

Accurate Written Communication



Christmas 2019

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication Christmas 2019

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 and circle any errors.

Christmas song lyrics	C	W	I'm dreaming of a white Christmas
Children's Christmas Carol	C	W	Away in a Manager
Visitor: Mr Santa Claus	C	W	Dear Mr Claus
24 December	C	W	Christmas Day
Novel by Charles Dickens	C	W	A Christmas Carole
Traditional Christmas meal	C	W	Roast turkey with all the trimmings
Seasonal greeting	C	W	Merry Christmas!
Four reindeer names	C	W	Dasher, Dancer, Prancer, Vixen, Comet
Santa's grotto	C	W	Long queues
Closed for Christmas	C	W	From 24 December to 2 January
First day of the new year	C	W	1 January
Twelve days of Christmas	C	W	And a partridge in a palm tree
Christmas house party date	C	W	23 Deccember 2019
Email address for Father Christmas	C	W	father.christmas@lapland.com
Last posting date for Christmas	C	W	18 December for 2 nd class mail
Confirm date of delivery	C	W	Parcel safely recieved 14/12/2019
Underneath the Christmas tree	C	W	Beautifully wrapped presence
Left out for Santa and reindeer	C	W	Sherry, mince pie and carrots
Gifts from the three wise men	C	W	Gold, frankincense and myrrh
Rehearsal for singing Christmas carols	C	W	Church choir practise
Christmas pantomime dates	C	W	28 November 2019 – 11 January 2020
Have you finished your Christmas shopping?	C	W	Yes, all accept the last two presents.
When will my order arrive?	C	W	Its on it's way and will arrive on 3 rd December
Boxing Day Sale	C	W	Starts at 9am on 26 December
Women's Christmas jumper colour and size	C	W	Red, size 12

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.

'Silly' errors are such a waste!

It's like throwing away time and money



Results typically show a 50% reduction in errors

How much would that save you?



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

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accuracy@scottbradbury.co.uk

Alice Hubbard

Senior Account Manager, Scott Bradbury Limited.



ScottBradbury

Get it right. Do it better.

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Christmas song lyrics	<input checked="" type="checkbox"/>	<input type="checkbox"/> W	I'm dreaming of a white Christmas
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Women's Christmas jumper colour and size	<input checked="" type="checkbox"/>	<input type="checkbox"/> W	Red, size 12