

DETERMINE THE READABILITY OF YOUR SUMMARY

Checking the Reading Level of a Document Using the 2003 Version of Word

You can use Microsoft Word to check the reading level of any document. This is a two-step process. First set Microsoft Word to show you the reading level of any text. You only need to do this step once. After you set Microsoft Word to check the reading level of a document it will do so every time you complete a spell-check.

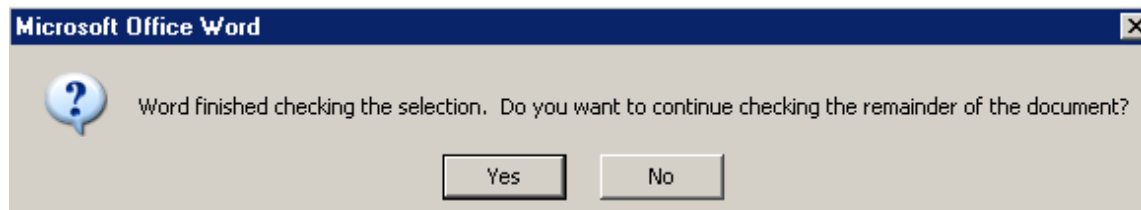
You can also check the reading level of just part of a text (e.g. a sentence or paragraph) as you create new material or on a document you receive from someone else.

Step One: Set Microsoft word to show you the reading level of any text. (Remember you only need to do this step once)

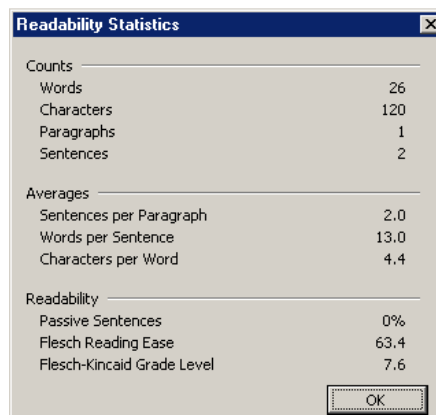
- Open a blank word document (or any text document you wish)
- Select **Tools** in the menu bar at the top of your screen
- Select **Options** from the drop down menu that appears. (You may have to expand the choices by clicking on the double arrow at the bottom for the Options choice to appear in the drop-down menu).
- Several tab options will appear.
- Select the tab marked **Spelling & Grammar**
- Check the box marked **Show readability statistics** ()
- Click on **OK**

Step Two: Find the reading level for part of any text in a Microsoft Word document.

- Highlight a sentence or paragraph in the document
- Find and select **Tools** in the menu on top
- Select **Spelling & Grammar**
- Correct any misspelled words in the highlighted section.
- A menu will then appear that says:



If you click yes, Microsoft word will finish checking the spelling in the rest of the document. Then a menu will appear saying Spell Check is complete. Click OK. The menu below will appear next. This shows the reading level (Example: 7.6) of the text.



If you are just checking a single paragraph or page, click no and the readability statistics will appear immediately in a menu like the one to the right. Click OK to close the menu.

Remember you can check the reading level for any document now simply by running your usual spell check when you have finished writing or by highlighting portions as you go.

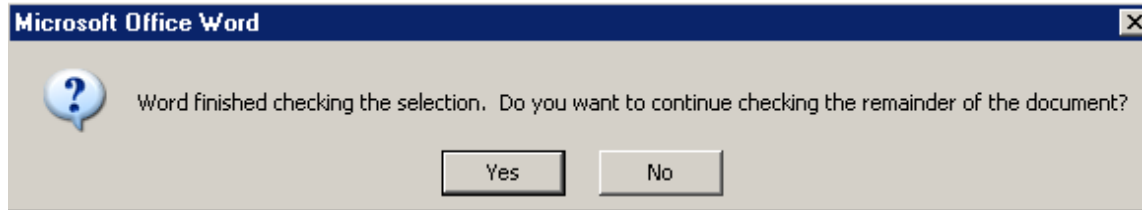
Checking the Reading Level of a Document Using the 2007 Version of Word

Step One: Set Microsoft word to show you the reading level of any text.
(Remember you only need to do this step once)

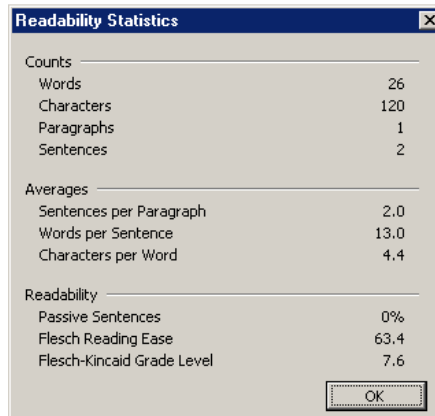
- Open a blank word document (or any text document you wish)
- Select the **Office** Button in the top left corner of your screen
- Select **Word Options** in the bar at the bottom right of your screen
- Select **Proofing** from the menu on the left
- Go to the section titled **When Correcting Spelling and Grammar in Word**
- Select the tab marked **Spelling & Grammar**
- Check the box marked **Show readability statistics** (☑)
- Click on **OK**

Step Two: Find the reading level for part of any text in a Microsoft Word document.

- Highlight a sentence or paragraph in the document
- Find and select **Spelling & Grammar**
- Correct any misspelled words in the highlighted section.
- A menu will then appear that says: A menu will then appear that says:



If you click yes, Microsoft word will finish checking the spelling in the rest of the document. Then a menu will appear saying Spell Check is complete. Click OK. The menu below will appear next. This shows the reading level (Example: 7.6) of the text.



If you are just checking a single paragraph or page, click no and the readability statistics will appear immediately in a menu like the one to the right. Click OK to close the menu.

Remember you can check the reading level for any document now simply by running your usual spell check when you have finished writing or by highlighting portions as you go.

See below for meanings of the terms **Flesch Reading Ease** and **Flesch-Kincaid Grade Level**

Flesch–Kincaid Grade Level

These readability tests are used extensively in the field of education. The "Flesch–Kincaid Grade Level Formula" translates the 0–100 score to a U.S. grade level, making it easier for teachers, parents, librarians, and others to judge the readability level of various books and texts. It can also mean the number of years of education generally required to understand this text, relevant when the formula results in a number greater than 12. For example, a score of 8.2 would indicate that the text is expected to be understandable by an average student in 8th grade (usually around ages 13–14 in the United States of America). This page has the score of 12.5.

Flesch Reading Ease

In the Flesch Reading Ease test, higher scores indicate material that is easier to read; lower numbers mark passages that are more difficult to read interpreted as shown in the table below.

Score	Notes
90.0–100.0	easily understandable by an average 11-year-old student
60.0–70.0	easily understandable by 13- to 15-year-old students
0.0–30.0	best understood by university graduates

Hint: To make sentences easier to read follow these simple steps:

1. Use present not passive tense.

- PAR allows people with disabilities a unique role in the research process. (12.0)
- You can participate in research. This kind of research is called PAR. (4.4)

2. Keep the sentence length short

- People with disabilities have stated that they find PAR to be more meaningful and helpful in managing their everyday lives. (12.0)
- If you have a disability you may enjoy PAR. PAR helps make everyday life better. (7.0)

3. Use simple vocabulary

- A university may utilize a variety of diverse approaches in order to assist you to participate in the research process. (12.0)
- You can take part in research in many different ways. (4.8)

Material that is intended to be easily read by most people should be written at a 5th to 6th grade reading level and at no higher than an 8th grade level on average.