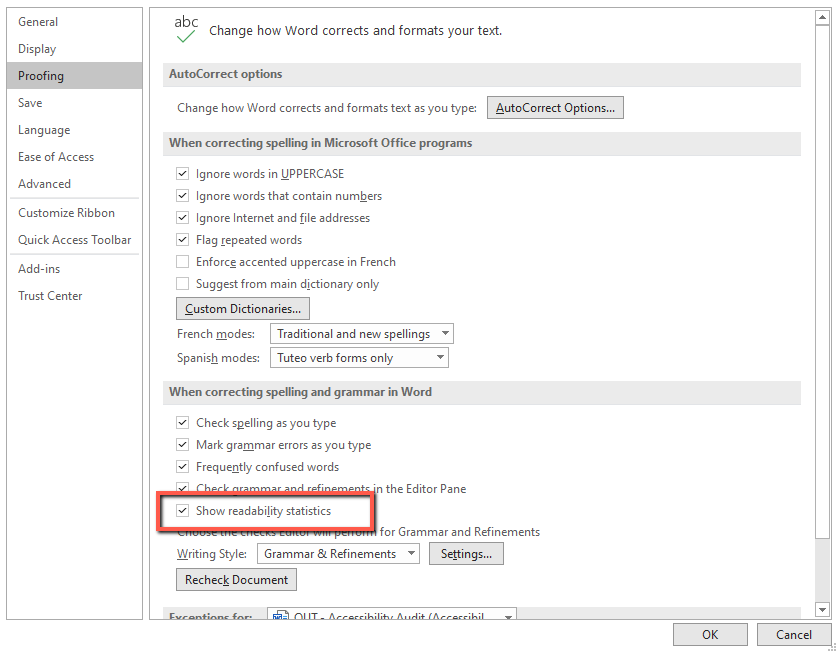
Determining the reading  
level of your text

# Determining the reading level of your text

1. Copy the relevant text into a blank Word document
2. Under the “File” menu select “Options” on the left-hand side.
3. Select the “Proofing” section in the left-hand side of the dialog box.
4. Scroll down to the “When correcting spelling and grammar in Word” section
5. Ensure “Show readability statistics” is selected.



1. Select “OK”
2. Under the “Review” menu select “Editor”
3. The Flesch-Kincaid Grade Level is shown under the “Readability” section. Ensure that it is 8 or below.

