

Accurate Written Communication



Maybe errors, maybe not...

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication *Maybe errors, maybe not...*

Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column.
If the items are different, put a tick in the 'D' column. Remember to time yourself.

| | | | |
|---|---|---|--|
| In Hawaii, May 1 is celebrated as Lei Day | C | W | A lei is a flower garland |
| 'Little Women' by Louisa May Alcott | C | W | One of the best-loved childrens stories |
| Spring cleaning | C | W | Time to dust of the cobwebs |
| School half-term | C | W | The ideal time to get outdoors as a family |
| Bluebells usually flower | C | W | From mid-April to late May |
| Present-mindedness | C | W | Full engagement in a task |
| Accuracy workshop date and time | C | W | 14/06/2024 09:00 |
| Take a break to get more done! | C | W | Short breaks improve concentration |
| Training runs on 3 consecutive days | C | W | 15 May, 16 May and 18 May |
| Checklists | C | W | Encourage a structured methodology |
| Sow beans, sweetcorn and pumpkin seeds | C | W | Grow your own vegetables |
| A memory lapse? | C | W | Loosing your train of thought |
| The word 'may' | C | W | Used to express possibility |
| Bournemouth area postcode | C | W | BHL IAX |
| Swimsuit colour, price and size | C | W | Red, Size 12 |
| Mayflower | C | W | Ship carrying Pilgrims in 1620 |
| Email address: mary.summers@aol.com | C | W | Dear May |
| Insurance policy renewal date | C | W | 31 May 2024 |
| May Day | C | W | Public holiday usually on the first Monday |
| Contact for Frank Smith sales team | C | W | sales@franksmith.com |
| 'The Darling Buds of May' | C | W | 1958 novel by H.E.Bates |
| Seasonal produce | C | W | Rhubarb and asparagus are at there best |
| RSVP by 10 May | C | W | Invitation requires response |
| Letter for Mrs A Bateman | C | W | Dear Miss Bateman |
| Challenge your accuracy skills | C | W | Subscribe to the monthly tests |

Save as a PDF before reviewing the answers
(or you will lose your responses)

[Check your answers here](#)

