

## **HOW TO GET THE READABILITY (GRADE LEVEL) SCORE OF A DOCUMENT IN MSWORD**

You can find out the readability/grade level score in MSWord by going to Tools, then Options and click on the Spelling and Grammar tab.

Go all the way to the bottom and check where it says “Show Readability Statistics.”

Then run spell-check on your document.

When MSWord is done it should pop-up a Readability Statistics box, at the bottom of the box is the Flesch-Kincaid Grade Level score. Remember for consents you want to shoot for no more than the 8<sup>th</sup> grade (but always recognizing that depending on your subjects you might need to go lower) and for the assents you want no more than the 3<sup>rd</sup> or 4<sup>th</sup> grade for children and no more than 6<sup>th</sup> grade for adolescents (but again, always keep in mind the level of your subjects).