

## To Activate Flesch-Kincaid Readability Level in Microsoft Word

1. In Microsoft Word, click the Review tab.
2. Go to the Spelling and Grammar drop down menu and select Spelling and Grammar.
3. Complete the spelling and grammar check.
4. When the check is complete, an Editor window will open up. Go to Insights and select Document stats. Doing so will provide a window similar to the one below. Flesch-Kincaid readability and grade scores will be provided.
5. Please provide the the Flesch Kincaid Reading Ease AND Flesch Kincaid Grade Level scores on your REB application.

### Readability Statistics



#### Counts

Words	197
Characters	1,039
Paragraphs	38
Sentences	23

#### Averages

Sentences per Paragraph	1.4
Words per Sentence	5.1
Characters per Word	4.8

#### Readability

Flesch Reading Ease	41.0
Flesch-Kincaid Grade Level	8.8
Passive Sentences	0.0%

OK

**Flesch Reading Ease** is a metric that measures the readability of a text based on two factors:

- Sentence length, determined by the average number of words in a sentence.
- Word length, determined by the average number of syllables in a word.

The score ranges from 0 to 100, with higher scores indicating easier readability. Here's what the scores mean:

<b>Value</b>	<b>School level</b>	<b>Student age range</b>	<b>Notes</b>
100.00 - 90.00	5th grade	11	Very easy to read. Easily understood by an average 11-year-old student.
90.0 - 80.0	6th grade	11-12	Easy to read. Conversational English for consumers.
80.0 - 70.0	7th grade	12-13	Fairly easy to read.
70.0 - 60.0	8th grade - 9th grade	13-15	Standard, plain English. Easily understood by 13- to 15-year-old students.
60.0 - 50.0	10th grade - 12th grade	15-18	Fairly difficult to read.
50.0 - 30.0	College	18-19	Difficult to read.
30.0 - 0.0	College graduate	22-23	Very difficult to read. Best understood by university graduates.