**How to increase your readability**

Readability- Go to REVIEW, SPELLING AND GRAMMAR, OPTIONS, Check SHOW READABILITY STATISTICS. You must complete the Spell Check and a box will appear. It will say Flesch-Kincaid Readability. This is the grade level of someone who will be able to comprehend your essay. Try to get it to at least a 9.0.

To increase your readability, change all of your simple verbs to complex verbs. For example, instead of “did” , use a word like “completed”. The longer your word, the higher the readability. Another good way to raise the readability level of an essay is by combining some of the short sentences into longer and more complex sentences, especially if you reread the essay and notice that you are using many short sentences. There are simple ways to combine sentences, including bringing two sentences together with a coordinating conjunction, such as "and," "but," and "or," and by joining sentences with a subordinating conjunction, such as "because," "although," and "while.

**Stapled in this order from top to bottom:**

RUBRIC

Final Clean Copy

Draft 2- with self-editing

Draft 1 (body paragraphs)

Outline