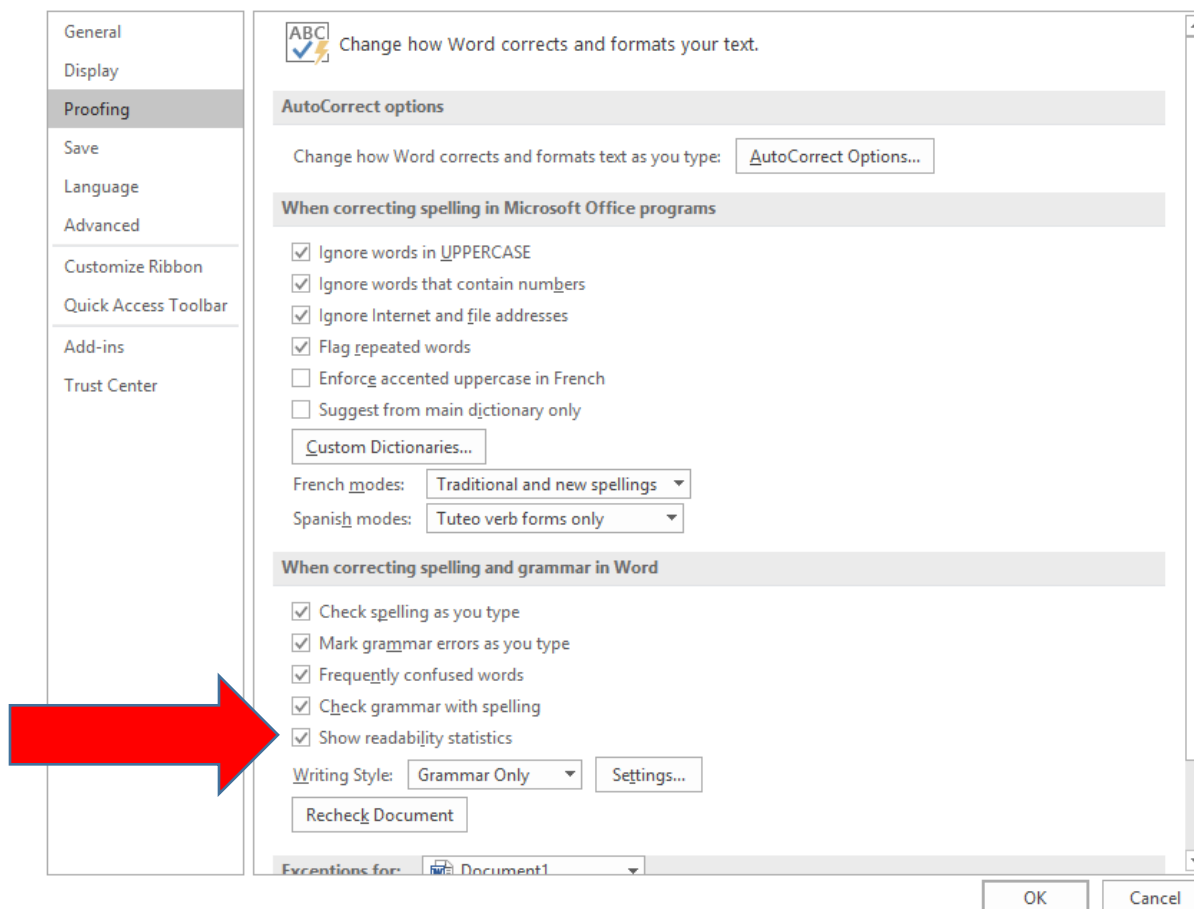


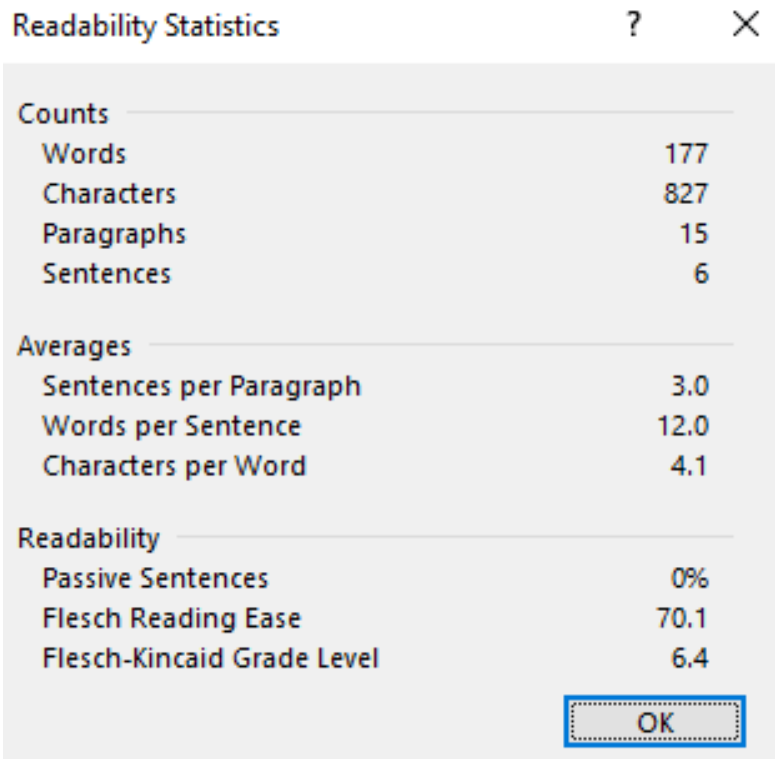
How to Use and Understand Flesch-Kincaid Readability Statistics in Microsoft Word

Health Canada recommends the level of language used should be appropriate to the age and comprehension/reading level of the participant population, generally at approximately a grade 6 - 8 reading level: <https://www.canada.ca/en/health-canada/services/science-research/science-advice-decision-making/research-ethics-board/requirements-informed-consent-documents.html>

1. Click the File tab, and then click Options.
2. Click Proofing.
3. Under When correcting spelling and grammar in Word, make sure the Check grammar with spelling with spelling check box is selected.
4. Select Show readability statistics.



5. After you enable this feature, open a file that you want to check, and check the spelling.
6. When Word finishes checking the spelling and grammar, it displays information about the reading level of the document.



Readability Statistics	
Counts	
Words	177
Characters	827
Paragraphs	15
Sentences	6
Averages	
Sentences per Paragraph	3.0
Words per Sentence	12.0
Characters per Word	4.1
Readability	
Passive Sentences	0%
Flesch Reading Ease	70.1
Flesch-Kincaid Grade Level	6.4
<input type="button" value="OK"/>	

Flesch-Kincaid Grade Level test

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.

The formula for the Flesch-Kincaid Grade Level score is:

$$(.39 \times \text{ASL}) + (11.8 \times \text{ASW}) - 15.59$$

where:

ASL = average sentence length (the number of words divided by the number of sentences)

ASW = average number of syllables per word (the number of syllables divided by the number of words)

Flesch Reading Ease test

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.

The formula for the Flesch Reading Ease score is:

$$206.835 - (1.015 \times \text{ASL}) - (84.6 \times \text{ASW})$$

where:

ASL = average sentence length (the number of words divided by the number of sentences)

ASW = average number of syllables per word (the number of syllables divided by the number of words)

Word

References:

1. https://support.office.com/en-us/article/Test-your-document-s-readability-85b4969e-e80a-4777-8dd3-f7fc3c8b3fd2#_toc342546555