

Accurate Written Communication



ERRORS

July

Accuracy blooms when you weed out the errors.

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication *July*

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.

Competition time	C	W	Who has the tallest sunflower?
The 'ABC' guide to writing emails	C	W	Accurate, Brief, Clear
Flowering in July	C	W	Delphinium, Lilies and Dahlias
Trading hours	C	W	8am – 8pm, exempt Sunday
Available on market stalls	C	W	Apricots, blackberries and blueberries
Norwich postcode	C	W	NR3 1RB
The school holidays start	C	W	First day of term 21 July
Mobile phones in the training room	C	W	Switched of or on silent
Email Ali Summers at Summer Festivals	C	W	ali.summers@summerfestival.com
Full engagement in a task	C	W	100% focused
£300,000	C	W	Quarter three sales target
Contents of a picnic hamper	C	W	Quiche, scotch eggs and sausage rolls
United Nations World Population Day	C	W	Demographic trends highlighted
Average July temperature	C	W	A high of 70°C and a low of 53°C
Arabian proverb	C	W	Sunshine all the time makes a dessert
UK telephone number	C	W	01638 723590
4 th July	C	W	Independence Day in United States
The perils of email	C	W	It's tempting to try to say too much
Grilled summer vegetables	C	W	Tomatos, asparagus, squash and peppers
Average rainfall in July in the UK	C	W	63 centimetres
Test to take before the course	C	W	Post-course assessment
July activities	C	W	Picnics, BBQs and eating ice cream
Sunshine	C	W	Nickname for a smiling and upbeat person
Friday 30 July	C	W	International Friendship Day 2021
Good sentence construction	C	W	Clear, concise and correct

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

[Check your answers here](#)