



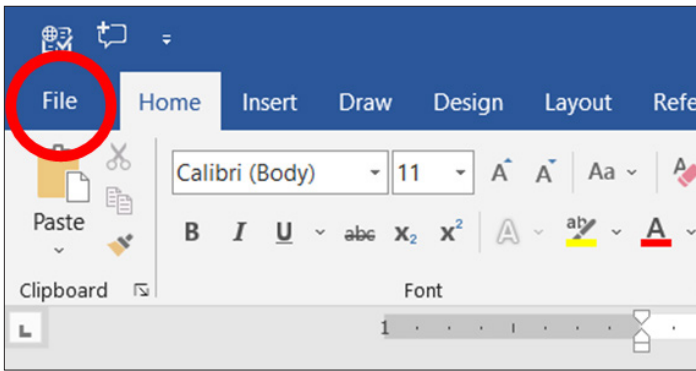
*Tips and tools*  
**FOR THE WRITING WORLD**

# Measuring Readability Using Microsoft Word

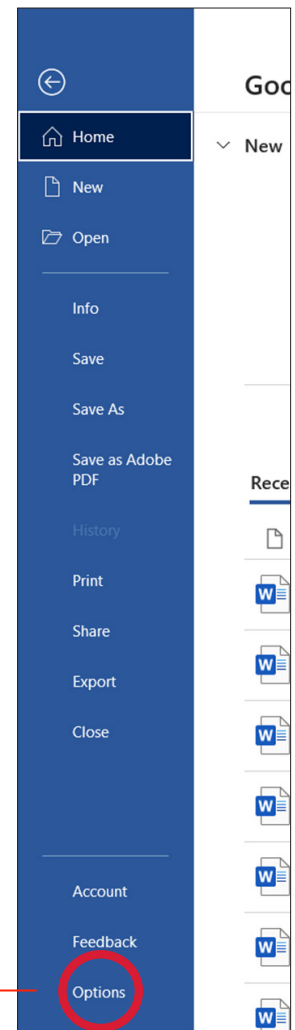
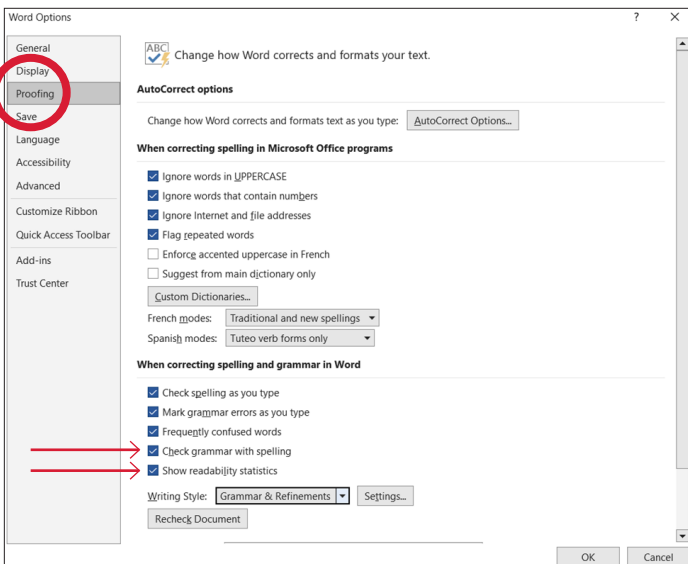
Readable content is clear and easy to understand. There's a readability tool you can access directly in Word. It will evaluate your document, assign a score to it, and give guidance on how to improve readability. Here's how it works.

## First, enable the readability feature.

1. Open any Microsoft Word document.
2. Click **File**, then **Options**.

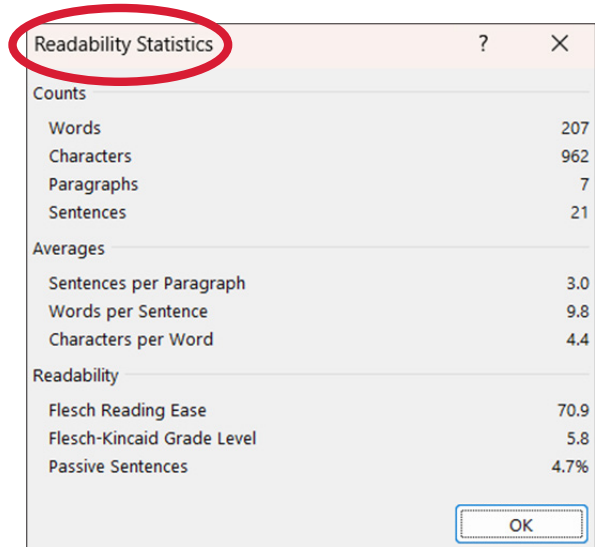
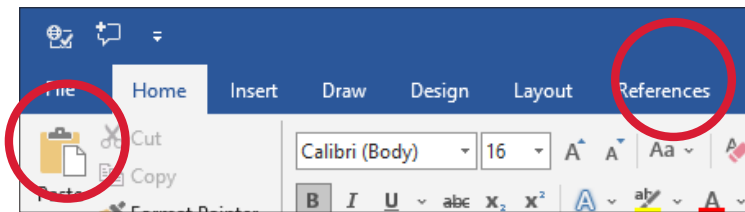


3. Click **Proofing**, then **Show Readability Statistics**. (Make sure that Check Grammar with Spelling is also clicked; otherwise, you won't be able to enable readability.)



## Now, you're ready to check readability.

1. Click **Review**, then **Spelling & Grammar**.
2. Spellcheck will run. Once it's done, your readability statistics will pop up.



3. For most business documents, measure your success against these standards:
  - a. **Average sentences per paragraph = 4 or fewer**
  - b. **Average words per sentence = 14 or fewer**
  - c. **Flesh-Kincaid Grade Level = 7th to 9th grade level or lower**
  - d. **Flesch Reading Ease = 60 or higher**
  - e. **Passive sentences = 25% or less**
4. Based on your readability scores, revise your document to use plain language wherever possible and to shorten words, sentences, and paragraphs. Check your metrics again and see if your scores have improved.

**TIP:** To check the readability of a *portion* of your document, highlight that portion and click Spelling & Grammar. Readability statistics will pop up for that portion.

