



Checking the Reading Level of the Consent Document (Flesch-Kincaid)

Flesch-Kincaid Index of Reading Level

To evaluate the reading level of your text, Microsoft Word provides the Flesch-Kincaid Index, which analyzes a passage, then estimates the grade level at which it is written.

To activate the Flesch-Kincaid Index in Word 2010 and 2013:

1. Beginning with the menu ribbon at the top, choose File / Options / Proofing
2. In the Proofing section, check the box labeled “Show readability statistics” and choose “Grammar Only” for Writing Style, then click the “OK” button.
3. Note that if you choose “Grammar and Style” rather than “Grammar Only,” readability statistics will not appear.

To evaluate a text passage

1. Highlight the text passage (left mouse button).
2. From the menu ribbon at the top, choose Review / Spelling & Grammar
3. For any grammar change suggestions that appear, choose “Ignore.”
4. A box will appear reading, “We’re finished checking your selection. Want to check the rest of the document?” Click on the “No” button. Readability statistics, including the Flesch-Kincaid Index then will appear.
5. Modify your text (e.g., simplify vocabulary, shorten sentences) as needed and repeat to reach the desired reading level for your potential participants.