


Checking Reading Level in a Word Document

Steps:

1. Within the Word document you want to check the reading level of, click the **Microsoft Office Button** , and then click **Word Options**.
2. Click **Proofing**.
3. Make sure **Check grammar with spelling** is selected.
4. Under **When correcting grammar in Word**, select the **Show readability statistics** check box.
5. Click on **Review** tab within your Word document and click on **Spelling and Grammar**. The pop-up window displays the Flesch Reading Ease score and the Flesch-Kincaid Grade Level.
 - Flesch Reading Ease
This test rates text on a 100-point scale. The higher the score, the easier it is to understand the document. For most standard files, you want the score to be between 60 and 70.
 - Flesch-Kincaid Grade Level
This test rates text on a U.S. school grade level. For example, a score of 8.0 means that an eighth grader can understand the document. For most documents, aim for a score of approximately 7.0 to 8.0.