## 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" <u>and</u> 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.