

Instructions for Flesch-Kincaid (Reading Level Statistics)

The regulations state that the consent shall be *in language* understandable to the subject. This goes beyond having the consent document just in *the language* understandable to subject (English, Spanish, etc.). To enhance understandability and readability, the consent should be written in active voice, and avoid grammatical and typographical errors.

Federal guidance recommends, in order to maintain consent language simple (layman terms), the consent should **not be written** beyond a **9th grade** reading level.

Flesch-Kincaid, a feature offered by Microsoft Word, helps estimate the grade level of a document (e.g. consent form). The following is a step-by-step process of how to access and use the Flesch-Kincaid feature.

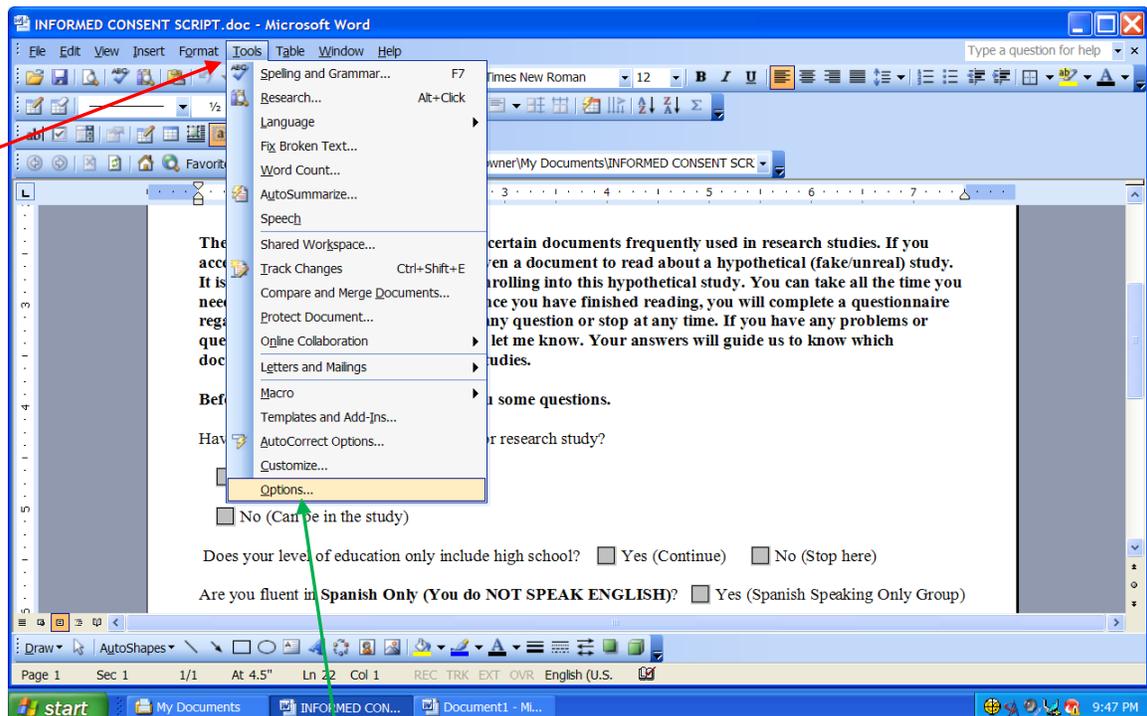
[Instructions for Microsoft Word 2003](#)

[Instructions for Microsoft Word 2007](#)

MS Word 2003:

STEP 1 & 2:

1. Go to
“Tools”

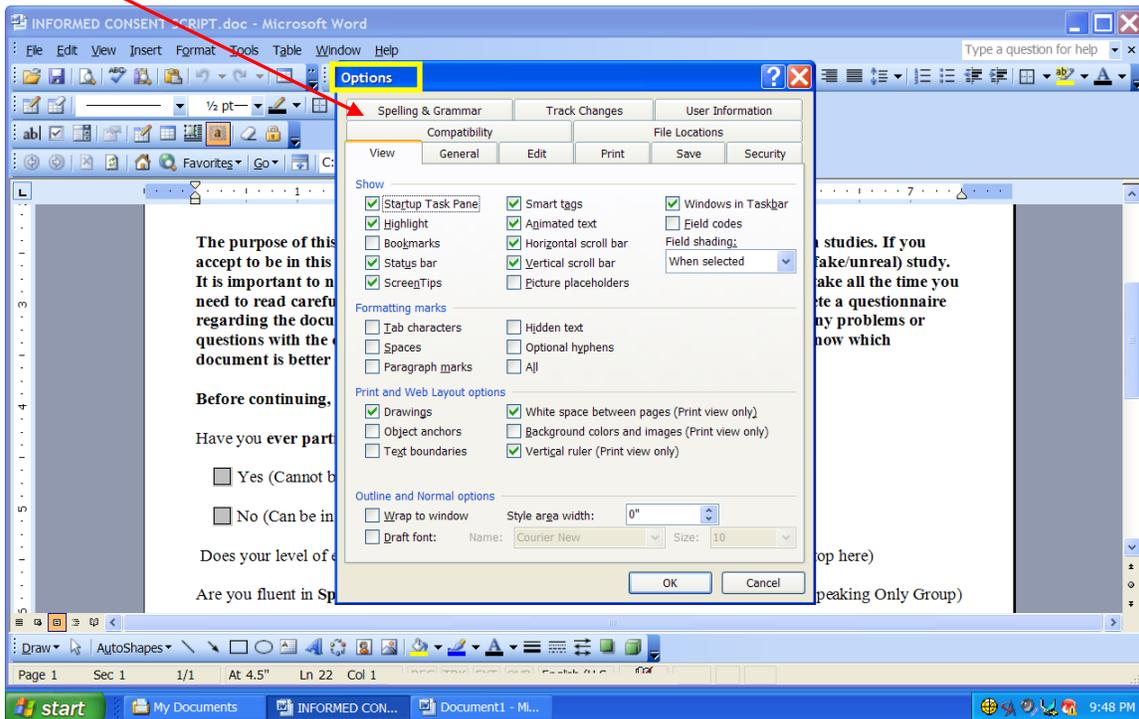


2. Scroll to the bottom and
click on “Options”

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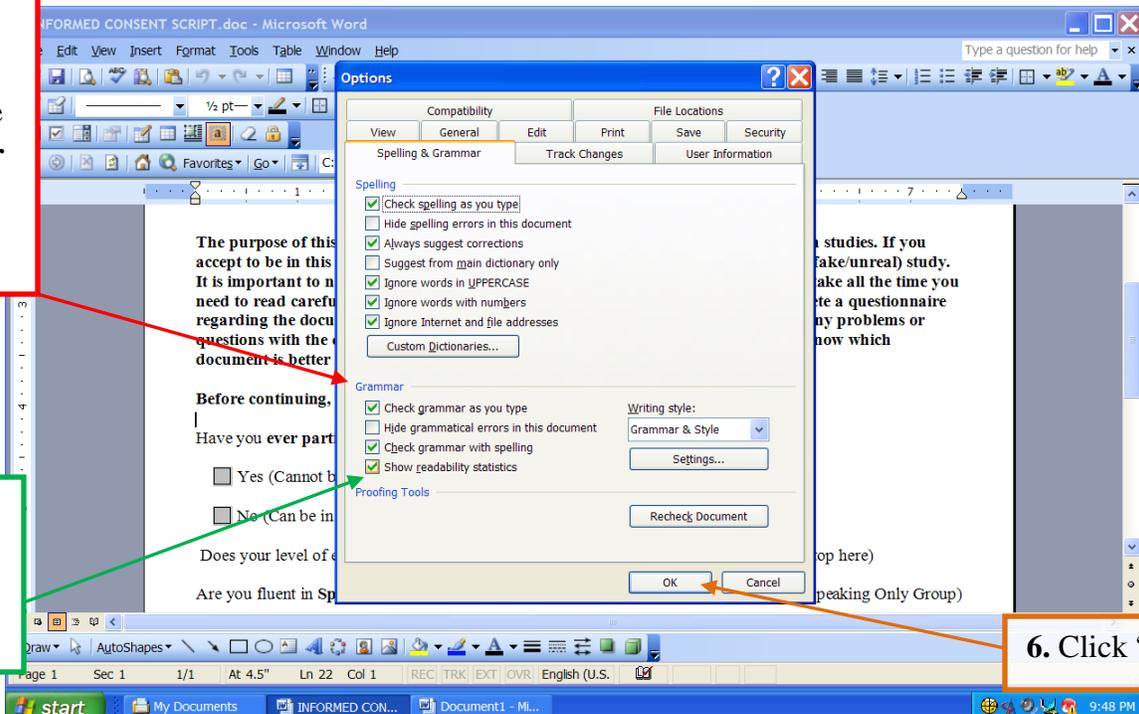
3. In the "Option" window, click on the "Spelling & Grammar" tab

STEP 3:



STEP 4, 5 & 6:

4. Once in the "Spelling & Grammar" tab, scroll down to the "Grammar" section



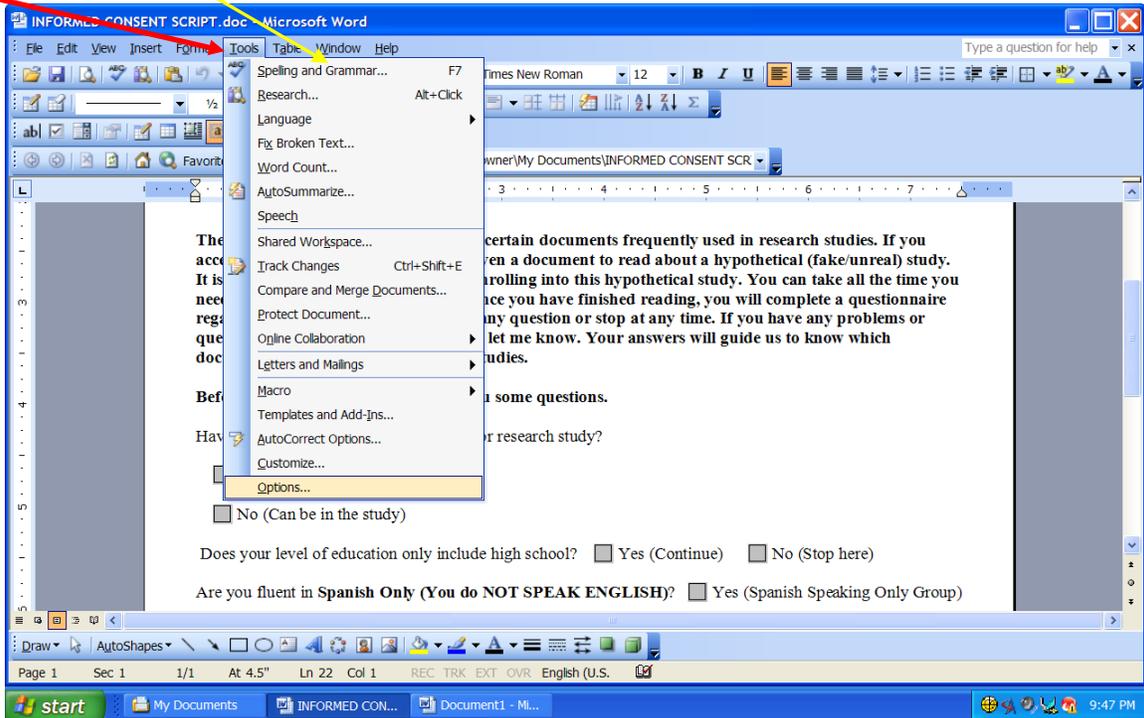
5. Then, check off "Show readability statistics"

6. Click "Ok"

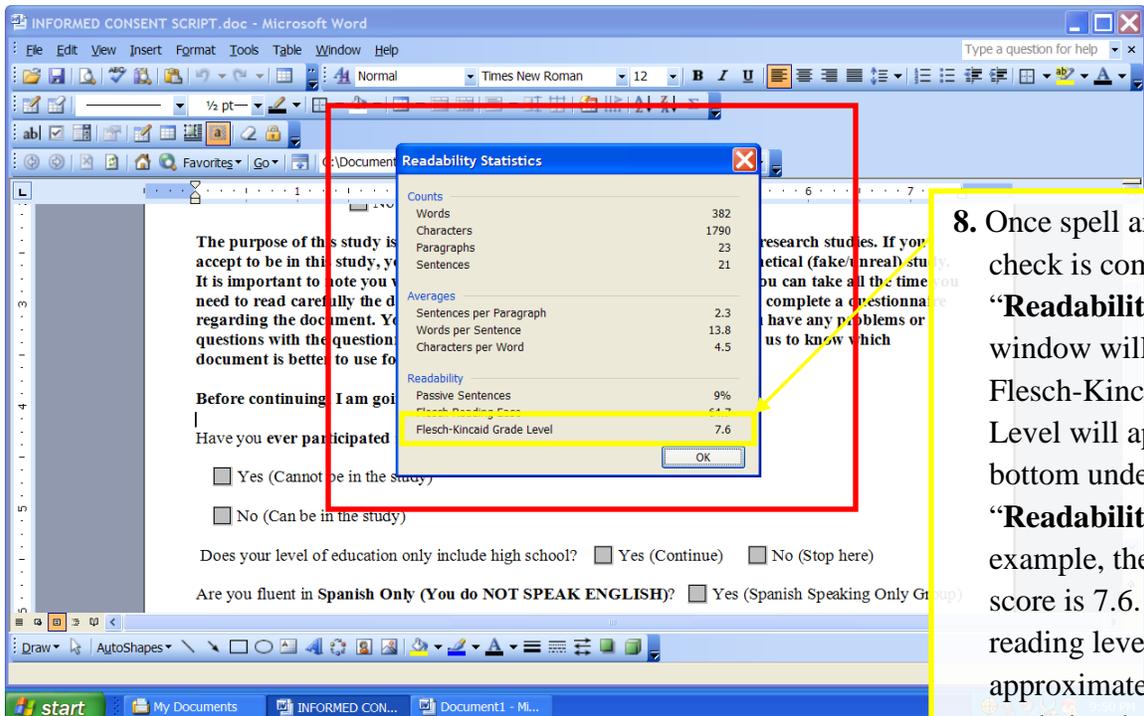
Instructions for Flesch-Kincaid (Reading Level Statistics)

7. Now you should be able to check the reading level of your document by going to “Tools” and “Spelling and Grammar”

STEP 7:



STEP 8:

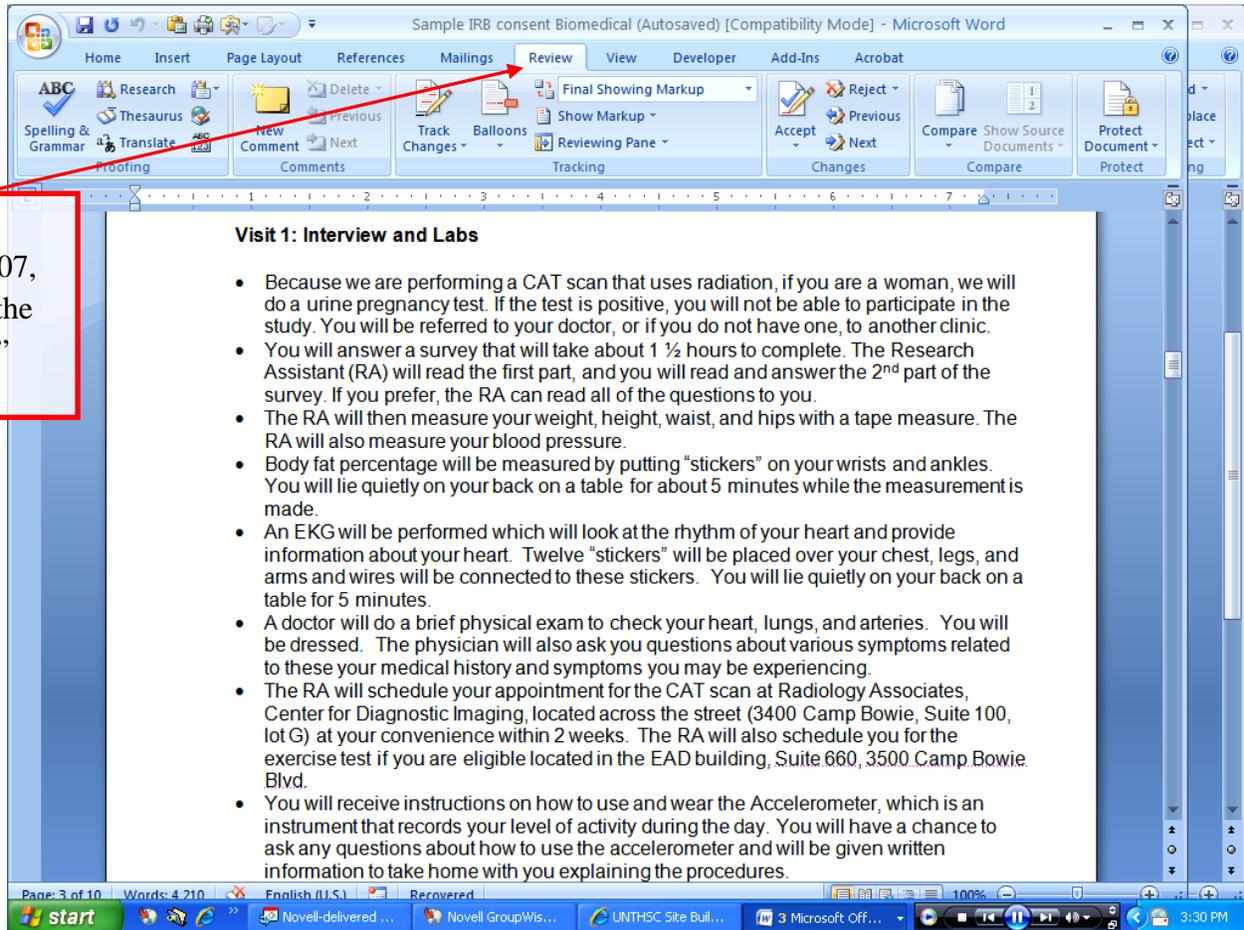


8. Once spell and grammar check is complete, the “Readability Statistics” window will appear. The Flesch-Kincaid Grade Level will appear at the bottom under “Readability”. In this example, the readability score is 7.6. Therefore, the reading level is approximately at a 7th-8th grade level.

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MS Word 2007:

STEP 1:



Sample IRB consent Biomedical (Autosaved) [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings **Review** View Developer Add-Ins Acrobat

Spelling & Grammar Research Thesaurus Translate Proofing New Comment Previous Next Comments Track Changes Balloons Tracking Final Showing Markup Show Markup Reviewing Pane Accept Reject Previous Next Compare Show Source Documents Protect Document Protect

1. For MS Word 2007, click on the "Review" Ribbon

Visit 1: Interview and Labs

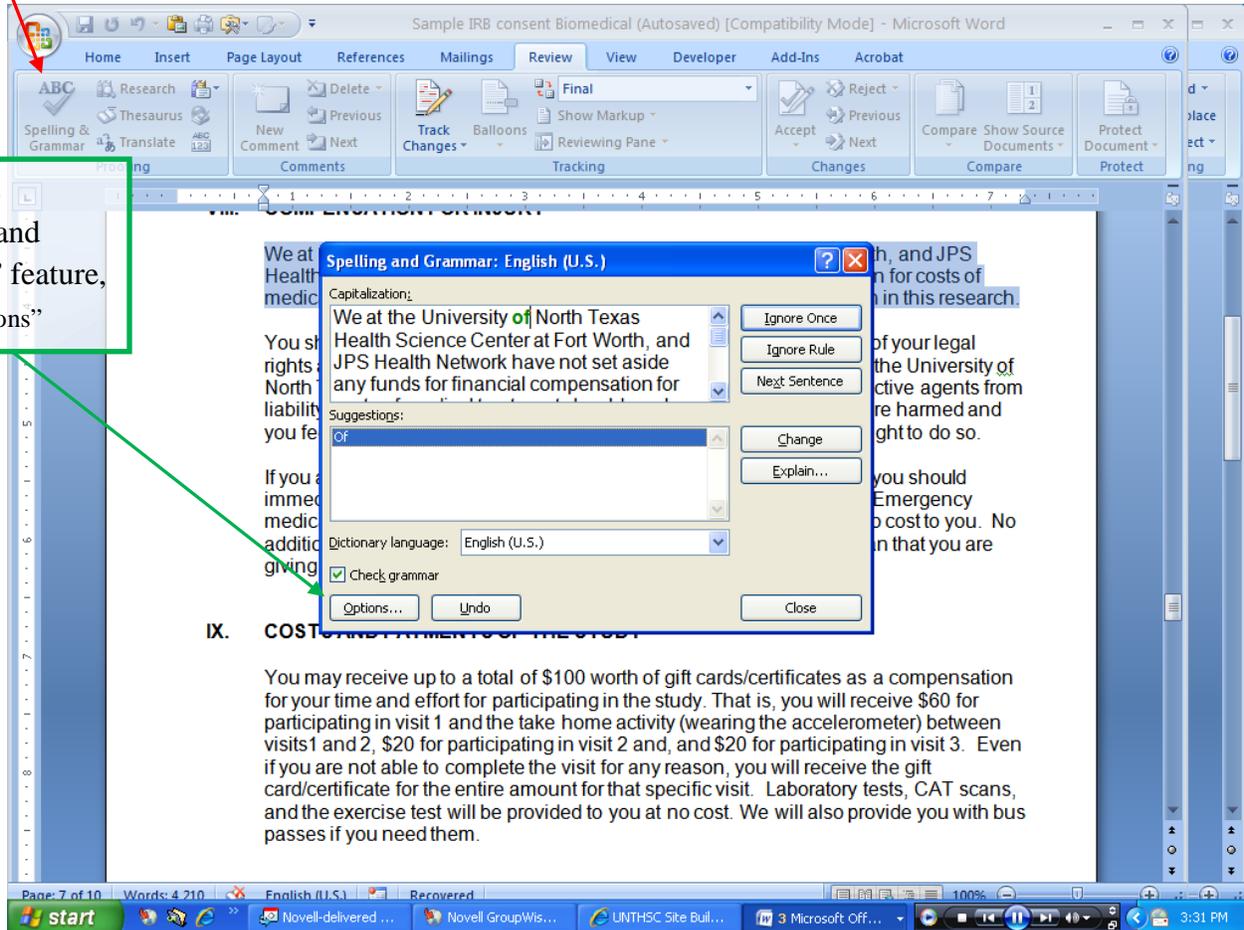
- Because we are performing a CAT scan that uses radiation, if you are a woman, we will do a urine pregnancy test. If the test is positive, you will not be able to participate in the study. You will be referred to your doctor, or if you do not have one, to another clinic.
- You will answer a survey that will take about 1 ½ hours to complete. The Research Assistant (RA) will read the first part, and you will read and answer the 2nd part of the survey. If you prefer, the RA can read all of the questions to you.
- The RA will then measure your weight, height, waist, and hips with a tape measure. The RA will also measure your blood pressure.
- Body fat percentage will be measured by putting "stickers" on your wrists and ankles. You will lie quietly on your back on a table for about 5 minutes while the measurement is made.
- An EKG will be performed which will look at the rhythm of your heart and provide information about your heart. Twelve "stickers" will be placed over your chest, legs, and arms and wires will be connected to these stickers. You will lie quietly on your back on a table for 5 minutes.
- A doctor will do a brief physical exam to check your heart, lungs, and arteries. You will be dressed. The physician will also ask you questions about various symptoms related to these your medical history and symptoms you may be experiencing.
- The RA will schedule your appointment for the CAT scan at Radiology Associates, Center for Diagnostic Imaging, located across the street (3400 Camp Bowie, Suite 100, lot G) at your convenience within 2 weeks. The RA will also schedule you for the exercise test if you are eligible located in the EAD building, Suite 660, 3500 Camp Bowie Blvd.
- You will receive instructions on how to use and wear the Accelerometer, which is an instrument that records your level of activity during the day. You will have a chance to ask any questions about how to use the accelerometer and will be given written information to take home with you explaining the procedures.

Page: 3 of 10 Words: 4,210 English (U.S.) Recovered 100% 3:30 PM

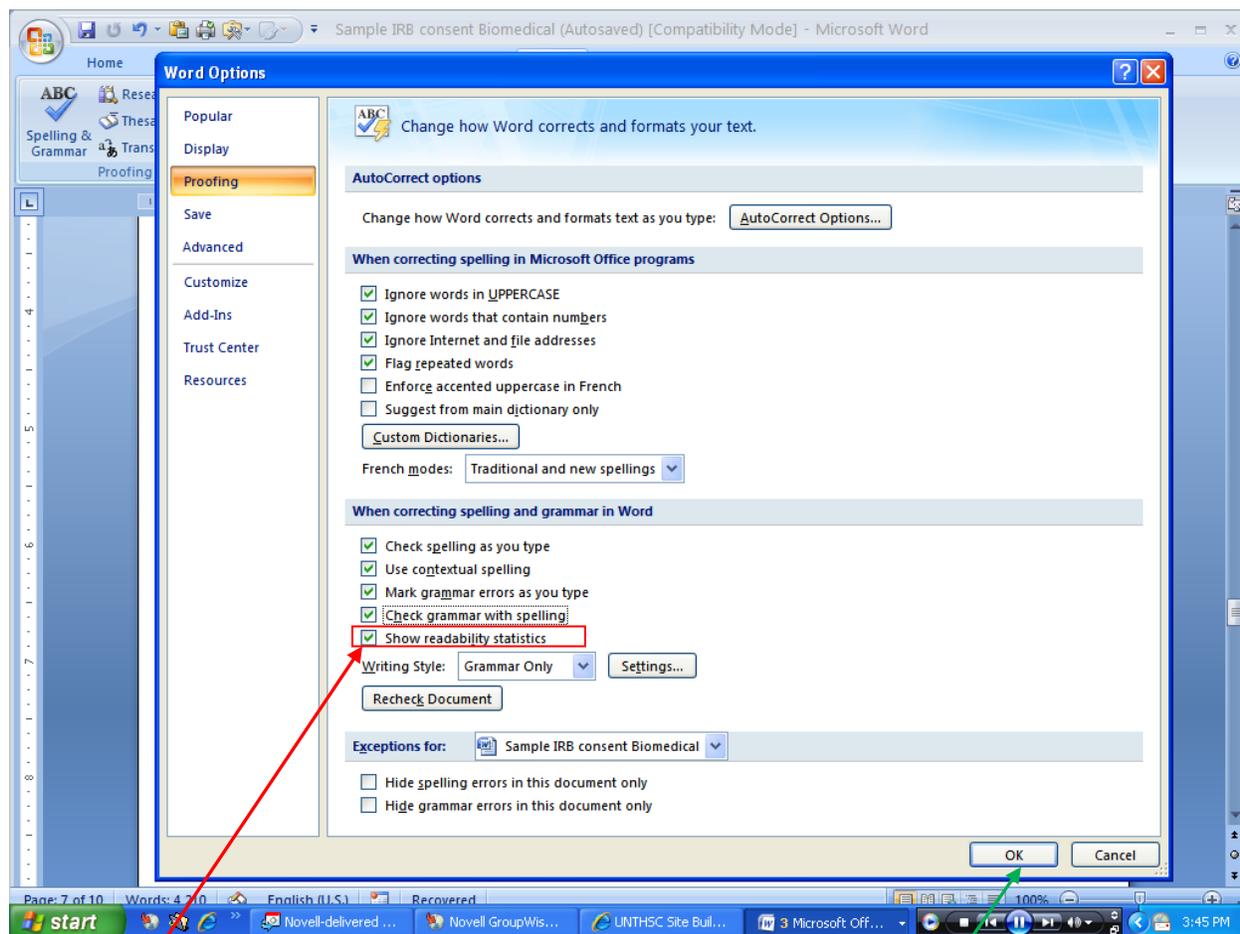
STEP 2 & 3:

2. Click "Spelling & Grammar"

3. Under the "Spelling and Grammar" feature, click "Options"



STEP 4 & 5:



4. Make sure “**Show readability Statistics**” is checked.

5. Click “**Ok**”

STEP 6:

The researchers must give you information about your health. Your health is affected by life stress, physical fitness, and the kinds of experiences are at home. We are interested in how your health is affected by life stress, physical fitness, and the kinds of experiences are at home. We are interested in how your health is affected by life stress, physical fitness, and the kinds of experiences are at home.

I. STUDY PURPOSE

The purpose of this study is to determine how your health is affected by life stress, physical fitness, and the kinds of experiences are at home. We are interested in how your health is affected by life stress, physical fitness, and the kinds of experiences are at home.

II. STUDY PROCEDURE

You will be asked to complete a questionnaire about your health. You will also be asked to complete a physical exam. The purpose of this study is to determine how your health is affected by life stress, physical fitness, and the kinds of experiences are at home. We are interested in how your health is affected by life stress, physical fitness, and the kinds of experiences are at home.

Readability Statistics

Counts	
Words	348
Characters	1583
Paragraphs	6
Sentences	20

Averages	
Sentences per Paragraph	5.0
Words per Sentence	17.2
Characters per Word	4.3

Readability	
Passive Sentences	15%
Flesch Reading Ease	67.8
Flesch-Kincaid Grade Level	8.0

Once spell and grammar check is complete, the “Readability Statistics” window will appear. The Flesch-Kincaid Grade Level will appear at the bottom under “Readability”. In this example, the readability score is 8.0. Therefore, the reading level is approximately at an 8th grade level.

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For additional assistance use **Microsoft Help Desk**

