

Accurate Written Communication



NOVEMBER

Pull your socks up and warm up your accuracy skills

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

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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.

Checklists are a great tool	C	W	But beware the tick-box mentality
Date and time of fireworks display	C	W	5 November in Richmond Park
Transposition error	C	W	Getting characters in the wrong order
Rockets, Roman candles and pinwheels	C	W	Types of fireworks
Prune your roses	C	W	To protect them from swaying in the wind
Concentration disturbed	C	W	Loose your train of thought
Create a compost bin	C	W	Fill with fallen leaves and dead plant material
Mindset for checking your written work	C	W	Read continuously from left to write
Have you baked your Christmas cake?	C	W	It needs feeding and time to mature!
Be aware of your personal error pattern	C	W	Where your most prone to make a mistake
Turn off distractions	C	W	Too improve concentration levels
Date of November training in the UK	C	W	11/10/2020
Email address for Cat Carter at HomeStyle	C	W	cat.carter@homestyle.com
Telephone Number	C	W	01638 723590
Ask yourself, 'What could be wrong?'	C	W	Be self-sceptical
Artichoke, leeks and sweet parsnips	C	W	Hearty root vegetables
Newcastle Postcode	C	W	NE1 1PR
Thanksgiving is a federal holiday in the US	C	W	Family and friends gather for a feast
Restaurant booking for Saturday night	C	W	Table for two at 8:30pm
Workshop running on consecutive days	C	W	Tuesday, Wednesday and Friday
Promote the benefits of accuracy	C	W	Champion accuracy skills training
Job Title	C	W	Administrative Assistant
Roast turkey and pumpkin pie	C	W	Traditional Thanksgiving menu
Tea and cake	C	W	Early Grey, Assam, Darjeeling and Jasmine
Enjoy a warm mug of cocoa on a cold day	C	W	Made with milk, double cream and chocolate

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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Checklists are a great tool	✓	W	But beware the tick-box mentality
Date and time of fireworks display	C	✓	5 November <u>in Richmond Park</u>
Transposition error	✓	W	Getting characters in the wrong order
Rockets, Roman candles and pinwheels	✓	W	Types of fireworks
Prune your roses	✓	W	To protect them from swaying in the wind
Concentration disturbed	C	✓	Lo <u>o</u> se your train of thought
Create a compost bin	✓	W	Fill with fallen leaves and dead plant material
Mindset for checking your written work	C	✓	Read continuously from left to <u>w</u> rite
Have you baked your Christmas cake?	✓	W	It needs feeding and time to mature!
Be aware of your personal error pattern	C	✓	Where <u>y</u> our most prone to make a mistake
Turn off distractions	C	✓	To <u>o</u> improve concentration levels
Date of November training in the UK	C	✓	11/ <u>10</u> /2020
Email address for Cat Carter at HomeStyle	✓	W	cat.carter@homestyle.com
Telephone Number	✓	W	01638 723590
Ask yourself, 'What could be wrong?'	✓	W	Be self-sceptical
Artichoke, leeks and sweet parsnips	✓	W	Hearty root vegetables
Newcastle Postcode	✓	W	NE1 1PR
Thanksgiving is a federal holiday in the US	✓	W	Family and friends gather for a feast
Restaurant booking for Saturday night	✓	W	Table for two at 8:30pm
Workshop running on consecutive days	C	✓	Tuesday, <u>Wednesday and Friday</u>
Promote the benefits of accuracy	✓	W	Champion accuracy skills training
Job Title	C	✓	Administ <u>r</u> ative Assistant
Roast turkey and pumpkin pie	✓	W	Traditional Thanksgiving menu
Tea and cake	C	✓	Early Grey, Assam, Darjeeling and Jasmine (No cake)
Enjoy a warm mug of cocoa on a cold day	✓	W	Made with milk, double cream and chocolate