


How does PoliteMail calculate Reading Time and Grade Level in Metrics Reports?

Last Modified on 12/04/2025 9:53 am EST

Applies To: ☒ PoliteMail Desktop ☒ PoliteMail Online ☐ PoliteMail M365

Version: ☐ 4.94 ☐ 4.97 ☒ 5.x

A section of your Email Metrics calculates the estimated time it will take to read your message.

 Time to Read
00:00:58

185 words, 10 images at 200 words/minute.

Reading Ease: 68

Grade Level: 7

PoliteMail also uses **Microsoft Word** tools to calculate **readability** scores using the

. These tests base their scores on the average number of syllables per word and words per sentence. More about this method can be found .

For reading ease, the higher the score, the easier it is to understand the document. For most standard files, you want the score to be between 60 and 70.

Grade level is measured based on the United States' school grade level. For example, a score of 8.0 means that an eighth grader can understand the document. For most documents, aim for a score of approximately 7.0 to 8.0. Note that it is also possible to have a negative grade level based on how the value is calculated; see for more information.

Note that there may be slight differences between how PoliteMail Online calculates the reading ease scores vs the Outlook add-in. Both methods use the standard Fleish-Kincaid algorithm, but may be implemented slightly differently. While the Outlook add-in leverages the Fleish tools using the Word DLL, PoliteMail Online uses its own code.