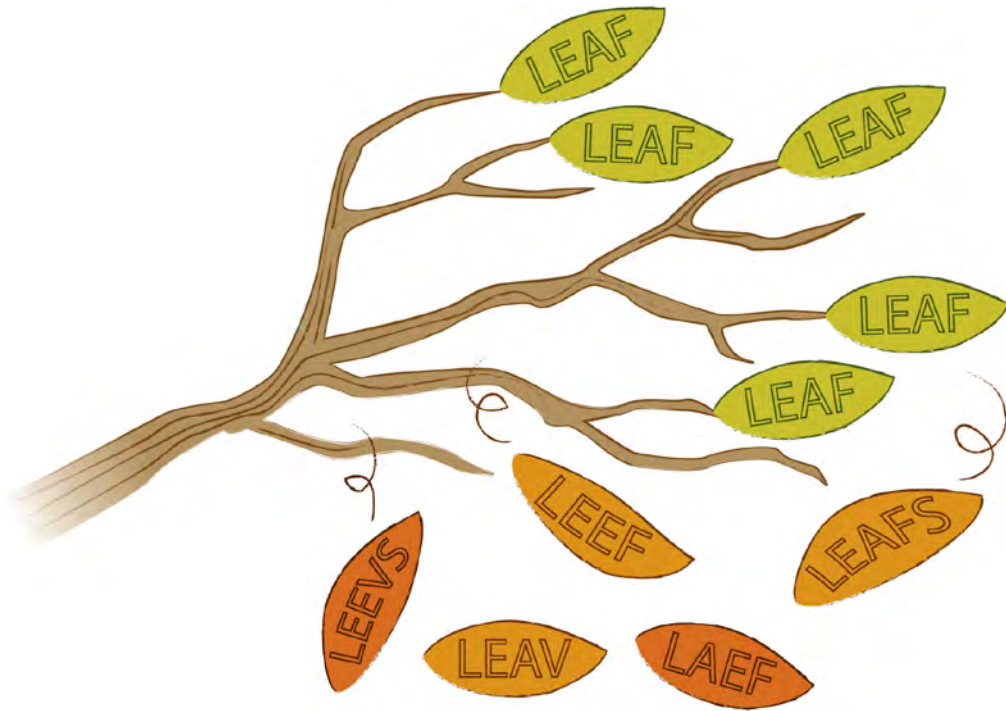


# Accurate Written Communication



*September*

Don't fall into bad habits this Autumn - Improve your error rate

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Please record your time here: \_\_\_\_\_

(Time limit: 3 minutes)

Score:        / 25

## Accurate Written Communication *September*

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.

Work at optimum speed	<b>C</b>	<b>W</b>	Fast enough to engage the brain fully
Autumn starts	<b>C</b>	<b>W</b>	Leaves change colour and temperature cools
Sep or Sept	<b>C</b>	<b>W</b>	Abbreviation of September
September training date	<b>C</b>	<b>W</b>	28.08.2021
Farmers are busy	<b>C</b>	<b>W</b>	Bringing in the harvest
Claire Johnston contact details	<b>C</b>	<b>W</b>	Email address: clairejohnson@kings.com
School term start date	<b>C</b>	<b>W</b>	Children to arrive at 9am
Keep emails brief	<b>C</b>	<b>W</b>	People dont read long emails properly
Allotment jobs this month	<b>C</b>	<b>W</b>	Harvest crops and sew vegetables
Job Title	<b>C</b>	<b>W</b>	Leaning and Development Manager
Do you like seafood?	<b>C</b>	<b>W</b>	September is the start of the mussels season
Emails are easily deleted	<b>C</b>	<b>W</b>	A disposable from of communication
Use clustering techniques	<b>C</b>	<b>W</b>	Punctuated data contains patterns
Promotion expiry date	<b>C</b>	<b>W</b>	31 September 2021
Test taken before the course	<b>C</b>	<b>W</b>	Pre-course assessment
Pumpkin, squash, kale and leeks	<b>C</b>	<b>W</b>	The best vegetables to eat this month
Correspondence acknowledgement	<b>C</b>	<b>W</b>	Thank you for you email
Plant spring-blooming bulbs	<b>C</b>	<b>W</b>	Tulips and daffodils
Customer name: Miss Susan Stark	<b>C</b>	<b>W</b>	Dear Mrs Stark
Up to 16 people able to attend	<b>C</b>	<b>W</b>	Number of participants in workshop
Apples, plums, grapes, figs and pears	<b>C</b>	<b>W</b>	The best fruits to eat in September
Client due to arrive late morning	<b>C</b>	<b>W</b>	Estimated arrival time: 09:00
Autumn and fall	<b>C</b>	<b>W</b>	Interchangeable words for this season
Course is nearly fully booked	<b>C</b>	<b>W</b>	There is limited availability
Be aware of your personal error pattern	<b>C</b>	<b>W</b>	Where are you most likely to make mistakes?

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

[Check your answers here](#)