

Health Literacy

1st Step to Simplification

What is the grade reading level of your material? Take an average of the following tools to determine the level:

1. Check your MS word document

A) Under "Tools", "Options", "Spelling & Grammar" check the "Show Readability Statistics" box

B) After completing a Spell Check, the Readability Statistics box will pop up

C) Record the grade listed on the last line of the box "Flesch-Kincaid Grade Level"

2. Use the SMOG (Simple Measure of Gobbledygook) Calculator

A) Copy and Paste your document into the space provided on this website:

http://www.wordscount.info/hw/code_snippet.jsp

B) Record the grade level

3. The average of both tools is the grade reading level that your material is written at. Simplified documents will be at or below a 7th grade reading level.