How to Determine Readability - Flesch/Flesch-Kincaid

Flesch/Flesch-Kincaid
The Flesch/Flesch-Kincaid readability tests are readability tests designed to indicate comprehension difficulty when reading a passage of contemporary academic English. The Flesch-Kincaid Grade Level 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 10. For example, a score of 8.2 would indicate that the text is expected to be understandable by an average student in year 8 in the United Kingdom or an 8th grade student in the United States. The sentence, "The Australian platypus is seemingly a hybrid of a mammal and reptilian creature" is a 13.1 as it has 26 syllables and 13 words.

Setting Up Flesch/Kincaid on Word
One method to check the readability level of a document, using Flesch-Kincaid rating system, is to use Microsoft Word. Normally, the function is turned off. Therefore, there are just a few, quick steps you can take to enable this function.

The Following Steps Only Need To Be Done Once:

- Step 1: Open Microsoft Word and create a new document.
- Step 2: Access your Word preferences by clicking on the Windows icon in the upper left-hand portion of your window. Older versions and the Mac version require you to use the tools menu.
- Step 3: Select the Word Options button by clicking on it.
- Step 4: Select the Proofing Sub-Menu by clicking on it.
- Step 5: Select the Show Readability Statistics box by clicking on it.
- Step 6: Click on the OK button.

To Check Readability Of Any Document:

- Step 1: Using Word, either type in your text or copy and paste text into your document.
- Step 2: When ready, do a document-wide spell check.
- Step 3: Once the grammar and spelling has been checked, you will get your Readability Statistics Report.
- Step 4: At the bottom of the report, you will get the Flesch-Kincaid Grade Level equivalency.