

Readability Statistics in Microsoft® Word

“Readability Statistics” is a great feature available in Microsoft® Word. The statistics will give approximate readability and grade level based on the Flesch-Kincaid scale.

According to Microsoft’s help guide, the Flesch-Kincaid Grade Level readability score analyzes and rates text on a U.S. grade-school level based on the average number of syllables per word and words per sentence. A score of 8.0 means that an eighth grader would understand the text.

Reading Ease “rates text on a 100-point scale; the higher the score, the easier it is to understand the text. For most standard documents, aim for a score of approximately 60 to 70.”

Score mapping table:

Flesch Reading Ease Score		Readability Level
0 - 29	→	Very difficult
30 - 49	→	Difficult
50 - 59	→	Fairly difficult
60 - 69	→	Standard
70 - 79	→	Fairly easy
80 - 89	→	Easy
90 - 100	→	Very easy

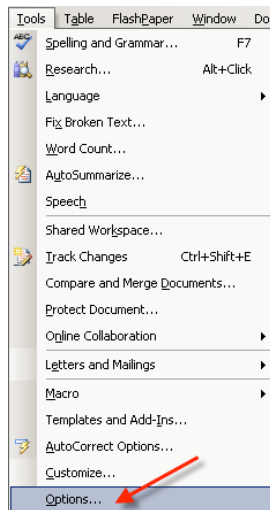
More information on formulas used is available under the “Help” option in the tool bar.

Setting Readability Statistics: (You will do this once.)

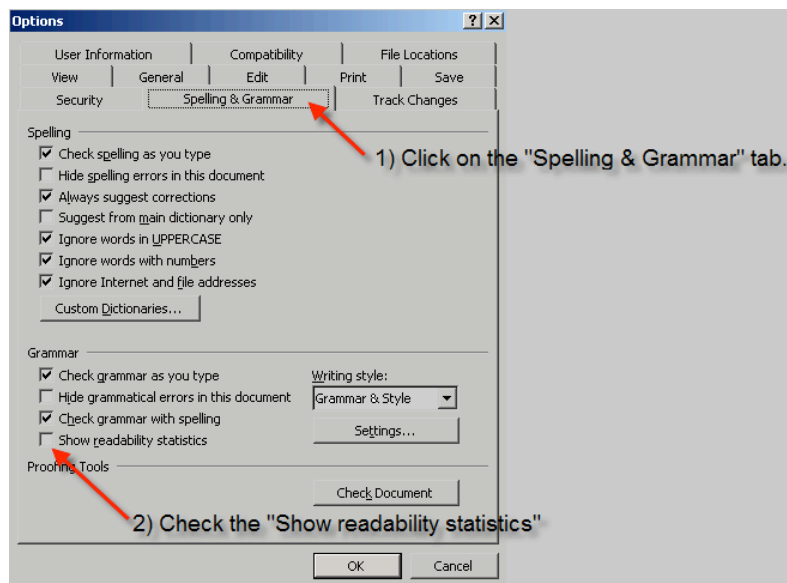
1. Click on **Tools** in the toolbar.



2. Scroll down to **Options** and click. [Mac: Select Spelling & Grammar.]



3. Click on the "Spelling & Grammar" tab. "Show Readability Statistics" [Mac: Click on the "Options" button. Make sure 'Show readability statistics' is checked.]



Using Readability Statistics:

- 1) **Type** or **paste** text.
- 2) **Click** on the “**Check Spelling**” button, **Press “F7”** on your keyboard, or **Choose “Spelling and Grammar”** after clicking on “Tools”. [Mac: Click on Tools in the toolbar and select "Spelling and Grammar".]



It does **NOT** work if you correct the entire document by right clicking on misspelled words.

- 3) A window with the statistical information will pop-up. (See example)
[Mac: The Readability window will appear after Word has checked spelling errors.]

Brian Robeson, a thirteen-year-old from New York to the Canadian north woods to visit as does "The Secret" that his mother is having which Brian has control of the plane for a pain in his shoulder, arm, and stomach. As begins jerking in his seat it becomes clear is dead; Brian is forced to take over the controls in the Canadian woods, where Brian is stranded.

Brian has little to eat and is injured from the strange berries to eat, which make him extremely bear. Brian constructs a shelter and in the his shelter and Brian throws the hatchet in severe pain. Brian attempts to build a fire to strike his hatchet against a stone to ignite a plane flies overhead but does not see him hopeless. He attempts to commit suicide but and emerges from the experience determined. Brian soon catches his first fish and enjoys

Readability Statistics

Counts	
Words	631
Characters	2892
Paragraphs	5
Sentences	33
Averages	
Sentences per Paragraph	6.6
Words per Sentence	19.1
Characters per Word	4.4
Readability	
Passive Sentences	6%
Flesch Reading Ease	65.7
Flesch-Kincaid Grade Level	8.7

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