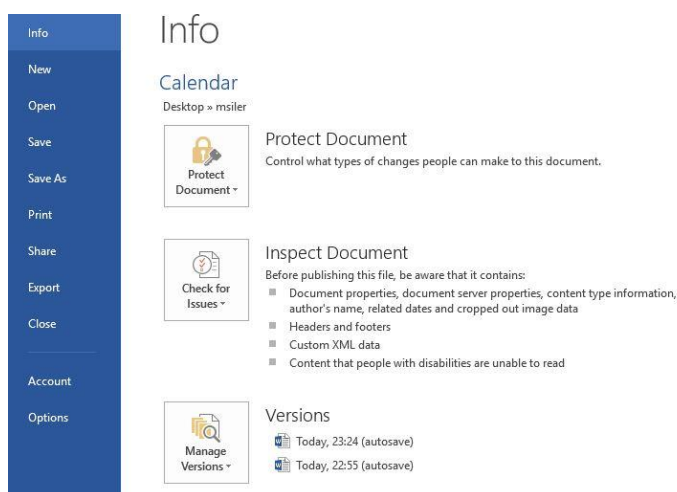


DID YOU KNOW?

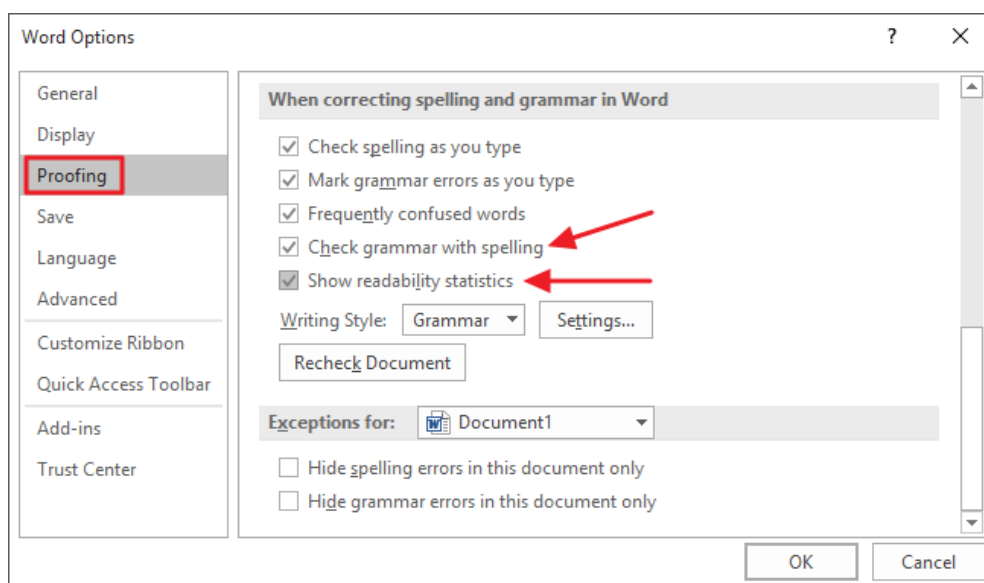
How to Find the Readability Score in Ms-Word

Microsoft Word have long featured the ability to view “readability” statistics for what you’re writing, so you know how simple or complex you’re writing is. This can help ensure your writing is readable enough for your intended audience.

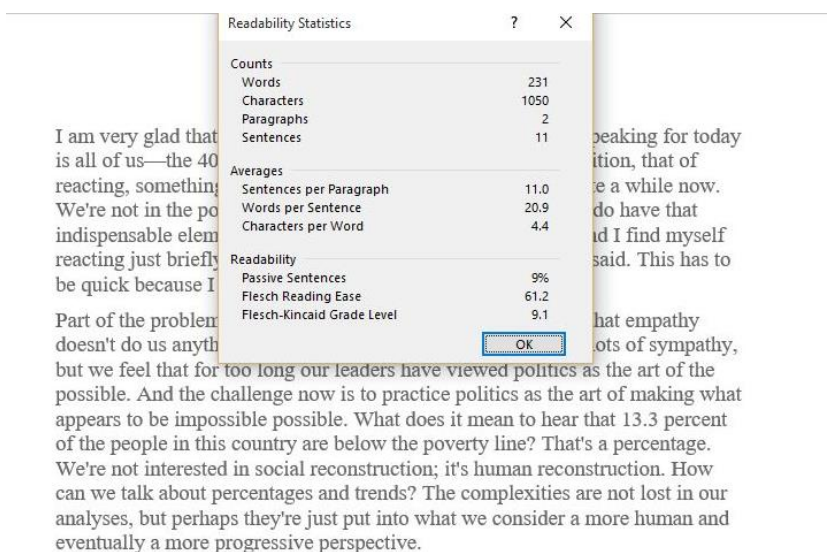
1. Type your document.
2. Click the File tab, and then click Options.



3. Click Proofing.
4. Under “When correcting spelling and grammar in Word” make sure the Check grammar with spelling with spelling check box is selected.



5. Select Show readability statistics.
6. Select the text & click the Review tab, and then click Spelling in the Proofing group.



Readability Statistics

Counts	
Words	231
Characters	1050
Paragraphs	2
Sentences	11

Averages	
Sentences per Paragraph	11.0
Words per Sentence	20.9
Characters per Word	4.4

Readability	
Passive Sentences	9%
Flesch Reading Ease	61.2
Flesch-Kincaid Grade Level	9.1

OK

I am very glad that is all of us—the 40 reacting, something We're not in the po indispensable elem reacting just briefly be quick because I Part of the problem doesn't do us anyth but we feel that for too long our leaders have viewed politics as the art of the possible. And the challenge now is to practice politics as the art of making what appears to be impossible possible. What does it mean to hear that 13.3 percent of the people in this country are below the poverty line? That's a percentage. We're not interested in social reconstruction; it's human reconstruction. How can we talk about percentages and trends? The complexities are not lost in our analyses, but perhaps they're just put into what we consider a more human and eventually a more progressive perspective.

THANK YOU