

How to Check Readability Statistics in Word 2007

When Microsoft Word finishes checking spelling and grammar, it can display information about the reading level of the document, including readability scores based on the average number of syllables per word, and words per sentence.

To show the readability statistics after checking spelling and grammar, turn on the **Show readability statistics** option.

1. Open up Microsoft Word. Select "Review", then "Spelling & Grammar". Select "Options" (if there are no spelling and grammar errors you will not get the spelling and grammar window to open therefore you will not see Options).
2. A Word Options window will pop up, go down to "When correcting spelling and grammar in Word" and put a check mark in the box next to "Show readability statistics". Click "OK".
3. Run the spell check option. Once spell check has finished running, a dialog box should appear titled "Readability Statistics". This will be broken down into 3 sections "Counts", "Averages", and "Readability".
4. Under "Readability", you will be given two reading levels: Flesch Reading Ease Score and Flesch-Kincaid Grade Level Score. Both scores are explained below.
5. **Flesch Reading Ease Score**: This score bases the readability of the document on a 100 point scale. With 100 being easiest to read. Using this method, you will want a high score for more readability. The recommended score is between 60 and 70.
6. **Flesch-Kincaid Grade Level Score**: This score bases the readability of the document on a grade level. For example a score of 8.0 would be eighth grade level reading while a score of 12.0 would be harder at a twelfth grade level reading ability.