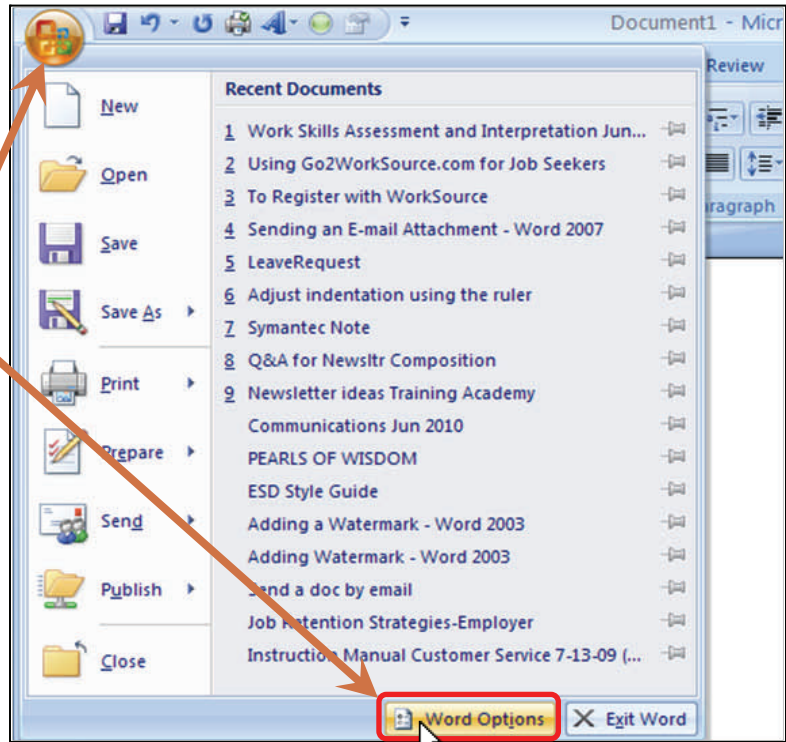


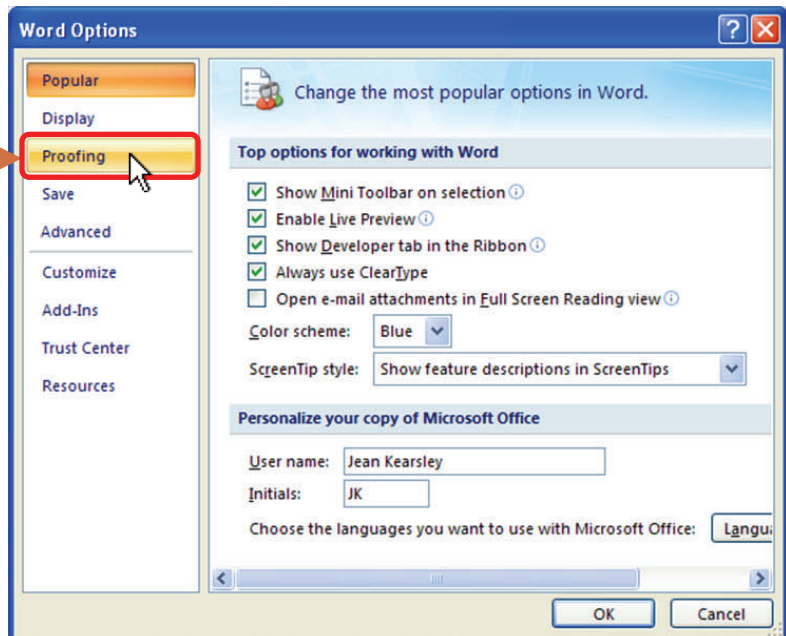
Checking Grade Level / Readability

This guide will show you how to find out at what grade level you are writing, also known as the readability of the document. This is useful when creating documents for clients or other audiences when you need to write your material at a certain grade level.

1.) The first step is to open up an existing Word document. I click on the “**Office Button**” then click on “**Word Options**” at the bottom of the dialog box that opens.

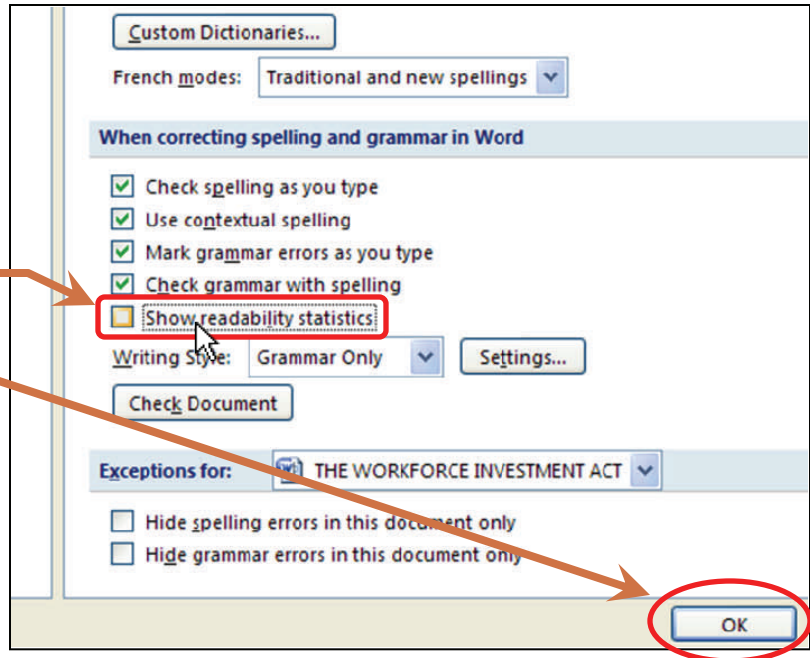


2.) The **Word Options** box now opens. I click on the “**Proofing**” menu item.

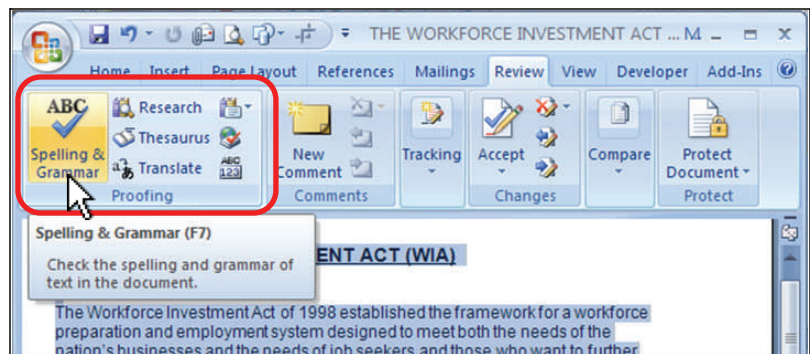


3.) Under the section “**When correcting spelling and grammar in Word**” on the **Proofing** tab, I locate the check box for “**Show readability statistics**”, and make sure that the check-box is now checked.

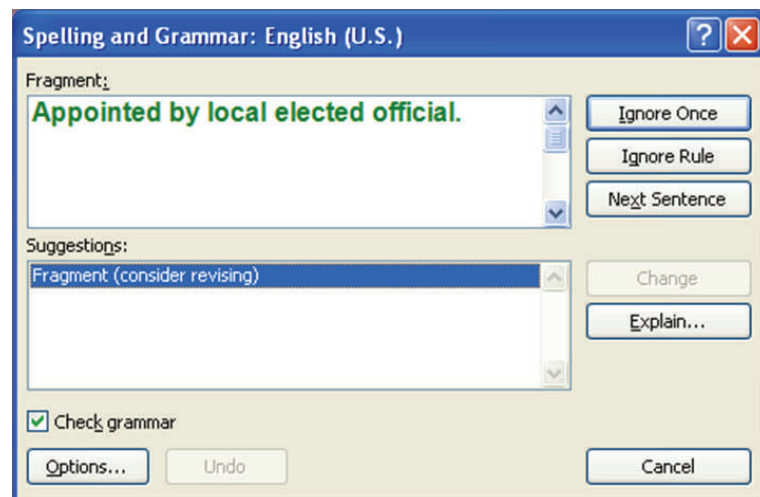
4.) Now I click the “**OK**” button in the bottom right corner of the **Proofing** tab, to put this change into effect. This will tell Word to now compute and display these figures following each spelling & grammar check done on a Word document.



5.) To see how this works, we'll select text in our document (or the entire document with **CTRL + A**), and go to the **Spelling & Grammar** icon, in the **Proofing** section of the **Review** tab on the **Office Ribbon**.



6.) When I click the icon, the same **Spelling and Grammar** box will appear that we normally see. I'll follow the usual procedure for running a spell check. When my spell check is done, I may see a box advising me that it has been completed, or asking if I wish to extend the check to the rest of the document. After *all* these steps are concluded, the **Readability Statistics** box appears.



7.) The **Readability Statistics** box gives information related to our document. The section we're interested in is at the bottom of the box, under "**Readability**."

The **Flesch Reading Ease** score is an indicator of how easy a document is to read. The number ranges from 0-100, a higher score indicating that it is easier to read. Word converts this number to a grade level score for us and lists it as the **Flesch-Kincaid Grade Level**.

Counts	
Words	370
Characters	2104
Paragraphs	12
Sentences	15

Averages	
Sentences per Paragraph	1.6
Words per Sentence	23.8
Characters per Word	5.6

Readability	
Passive Sentences	33%
Flesch Reading Ease	29.8
Flesch-Kincaid Grade Level	15.0

So, this document is written at the 15th grade level, equivalent to the third year of college. While this may be acceptable for a technical discussion, intended for specialists in the field, it might be more difficult than necessary in a document intended for the general public.

The box is also tells us that one third of this selection's text is written in **Passive Sentences**. "Plain Talk" principles of readability suggest the avoidance of the passive voice whenever possible, for maximum ease of understanding.