Accurate Written Communication

Name: 
Department: 
Date: 

Please record your time here:
(Time limit: 3 minutes)

Score: / 25

More tests at: www.accuracyprogramme.co.uk
<table>
<thead>
<tr>
<th>Christmas song lyrics</th>
<th>C</th>
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How did you do?

There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That’s 20 errors every hour and 140 errors in a seven-hour day. It’s easy to see how it mounts up.

What does it mean?

If you’ve made one or two errors in the test, it means that you’re human! And it also means that you are giving yourself extra work to do on top of a busy day. If we don’t concentrate and pay attention to detail, our mistakes cause delay, hassle and stress, which in turn lead to more error. And organisational reputation is damaged when mistakes appear in written communication.

Results typically show a 50% reduction in errors

How much would that save you?

‘Silly’ errors are such a waste!
It’s like throwing away time and money

Proven to work

Since 2003, and as pioneering experts in this key performance area, Scott Bradbury has measurably improved the accuracy skills of thousands and thousands of employees throughout the UK and internationally. The results from our pre- and post-training assessments indicate measurable improvements in your participants’ accuracy and attention to detail. And that means it’s possible to calculate the return on investment from the training. The accuracy of your written communication says a lot about you and your organisation. It pays to get it right first time, every time.

Which workshop is best for you?

Developing an Eye for Accuracy
Our flagship in-house workshop for people who work with data and information

Accurate Written Communication
Our interactive in-house workshop for people who work with documents and emails

Preventing Mistakes at Work
Our practical in-house workshop for reducing the incidence of ‘silly’ human error

One-day Accuracy Skills
Our open workshop for individuals seeking to improve their attention to detail

Contact us for a demo

www.accuracyprogramme.co.uk
+44 (0)1638 723590
accuracy@scottbradbury.co.uk

Alice Hubbard
Senior Account Manager, Scott Bradbury Limited.
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Scott Bradbury
Get it right. Do it better.