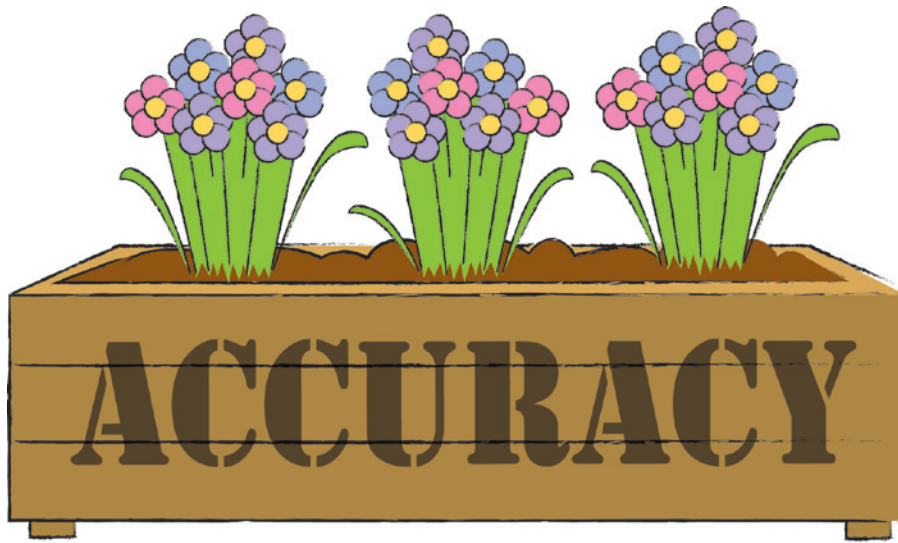


Accurate Written Communication



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 and circle any errors.

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	C	W	2.5mm
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
Thursday 30 July	C	W	International Friendship Day 2020
Good sentence construction	C	W	Clear, concise and correct

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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Alice Hubbard

Senior Account Manager, Scott Bradbury Limited.



ScottBradbury

Get it right. Do it better.

Accurate Written Communication *July*

Competition time	✓	W	Who has the tallest sunflower?
The 'ABC' guide to writing emails	✓	W	Accurate, Brief, Clear
Flowering in July	✓	W	Delphinium, Lilies and Dahlias
Trading hours	C	✓	8am – 8pm, <u>exempt</u> Sunday
Available on market stalls	✓	W	Apricots, blackberries and blueberries
Norwich postcode	✓	W	NR3 1RB
The school holidays start	C	✓	<u>First</u> day of term 21 July
Mobile phones in the training room	C	✓	Switched <u>of</u> or on silent
Email Ali Summers at Summer Festivals	C	✓	ali.summers@summerfestival.com
Full engagement in a task	✓	W	100% focused
£300,000	✓	W	Quarter three sales target
Contents of a picnic hamper	✓	W	Quiche, scotch eggs and sausage rolls
United Nations World Population Day	✓	W	Demographic trends highlighted
Average July temperature	C	✓	A high of 70°C and a low of 53°C
Arabian proverb	C	✓	Sunshine all the time makes a dessert
UK telephone number	✓	W	01638 723590
4 th July	C	✓	Independence Day in United States
The perils of email	✓	W	It's tempting to try to say too much
Grilled summer vegetables	C	✓	Tomato <u>s</u> , asparagus, squash and peppers
Average rainfall in July	C	✓	2.5 <u>mm</u>
Test to take before the course	C	✓	<u>Post</u> -course assessment
July activities	✓	W	Picnics, BBQs and eating ice cream
Sunshine	✓	W	Nickname for a smiling and upbeat person
Thursday 30 July	✓	W	International Friendship Day 2020
Good sentence construction	✓	W	Clear, concise and correct