

It may have been the coolest summer for nearly two decades, but it was an exciting one for the staff at OMBS. There were some real highlights this summer: Doreen 'did' her dream holiday in China and came back with wonderful memories, both Andrea and Sally's daughters got married this summer. Amazingly they each had sunny wedding days and the smiles on all of the wedding pictures are dazzling! However, it is now time to look forward and that is just what we are doing – looking forward to meeting all of our new students and working with them in order to achieve their goals. *Angela Liddiard*



Dr Jennifer Growcott

Sometimes it is nice to see the face behind the name! If you have been phoning OMBS over the summer your call will have been answered by Jenny (pictured above).

Jenny is our Registrar/PA to Principal and has worked tirelessly over the summer months to ensure that the start of the academic year has gone smoothly.

Website of the Month

<http://plus.google.com> Have you come across Google+ yet? Google+ is a new social network created by (you guessed it!) Google. It is very similar to Facebook in that you have a profile page, a stream (like Facebook's news feed), photographs with tagging options and many more of the other features that Facebook offers. There are two main differences though: instead of adding 'Friends' to your account, with Google+ you categorise them into Circles. You can then post different status updates/photos etc to each Circle. This makes a lot of sense; in real life we (probably) wouldn't always share the same information with our best friend and our employer – Circles takes that principle and applies it online.

The other difference between Google+ and Facebook is that you are only allowed to register a 'real name' on Google+; no made up names, no pets' names etc. This is actually also in Facebook's terms and conditions too, but it isn't so keenly policed; Mark Zuckerberg's dog, Beast has a Facebook account!

Will Google+ do to Facebook what Facebook did to MySpace? Google+ is only for personal use at the moment; there are no business profiles on there yet. They are going to announce plans for the business world later in the year, and then it will be interesting to see how much impact it has in the world of social networking.

Readability Statistics

Have you ever written something then wondered if it actually makes sense? Sometimes you may have to write difficult documents: a letter to an irate customer or an instruction manual, for example. Wouldn't it be wonderful if there was always someone looking over your shoulder to tell you that it was well written and you had got your point across?

Within the **Spelling and Grammar** tool there is something called **Readability Statistics**. First you will need to ensure that you have it enabled. Go to the **Office** button, **Word Options**, **Proofing**, and in the **When correcting spelling and grammar in Word** section put a tick in the **Show readability statistics** box.

Now after every time you run a spell check you will be presented with a box that gives you lots of information about your document. The last two lines relate to the **Flesch Reading Ease** and the **Flesch-Kincaid Grade Level**.

The **Flesch Reading Ease** gives text a rating out of 100 based on the average number of syllables in a word and the number of words in a paragraph. The higher the **Flesch Reading Ease** score the easier it is to understand the document. For standard, non technical documents you should aim for a score between 60 and 70.

The **Flesch-Kincaid Grade Level** tells you what US school grade one would have to be in order to understand the text. There are probably many formulae which one can use to work out the readability of a document based on the UK school systems but, as the **Flesch-Kincaid** statistics are available at the touch of a button in Word, it is probably easier just to use them.

American school grades relate to our school years approximately as follows: 1st grade (US) is year 6 (UK), 2nd grade is year 7, 3rd – year 8, 4th – year 9, 5th – year 10, 6th – year 11, 7th – year 12 (lower sixth), 8th – year 13 (upper sixth).

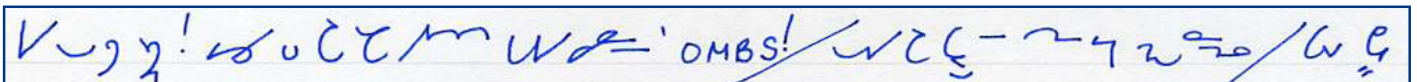
You should aim for a **Flesch-Kincaid** score of between 7 and 8 – this will mean that the document is easily understood by a UK sixth form student.

Obviously this is not as good as having a kindly person offering you constructive help with your literary masterpiece, but it could prove to be very useful.

In case you are interested, this newsletter has a **Flesch Reading Ease** of 63.1 and a **Flesch-Kincaid Grade Level** of 9.4. The second figure is a bit high; I hope you understood this newsletter!

This month's IT Tip

One of the most underused buttons in Word is the **Select Browse Object** button. This is the round button found at the bottom of the right hand scroll bar. This is an invaluable tool when working with larger documents and it allows you to navigate the document by object. For instance, if you only want to look at the pictures in your document, select **Browse by Graphic**, if you want to look at where your document has been edited select **Browse by Edit**. There are a number of options that you can experiment with, all of which will make working with long documents much easier.



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