


Display readability statistics

[▶ Show All](#)

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** (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.), click **Spelling and Grammar** .

When Microsoft Word finishes checking spelling and grammar, it displays information about the reading level of the document.

When Microsoft Word finishes checking spelling and grammar, it can display information about the reading level of the document, including the following readability scores. Each readability score bases its rating on the average number of syllables per word and words per sentence.

Note For some European languages within an English document, Word displays only information about counts and averages, not readability.

▼ Flesch Reading Ease score

Rates text on a 100-point scale; the higher the score, the easier it is to understand the document. For most standard documents, aim for a score of approximately 60 to 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)

▼ Flesch-Kincaid Grade Level score

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:

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

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)