



**TRANSCEND**<sup>®</sup>  
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## LOW - L I T E R A C Y E D U C A T I O N

# Is your document at the appropriate grade level?

### Use this worksheet to find out:

1. Choose a sample of approximately 100 words.  
Indicate the number of words in the sample \_\_\_\_\_
2. Count the total number of sentences in that same sample \_\_\_\_\_
3. Calculate the average number of words per sentence (divide 1 by 2) \_\_\_\_\_
4. Indicate the number of words that contain three or more syllables in the sample \_\_\_\_\_  
*(Don't include capitalized words, compound words, such as butterfly, bookkeeper, or verb tenses that become three syllables because of the verb ending (createdu, publisheses, etc.)*
5. Add 3 and 4 \_\_\_\_\_
6. Multiply the amount on line 5 by 0.4 \_\_\_\_\_

The resulting number will produce a numeric equivalent of the grade reading level as charted below:

6 = Sixth Grade

7 = Seventh Grade

8 = Eighth Grade

9 = Ninth Grade

10 = Tenth Grade

11 = Eleventh Grade

12 = Twelfth Grade

13 = College Freshman

14 = College Sophomore

15 = College Junior

16 = College Senior

17 = College Graduate

*To increase the reliability of your score, use two or three samples from the same document and calculate the average score of the samples taken.*

***The average native English-speaking American reads comfortably at the 5th grade level.***

Available in PDF format at:

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Source:

Assessing the Readability of Printed Materials

Gunning Fog Index Worksheet, Summarized from The University of Michigan,

School of Public Health, 4/95