

Readability Tools

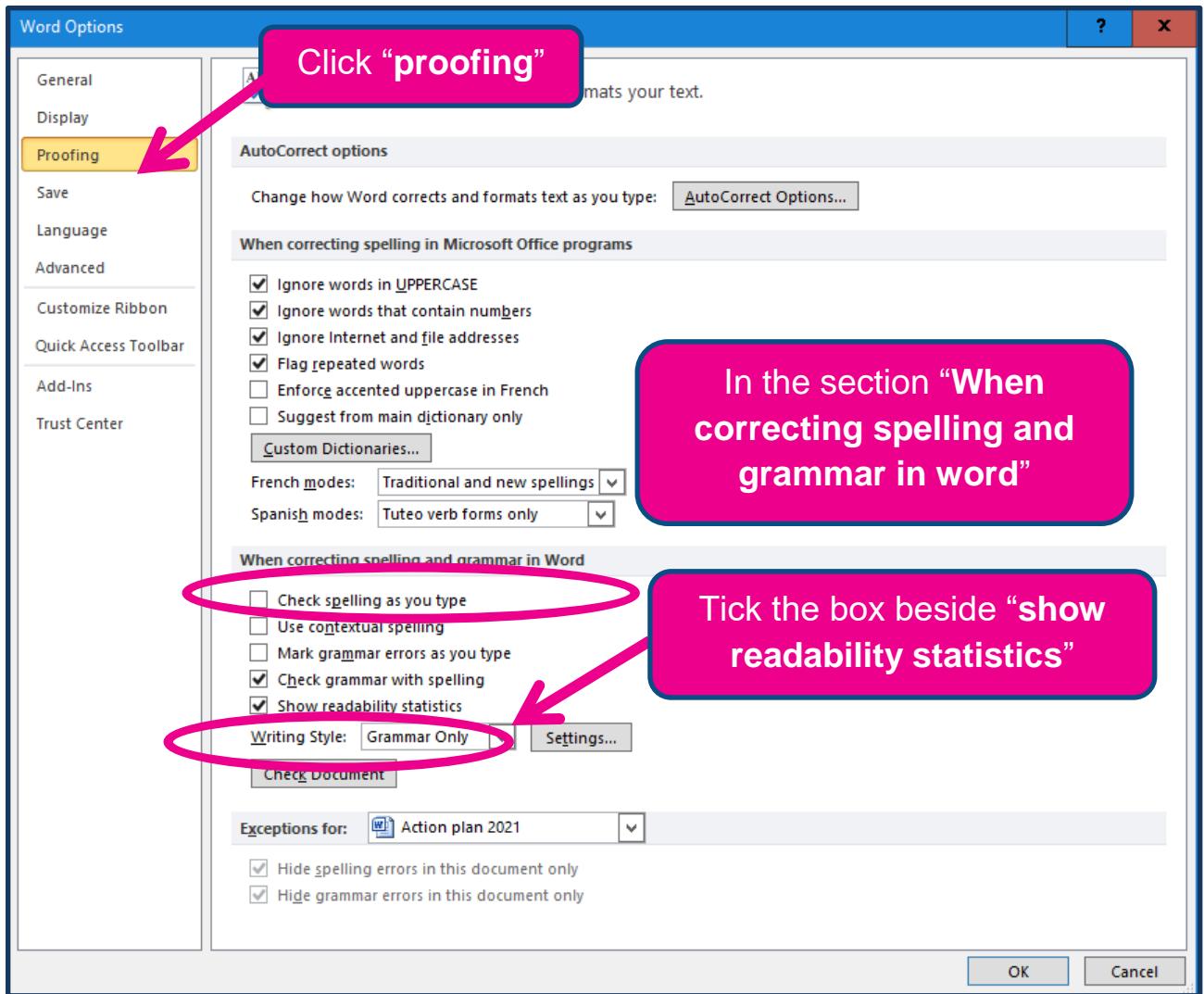
- Readability refers to how easy it is to read and understand text.
- Readability tools provide a quick and easy way to test how easy it is to read a piece of text.
- These tools can be very effective to improve written communication

1. Flesch Reading Ease Tool in Microsoft Word

Good to check large amount of text

Open a Word document

The screenshot shows the Microsoft Word interface. The 'File' menu is open, and the 'Options' button is highlighted with a pink arrow and a pink callout box that says 'Click "Options"'. Another pink callout box at the top says 'Click "File"'. A yellow callout box on the right says 'Good to check large amount of text'. The main area of the window shows 'Information about Document1' with sections for 'Permissions', 'Prepare for Sharing', and 'Versions'.



Now do a spell check on the document or piece of text.

You can do a spell check by pressing F7 or selecting the "Review" tab then "Spelling and grammar".

When Word is finished spell check this box will appear

Readability Statistics	
Counts	
Words	77
Characters	377
Paragraphs	18
Sentences	4
Averages	
Sentences per Paragraph	1.0
Words per Sentence	7.2
Characters per Word	3.4
Readability	
Passive Sentences	0%
Flesch Reading Ease	94.4
Flesch-Kincaid Grade Level	1.8

On a scale of 0-100 the higher the **Flesch Reading Ease** score then the easier it is to read.

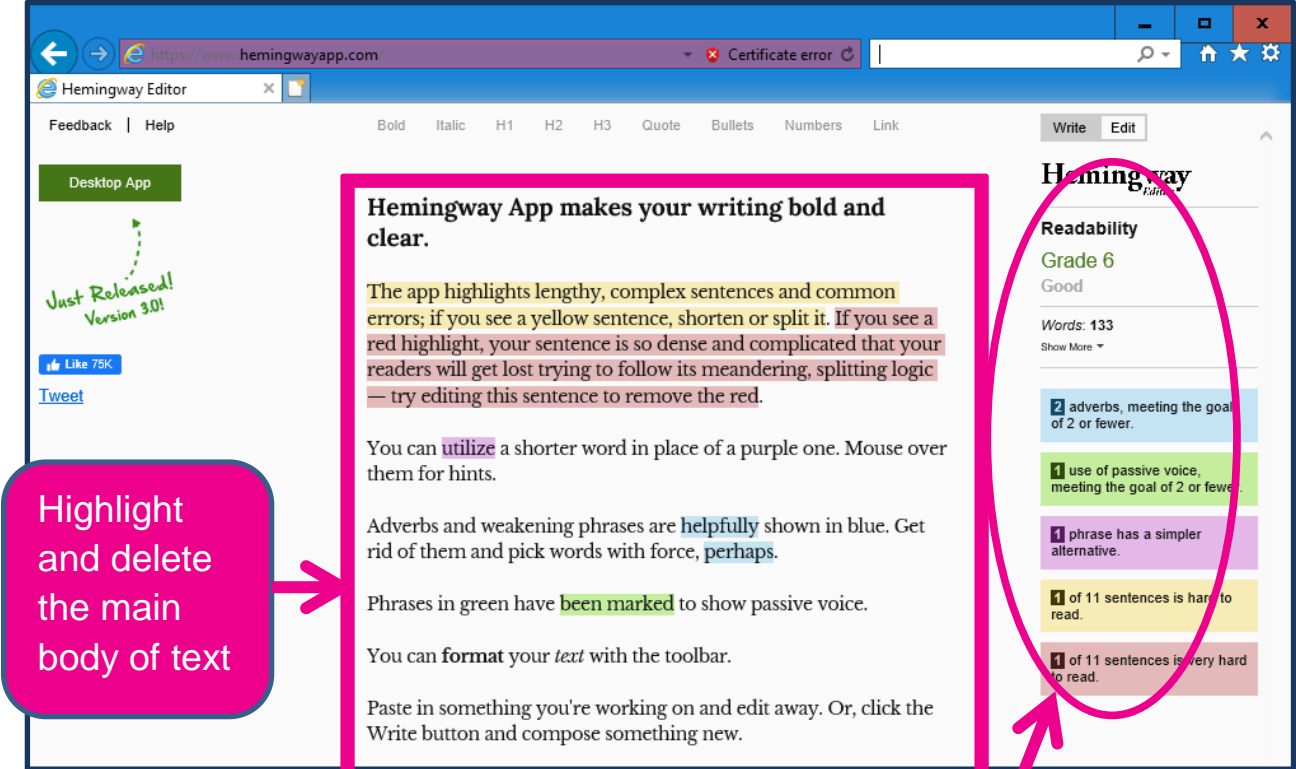
80-100 = Easy to read

50-80 = Fairly easy/ difficult for some groups

0-50 = Difficult to read

2. Hemingway App

<http://www.hemingwayapp.com/>



Highlight and delete the main body of text

Then copy and paste your text into this section

Review your readability scores and suggestions to improve.
Grade 6 = 11-12 years old

Average reading age of UK adults
= 9 years old
(Grade 4)