Use MS Word Readability Statistics

By
John L. Daly
MBA, CPA, CMA, CPIM

Executive Education, Inc.
(734) 475-0600

www.ExecutiveEducationInc.com

Word Will Identify

- Improper grammar
- Passive sentences
- Run-on sentences
- Slang or jargon
- Split infinitives
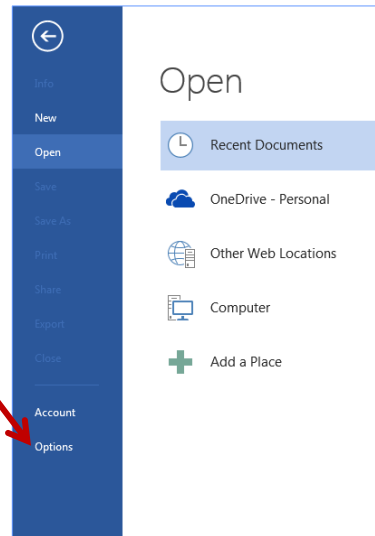- Unnecessary words
- Sentence fragments

Turn on Statistics and Proofing Tools

Select "Options" on the "Open" menu

Open

Recent Documents

OneDrive - Personal

Other Web Locations

Computer

Add a Place

Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options

MS Word 2013 shown. Other versions are similar

Word Options

General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

General

User Interface

☑ Show Min
☑ Enable Liv
☑ Update do
ScreenTip styl

Personalize yo

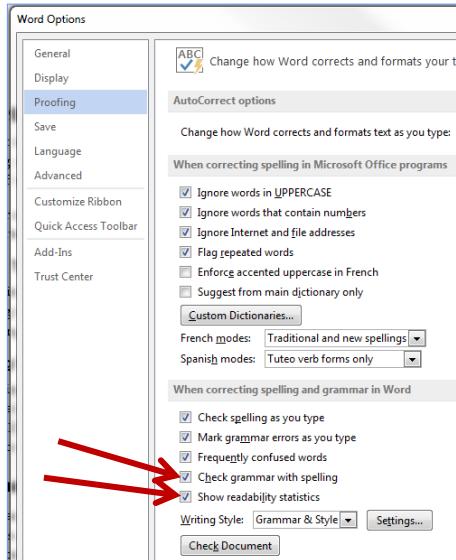User name:
Initials:
☐ Always us
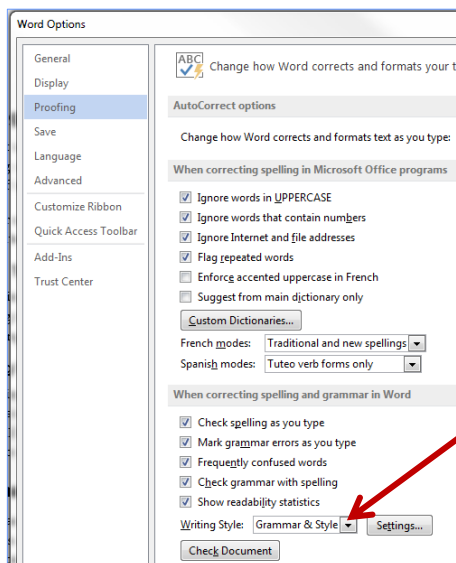Office Backgr
Office Theme

▪ Select "Proofing" Menu

Executive Education, Inc. © 2014

Then turn on all of the grammar checking and readability features
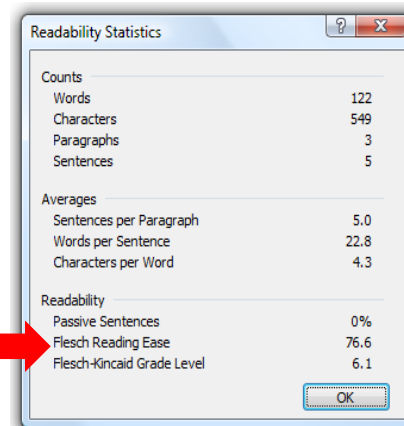
Identifies problems with green squiggly underlines

Toggle the writing style to "Grammar & Style" to fully utilize the feedback features.

Your Writing Quality

At the end of every spell check, Word will provide statistics you can use to improve your writing.

Focus on the last three numbers.

Readability Statistics	
Counts	
Words	122
Characters	549
Paragraphs	3
Sentences	5
Averages	
Sentences per Paragraph	5.0
Words per Sentence	22.8
Characters per Word	4.3
Readability	
Passive Sentences	0%
Flesch Reading Ease	76.6
Flesch-Kincaid Grade Level	6.1

Creating these screen captures was easy using *Snagit* software by TechSmith.

Then, Work to….

- Make passive sentence counts very low (< 5%)

- Make readability score high

- Make grade level at least 4-5 levels below your reader's educational attainment

Thank-you!

Have thoughts or feedback regarding this webinar? Feel free to contact:

John L. Daly

Daly@ExecutiveEducationInc.com