

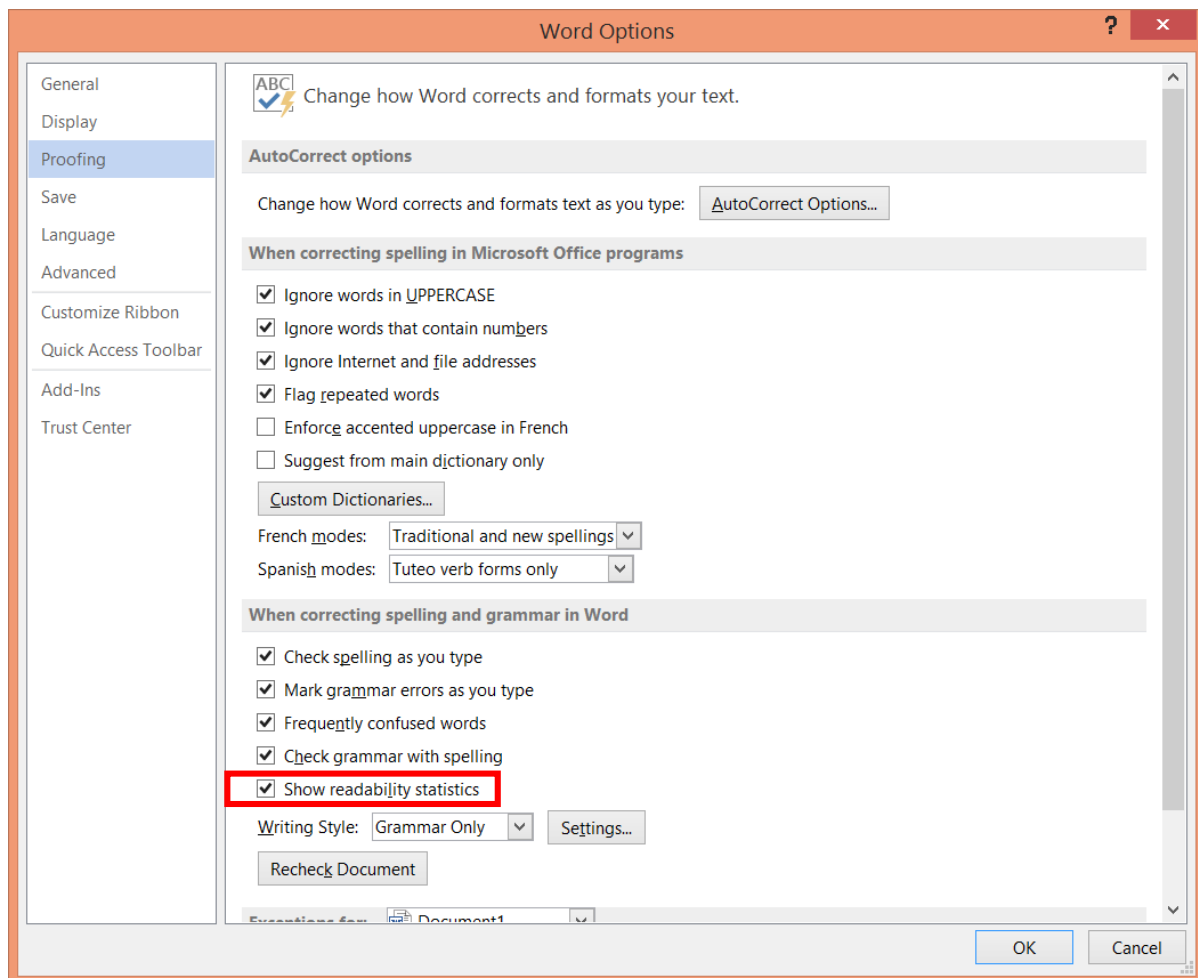
Flesch-Kincaid – Literacy Score Instructions

The Flesch-Kincaid test 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 around 6.0 to 7.0. This test can be used when you are reviewing any documents that patients or their families will be receiving.

You can find and use this test on any version of Word. We have provided you with step by step instructions on how to find and use the Flesch-Kincaid test.

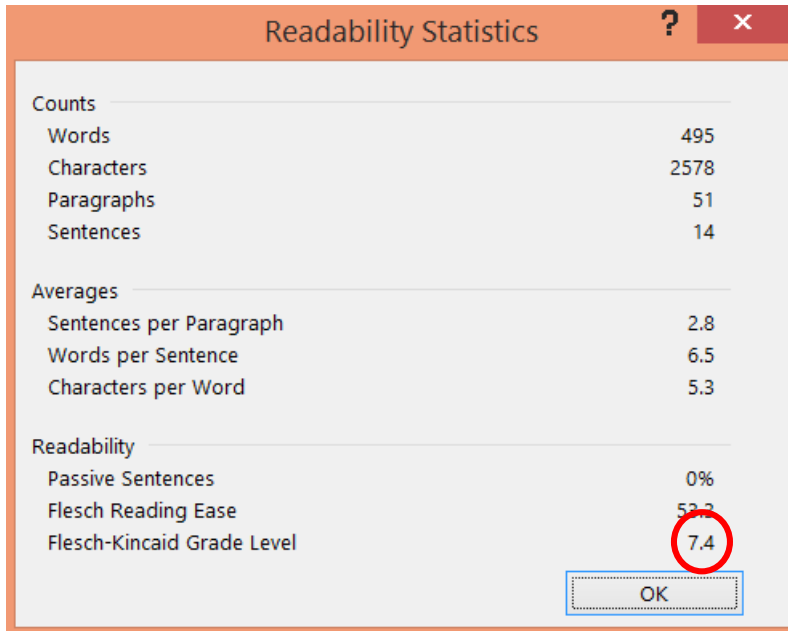
Step 1: Open Word and go to 'File' then 'Options'

Step 2: Under 'Proofing', check the box for "Show readability statistics"



Step 3: After your document is complete, use Spellcheck (located in the 'Review' tab).

Step 4: When the Spellcheck is complete, you will see a screen that has the grade level score for your document (See below).



Counts	
Words	495
Characters	2578
Paragraphs	51
Sentences	14
Averages	
Sentences per Paragraph	2.8
Words per Sentence	6.5
Characters per Word	5.3
Readability	
Passive Sentences	0%
Flesch Reading Ease	52.2
Flesch-Kincaid Grade Level	7.4

OK

As always, please let us know if you have any questions or would like to see any other materials like this. Contact Lindsey Bourne at Lindsey@pfccpartners.com.