

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
Next month's Accuracy workshop date and time	C	W	16/06/2026 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 1AX
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 2026
May Day	C	W	Public holiday usually on the first Monday
Contact for Frank Smith sales team	C	W	sales@frankssmith.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](#)

