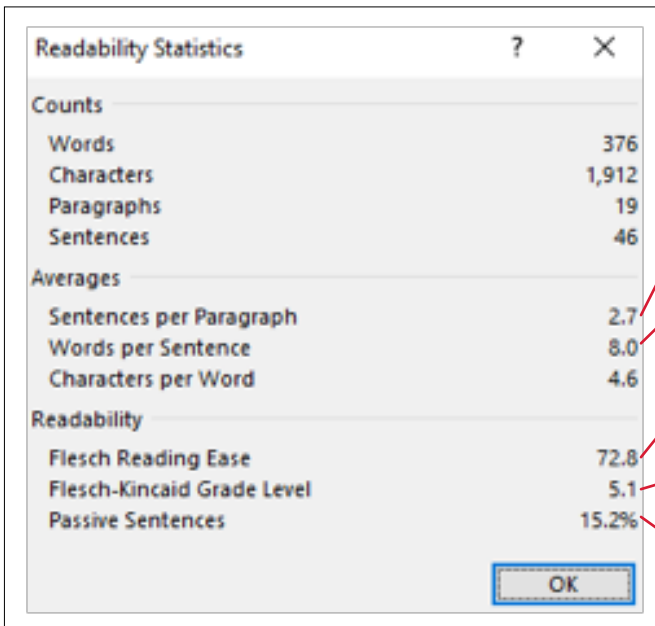


... then **Spelling & Grammar**.

* To check the readability of just a portion of your document, highlight that portion and click Spelling & Grammar.

Spellcheck will run. Once it's done, your readability statistics will pop up.

4



For most informational writing, measure your success against these standards:

Average sentences per paragraph = 4 or fewer

Average words per sentence = 14 or fewer

Flesch Reading Ease = 60 or higher

Flesch-Kincaid Grade Level = 5th to 9th grade, or lower

Passive sentences = 25% or less

