

Purpose: To improve the simplicity and clarity of written communication.

Directions: Sample some of your letters, emails and reports. Use the following 5 steps to calculate your FOG Index.

<p>STEP 1</p>	<p>Number of all the words of more than three syllables in a paragraph or report. (eg. barrister = bar + ris + ter contains three syllables).</p> <p>Number of sentences in a paragraph or report.</p>	<p><input type="text"/> = A</p> <p><input type="text"/> = B</p>
<p>STEP 2</p>	<p>Calculate the average sentence length. (ie. A / B)</p>	<p><input type="text"/> = C</p>
<p>STEP 3</p>	<p>Use the following formula to calculate the FOG INDEX:</p> $\frac{(C + A) \times 2}{5}$	<p><input type="text"/> = FOG Index</p>
<p>STEP 4</p>	<p>If you scored less than 15, then well done - your written communications are simple and clear.</p> <p>If you score 20+ your written communications are best read by the highly literate.</p>	
<p>STEP 5</p>	<p>Can you lower your FOG Index by removing unnecessary or lengthy words, phrases or jargon?</p>	