

THURSDAY TRAINING

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d'madd

Digital Maldives for
Adaptation, Decentralization
and Diversification





Navigating New Horizons

The DMADD team carries out monthly workshops named 'ThursdayTraining'. These short trainings aim to facilitate knowledge sharing among its members. The sessions are planned to be conducted on the last Thursday of every month.

The primary objective of these workshops is to enhance mutual understanding and upskilling among team members, ultimately contributing to the achievement of the project's overarching goals. The D'MADD team will share insights related to their work as well as have the chance to impart valuable experiences and life lessons that could benefit the entire team.

This initiative not only promotes professional growth but also strengthens the bonds within the DMADD team, setting a positive tone for collaborations and teamwork.



Dr. Ibrahim Waheed
Project Manager



Ahmed Haleem
Communications Specialist



Ahlam Abdul Sattar
Finance Management Specialist



Shama Ahmed Rasheed
Procurement Specialist



Fathimath Shafa Hussain
Project Officer



Muaz Adnan
Environmental Specialist



Mariyam Meefau Faisal
Consultant

The Flesch Reading Ease Score

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As part of the July 2026 Thursday Training series, Ahmed Haleem, Communications Specialist, delivered a session on the Flesch Reading Ease Score, a widely used readability tool designed to help writers produce clearer and more accessible content. The training was aimed at strengthening participants' communication skills by highlighting practical techniques for improving the readability, clarity, and impact of written materials intended for diverse audiences.

The session introduced participants to the fundamentals of the Flesch Reading Ease Score, which measures how easy a piece of writing is to understand using a 0 to 100 scale. Attendees learned that higher scores generally indicate content that is easier to read, while lower scores reflect more complex writing. The training explored the key factors that influence readability, including sentence length and word complexity, and discussed how these elements affect audience comprehension. The recommended target range of 60 to 70 for professional and public-facing communications was also highlighted as a useful benchmark for producing clear and effective content.

Participants examined the benefits of applying readability principles in everyday communication, particularly when preparing reports, articles,

social media content, presentations, and public information materials. The discussion emphasized that clear writing helps readers grasp information more quickly, broadens accessibility for non-specialist audiences, and supports individuals who use English as a second language. The session reinforced the idea that effective communication is not about simplifying ideas, but about presenting them in a way that is easier for readers to understand and engage with.

The training also provided an overview of how the Flesch Reading Ease Score is calculated and how writers can improve their scores through practical adjustments such as using concise sentences, choosing simpler words where appropriate, and reducing unnecessary complexity. In addition, participants were introduced to the relationship between readability and active voice, and how reducing passive sentence construction can strengthen written communication.

A hands-on demonstration showed participants how to access readability statistics within Microsoft Word using the Editor and Document Statistics features. Guidance was provided on enabling readability tools and interpreting the resulting scores to assess and refine content before publication. Practical tips were also

shared for checking readability in multilingual documents and maintaining consistency across communications products.

Overall, the session provided participants with practical knowledge and tools to enhance the effectiveness of their written communication.

By applying readability principles and leveraging built-in tools available in Microsoft Word, participants were encouraged to produce content that is clearer, more engaging, and better suited to the needs of their intended audiences.



01 • OVERVIEW

What Is the Flesch Reading Ease?

A readability test that measures **how easy your writing is to read** — on a simple 0–100 scale.

Developed by Rudolf Flesch (1911 – 1986)

A pioneer of the plain-language movement, widely used in journalism, government and education.



Sentence length Shorter sentences score higher



Word length Fewer syllables per word score higher

THE 100-POINT SCALE



Harder

Easier

Higher score = easier to read

Aim for 60–70
the sweet spot for clear, professional writing

02 • WHY IT MATTERS

Why We Should Apply It

Clear writing isn't dumbing down — it's respecting your reader's time.



Clarity & speed

Readers grasp your point on the first pass — no re-reading dense sentences.



Wider reach

Accessible to a broad, non-specialist audience across the community.



Inclusive

Easier for readers processing English as a second language.



Right reading level

Match the grade level your audience actually needs to understand you.



Bonus: The score also reports your % of **passive sentences** — nudging you toward stronger active voice.

03 • THE FORMULA

How the Score Is Calculated

You never do this by hand — but knowing the levers shows you how to lift your score.

THE FORMULA

$$206.835 - 1.015 \times (\text{words} \div \text{sentences}) - 84.6 \times (\text{syllables} \div \text{words})$$

In plain terms: shorter sentences and shorter words → higher score.



Fewer words / sentence



Fewer syllables / word

WHAT THE SCORE MEANS

Score	Ease	Level
90–100	Very easy	5th grade
70–89	Easy	6–7th grade
60–69	Standard	8–9th grade
50–59	Fairly hard	High school
30–49	Difficult	College
0–29	Very hard	Graduate

04 • IN PRACTICE

How to Do It in Microsoft Word

Word calculates the score for you — here's how to switch it on.



Word for Microsoft 365 (quickest)

- 1 On the Home tab, select Editor.
- 2 Go to Document stats.
- 3 When it finishes calculating, select OK.
- 4 The readability window appears with your scores.

Older Word versions & macOS

File ► Options ► Proofing

Tick **Check grammar with spelling** and **Show readability statistics**
Then press F7 — stats appear after the check.



TIP FOR MULTI-LANGUAGE ARTICLES

Word scores the last language checked only. In mixed English + Dhivehi documents, run the check on the English text for accurate results.

KEY TAKEAWAYS

Write for the Reader, Not the Résumé

- ✓ Flesch Reading Ease scores clarity from 0–100 — higher is easier.
- ✓ Aim for 60–70 for clear, professional, public-facing articles.
- ✓ Shorter sentences and simpler words lift your score instantly.
- ✓ Turn it on in Word: Editor ► Document stats (or enable it in Proofing).

Remember: *Clear writing respects your reader's time — and gets your message across.*



Ahmed Haleem

Communications Specialist



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Ministry of Homeland Security,
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