

How to Do a Quick Readability Test

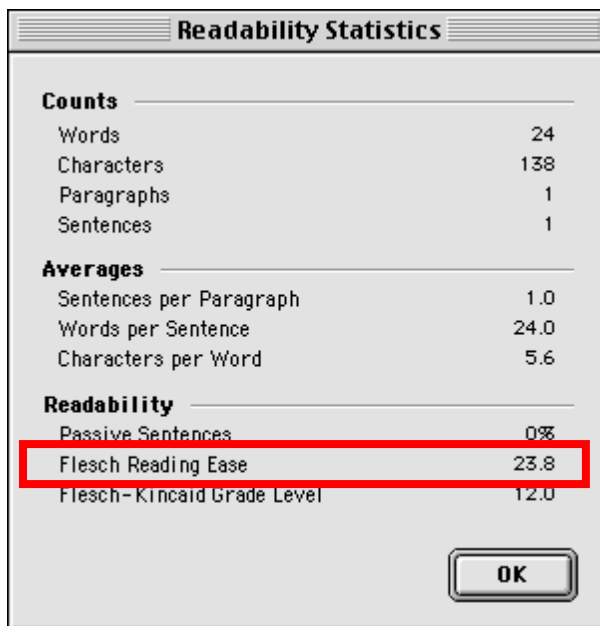
You can use the MS Word spell check to test readability of a highlighted section or an entire document.

This test checks whole sentences that end in a period, question mark, or exclamation point. Fragments and headings are not checked.

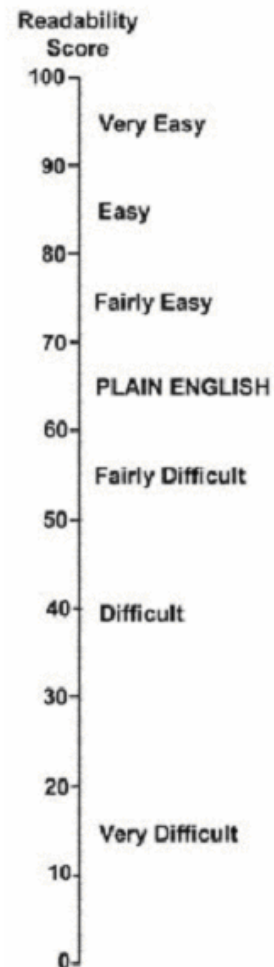
The Flesch Reading Ease statistic is a readability score that can be interpreted by using the chart on the right. A score of 60 and above rates as Plain Language.

To have the Spell Check display the Readability Statistics, go to **Tools > Options > Spelling & Grammar** and make sure that **Check Grammar with Spelling** is checked as well as **Show Readability Statistics**.

In versions of Word before 2003, the Flesch-Kincaid Grade Level measure did not register above 12th grade level.



Readability Statistics	
Counts	
Words	24
Characters	138
Paragraphs	1
Sentences	1
Averages	
Sentences per Paragraph	1.0
Words per Sentence	24.0
Characters per Word	5.6
Readability	
Passive Sentences	0%
Flesch Reading Ease	23.8
Flesch-Kincaid Grade Level	12.0



Reference Links:

www.plainlanguage.gov

www.plainlanguagenetwork.org

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