

# Accurate Written Communication



## October

Don't be scared or scarred by errors

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

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

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

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

(Time limit: 3 minutes)

Score:      / 25

## Accurate Written Communication **October**

Read the words in the left column. Please circle any errors you notice and rewrite the corrected word or phrase in the right column. You don't need to write the entire phrase, just the correction. If the information in the left column is correct, leave that line blank. Remember to time yourself.

LEFT COLUMN	RIGHT COLUMN
British Summer Time starts.	
Read continuously from left to right.	
The Halloween party is on Saturday night.	
It pays to get it right first time, every time.	
Search local hedgrows for the last blackberries.	
Goulish pumpkin decorating.	
Temperature dips.	
Is your spelling and layout correct?	
Beetroot and broccoli are at there best.	
Our reading skills impeed our accuracy.	
Leafs have vibrant russet shades.	
Mentally cluster digits into groups of three.	
Subscription ends 31 October.	
The eleventh month of the year.	
Prepare a hearty stew.	
A virtual workshop is scheduled on the 10 <sup>th</sup> .	
Develop concentration skills.	
Follows September and preceeds November.	
Take the haunted house tour.	
Harvest and prune fruit trees.	
Expect to find mistakes.	
Improve you attention to detail.	
A conker is the seed of the horse chestnut.	
Sow wildflower seeds.	
Is pumpkin pie sweet or savoury.	

# 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

[www.accuracyprogramme.co.uk](http://www.accuracyprogramme.co.uk)

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**Alice Hubbard**

Senior Account Manager, Scott Bradbury Limited.



**ScottBradbury**

Get it right. Do it better.

# Accurate Written Communication **October**

LEFT COLUMN	RIGHT COLUMN
British Summer Time <b>(starts)</b>	<i>ends</i>
Read continuously from left to right.	
The Halloween party is on Saturday night.	
It pays to get it right first time, every time.	
Search local hedg <b>(r)</b> rows for the last blackberries.	<i>hedgerows</i>
<b>(G)</b> houlish pumpkin decorating.	<i>Ghoulish</i>
Temperature dips.	
<b>(Is)</b> your spelling and layout correct?	<i>Are</i>
Beetroot and broccoli are at <b>(there)</b> best.	<i>their</i>
Our reading skills imp <b>(e)</b> ed our accuracy.	<i>Impede</i>
Le <b>(a)</b> fs have vibrant russet shades.	<i>Leaves</i>
Mentally cluster digits into groups of three.	
Subscription ends 31 October.	
The <b>(eleventh)</b> month of the year.	<i>tenth</i>
Prepare a hearty stew.	
A virtual workshop is scheduled on the 10 <sup>th</sup> .	
Develop concentration skills.	
Follows September and prec <b>(e)</b> eds November.	<i>precedes</i>
Take the haunted house tour.	
Harvest and prune fruit trees.	
Expect to find mistakes.	
Improve <b>(you)</b> attention to detail.	<i>your</i>
A conker is the seed of the horse chestnut.	
Sow wildflower seeds.	
Is pumpkin pie sweet or savour <b>(y)</b> .	<i>?</i>