

Developing an Eye for Accuracy



Mistakes too close to home?

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy *Mistakes too close to home?*

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.

Kitchen, Study, Lounge, Spare room	S	D	Kitchen, Study, Lounge, Spare room
0900-1700	S	D	0900-1700
Out of the Office	S	D	Out off the Office
Zoom meeting at 0900	S	D	Zoom meeting at 0930
300Mb/s High speed broadband	S	D	3000Mb/s High speed broadband
Regular conference calls	S	D	Regular conference calls
Get dressed and clear your workspace	S	D	Get dressed and clear your workspace
Flexible working practices	S	D	Flexible working practises
Mobile Number: 07932 005843	S	D	Mobile Number: 07932 008543
Take regular breaks	S	D	Take regular breaks
Wear what you like	S	D	Wear what you like
Virtual Team Meeting 1500-1630	S	D	Virtual Team Meeting 1500-1630
Telephone Number 01638 723590	S	D	Telephone Number 01638 728590
Online Order Number: 658YTH652	S	D	Online Order Number: 658YTH562
Set structured goals	S	D	Set structured goals
Reliable internet connection	S	D	Reliable internet connection
Microsoft Teams, Zoom, GoToMeeting	S	D	Microsoft Teams, Zoom, GoTooMeeting
Email: sally.kitchen@home.com	S	D	Email: sallykitchen@home.com
Conference call reference: 2920967968	S	D	Conference call reference: 2920967968
Supermarket delivery slot: 09:00-10:00	S	D	Supermarket delivery slot: 09:00-10:00
Home postcode: CB7 5LL	S	D	Home postcode: CB7 SLL
Get out for a walk once a day	S	D	Get out for a walk once a day
Use the phone to talk to colleagues	S	D	Use the phone too talk to colleagues
Virtual meeting running time 38 mins	S	D	Virtual meeting running time 38 mins
Rescheduled date: 30.09.2020	S	D	Rescheduled date: 30.092020