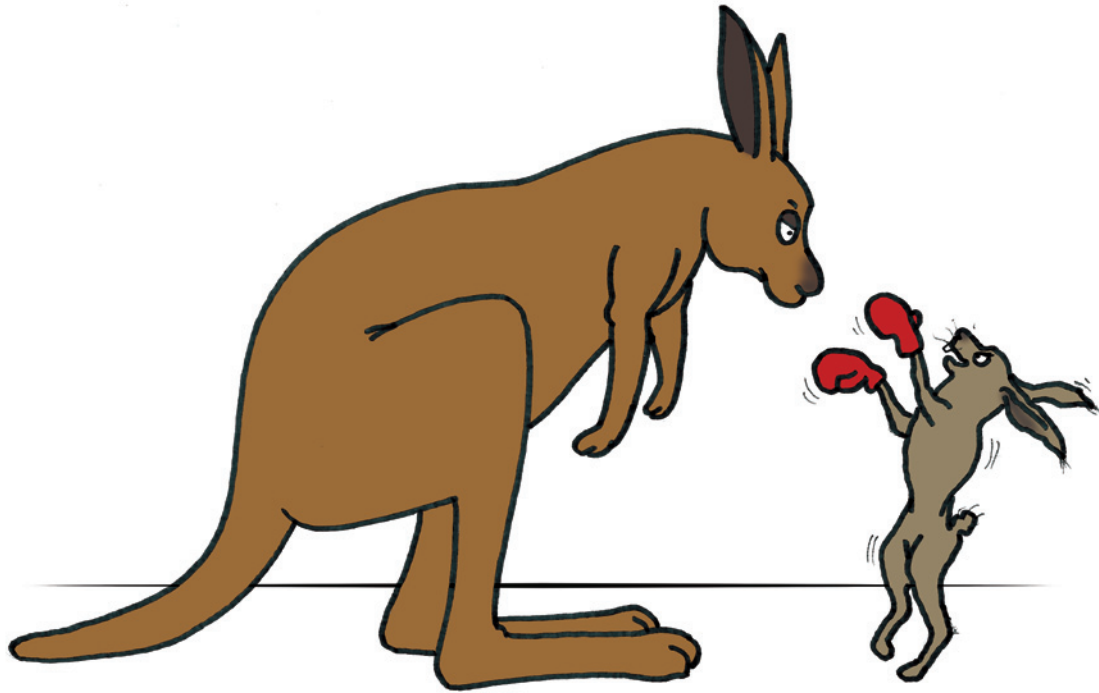


Accurate Written Communication



March

Avoiding hare-raising mistakes in March

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication *March*

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.

Mistakes waste time and cost money	C	W	Don't except mistakes as inevitable
World Book Day	C	W	5 March 2020
Daylight saving	C	W	Put you clocks forward one hour
How many days in March?	C	W	There are thirty-one days in March
The Feast of Saint Patrick	C	W	St. Patricks Day
Average temperature in March	C	W	A low of 10°C and a high of 3°C
Quarter 1 sales target (£)	C	W	\$500,000
Comparison of data sets	C	W	Review similarties and differences
Gardening jobs in March	C	W	Plant out onions, garlic and shallots
Named after the Roman god of war	C	W	Mars
Cambridge area postcode	C	W	CA7 5LL
Seasonal offer deadline	C	W	Orders must be confirmed by 31 March 2020
First day of spring (Northern Hemisphere)	C	W	Friday, 20 March 2020
They were late	C	W	They should of turned their clocks forward
March!	C	W	An order to walk in a military manner
Spring equinox	C	W	Equal hours of daylight and darkness
Holiday booking	C	W	Three nights accomodation with breakfast
Email for Alice Smith at March Hare Ltd	C	W	alison.smith@march-hare.com
Three springtime pleasures	C	W	Warmer weather, longer days and birdsong
Sunday, 1 March	C	W	St. David's Day
Policy renewal date	C	W	29 March 2020
Idiomatic English phrase	C	W	'Mad as March Hare'
Event on 8 March each year	C	W	International Women's Day
In the countryside	C	W	Hares box in the mating season
Mothering Sunday	C	W	More commonly referred to as Mothers Day

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

+44 (0)1638 723590

accuracy@scottbradbury.co.uk

Alice Hubbard

Senior Account Manager, Scott Bradbury Limited.



Accurate Written Communication *March*

Mistakes waste time and cost money	C	✓	Don't <u>accept</u> mistakes as inevitable
World Book Day	✓	W	5 March 2020
Daylight saving	C	✓	Put <u>your</u> clocks forward one hour
How many days in March?	✓	W	There are thirty-one days in March
The Feast of Saint Patrick	C	✓	St. Patrick's <u>Day</u>
Average temperature in March	C	✓	A <u>high</u> of 10°C and a <u>low</u> of 3°C
Quarter 1 sales target (£)	C	✓	<u>£</u> 500,000
Comparison of data sets	C	✓	Review similarities <u>and</u> differences
Gardening jobs in March	✓	W	Plant out onions, garlic and shallots
Named after the Roman god of war	✓	W	Mars
Cambridge area postcode	C	✓	<u>CB</u> 7 5LL
Seasonal offer deadline	✓	W	Orders must be confirmed by 31 March 2020
First day of spring (Northern Hemisphere)	✓	W	Friday, 20 March 2020
They were late	C	✓	They should <u>have</u> turned their clocks forward
March!	✓	W	An order to walk in a military manner
Spring equinox	✓	W	Equal hours of daylight and darkness
Holiday booking	C	✓	Three nights' <u>accom</u> modation with breakfast
Email for Alice Smith at March Hare Ltd	C	✓	<u>alice</u> smith@march-hare.com
Three springtime pleasures	✓	W	Warmer weather, longer days and birdsong
Sunday, 1 March	✓	W	St. David's Day
Policy renewal date	✓	W	29 March 2020
Idiomatic English phrase	C	✓	'Mad as <u>a</u> March Hare'
Event on 8 March each year	✓	W	International Women's Day
In the countryside	✓	W	Hares box in the mating season
Mothering Sunday	C	✓	More commonly referred to as Mother's <u>Day</u>