

Accurate Written Communication



Positive thoughts, negative errors

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication *Positive thoughts, negative errors*

Please check the paired pieces of information in the two columns below. Based on the information provided in Column 1, if the information in Column 2 looks correct to you, put a tick in the 'C' box. If you spot anything that is wrong in Column 2, put a tick in the 'W' box. Remember to time yourself.

Do not focus on things you cannot change	C	W	Focus on the things you can control
Be physically active	C	W	Exercise regularly
A healthy self-esteem	C	W	Feel positive about yourself
Manage your stress levels	C	W	Learn time management techniques
Five-A-Day	C	W	Healthy eating recommendation
Learning new skills	C	W	Boasts self-confidence
Pay attention to the present moment	C	W	Mindfulness
A balanced diet	C	W	Maintain good health
Extremely happy and carefree	C	W	Happy as Larry
Breathing exercises	C	W	A technique to reduces anxiety
Clear your mind	C	W	Let go of negativity
Working through your lunch break?	C	W	Can be counterproductive
Prioritise tasks on your to-do list	C	W	What is important? What is urgent?
A bedtime routine	C	W	Regular wind down improves sleep
Connect with other people	C	W	Provide emotional support to one another
Be kind to yourself	C	W	Its ok not to be perfect
Accomplish something difficult	C	W	Gain a sense of achievement
Don't dwell on negative thoughts	C	W	Adapt a positive mindset
Have a routine	C	W	A sequence of actions regularly followed
Talk about your feelings	C	W	A problem shared is a problem halved
A quote about understanding	C	W	Patient is a virtue
Do not attempt too much at once	C	W	Set specific achievable targets
Communication is important	C	W	Talking thing through eases tension
Life can be uncertain	C	W	Be open to change
Don't be hard on yourself	C	W	Tell yourself something positive instead