Application: Word – Readability Statistics

There has been a big push recently to provide documentation in simple and easy to understand language. The Word Grammar checker allows you to grade your text based on the Flesch-Kincaid Reading Ease Score and the Flesch-Kincaid Grade Level Score. Each readability test bases its rating on the average number of syllables per word and words per sentence.

The Flesch reading ease test uses the average length of your sentences (measured by the number of words) and the average number of syllables per word to calculate the result. It then provides a score between 0 and 100. A score of 100 means your text is very easy to read and a score of 0 means it is very difficult.

You can see the exact interpretation of all the scores on the scale in the table below.

Tip: Microsoft's site gives <u>more information</u> on how the tests are performed.

Tip: While these are US Grade Level tests, they still provide a very good guideline for any English text.

Score	Notes
90-100	very easy to read, easily understood by an average 11-year-old student
80-90	easy to read
70-80	fairly easy to read
60-70	easily understood by 13- to 15-year-old students
50-60	fairly difficult to read
30-50	difficult to read, best understood by college graduates
0-30	very difficult to read, best understood by university graduates

1. Select **File** > **Options** > **Proofing**.

2. Turn on the **Show readability statistics** check box in the **When correcting spelling and grammar in Word** section.

When correcting spelling and grammar in Word
- ☑ Check spelling as you type
- ☑ Mark grammar errors as you type
- ☑ Frequently confused words
- ☑ Check grammar with spelling
- ☑ Show readability statistics

3. The Readability statistics will be displayed once a spell check is complete.

4. In your document **Press F7** or **Select Review** > **Spelling & Grammar**.

5. When the spell check has finished the readability statistics will be displayed.

Tip: Make sure you have corrected or ignored all errors found in the document. The readability statistics won't be displayed until that is done.