


Readability Statistics

You can use readability statistics to track student growth in their writing or reading or use it to level material for readings, such as books and articles using the Microsoft Word word processor.

Microsoft Word will analyze the written material using the Flesch-Kincaid model and give you a grade level between 0-12 and reading ease between 0-100%.

A. To display the Readability Statistics:

1. On the Tools menu, click Options, and then click the Spelling & Grammar tab.
2. Select the Check grammar with spelling check box.
3. Select the Show Readability Statistics check box, and then click OK.
4. On the Standard toolbar, click Spelling and Grammar. 
5. When Microsoft Word finishes checking spelling and grammar, it displays information about the reading level of the document.

