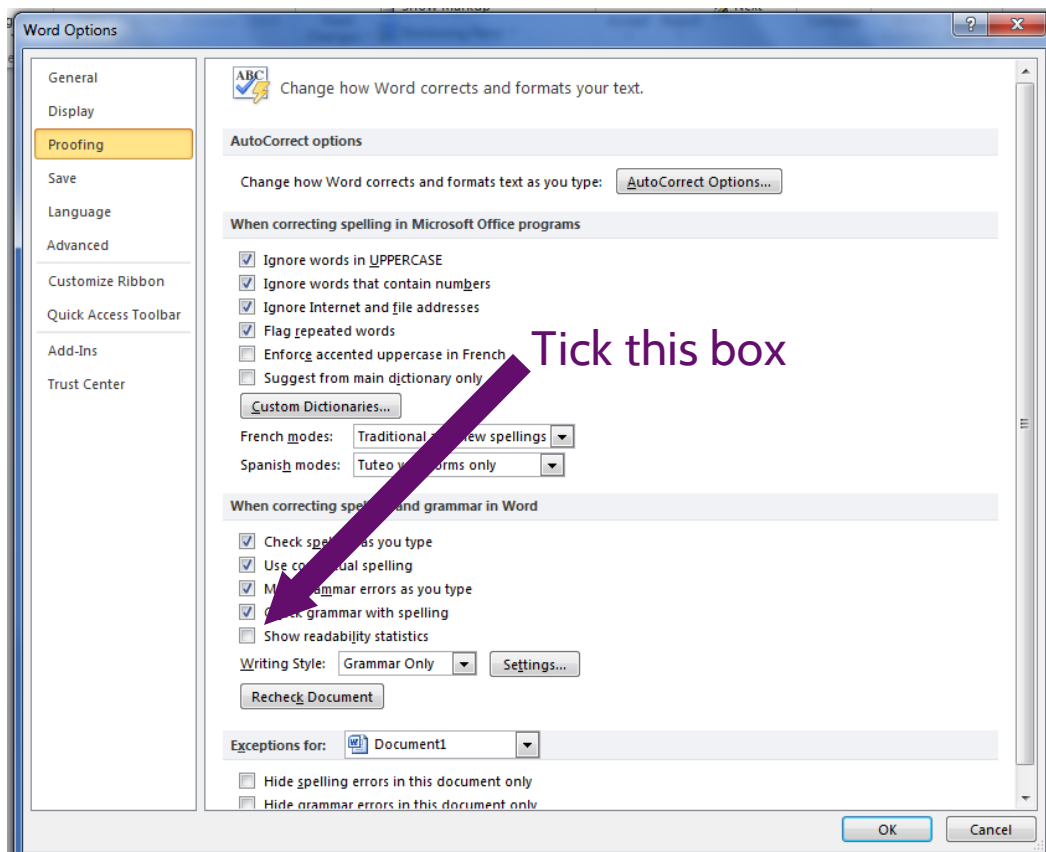


## How to check your readability score (Microsoft Word)

If you don't have Word, try this online tool: <https://readability-score.com/>

Step 1:

Go to File >> Options >> Proofing and check the box for “show readability statistics”



(On a Mac: Go to Word >> Preferences >> Spelling and Grammar >> Under the Grammar heading check the box for “Show Readability Statistics”)

Step 2.

Open your blog post in Word and perform a Spelling & Grammar Check to show your readability stats.

To make your text readable you want to use short words, short sentences, and short paragraph.

These readability statistics calculate the averages for you.

Counts	
Words	1218
Characters	6009
Paragraphs	59
Sentences	100

Averages	
Sentences per Paragraph	2.0
Words per Sentence	11.7
Characters per Word	4.7

Readability	
Passive Sentences	2%
Flesch Reading Ease	68.8
Flesch-Kincaid Grade Level	6.4

Max 14 words per sentence, but preferably lower

60% = plain English. Higher = better

US grade 7 = 12-year old. Lower = better

Try to avoid passive sentences.

0% is best ☺

(see separate documentation why passive sentences suck)