

# Accurate Written Communication



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

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

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

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

(Time limit: 3 minutes)

Score:        / 25

## Accurate Written Communication **JANUARY**

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. Remember to time yourself.

Date of New Year's Eve Party	<b>C</b>	<b>W</b>	1 January 2024
Income tax payment due	<b>C</b>	<b>W</b>	31 January 2024
Burns Night 2024	<b>C</b>	<b>W</b>	Thursday 25 January
New Year's Resolution	<b>C</b>	<b>W</b>	Work more accurately
Greeting in early January	<b>C</b>	<b>W</b>	Happy New Year!
January offer expiry date	<b>C</b>	<b>W</b>	15 January 2024
January – March 2024	<b>C</b>	<b>W</b>	Quarter 1 2024
Snow, wind and rain	<b>C</b>	<b>W</b>	Bad wintry weather
January sales target (£)	<b>C</b>	<b>W</b>	£520,000
Accounts email address	<b>C</b>	<b>W</b>	info@theaccuracypeople.co.uk
Accuracy training workshop	<b>C</b>	<b>W</b>	Developing an Eye for Accuracy
Gift return rate, as a ratio	<b>C</b>	<b>W</b>	1:23
Course delivery dates	<b>C</b>	<b>W</b>	22 & 23 January 2024
Two things you don't like about January	<b>C</b>	<b>W</b>	Short days, cold weather and 'winter blues'
Norwich area postcode	<b>C</b>	<b>W</b>	NR18 1PD
Return to sender	<b>C</b>	<b>W</b>	Not known at this address
Payment terms	<b>C</b>	<b>W</b>	30 days
Customer name	<b>C</b>	<b>W</b>	Mr Jack Frost
Weather forecast	<b>C</b>	<b>W</b>	Cloudy, light rain, 5°C
Three things you like about January	<b>C</b>	<b>W</b>	New beginnings, skiing holidays and cosy evenings
New job vacancies	<b>C</b>	<b>W</b>	Permanent full-time positions
Email address: damian.perry@scorewell.com	<b>C</b>	<b>W</b>	Dear Damien
Last day of the first month of the year	<b>C</b>	<b>W</b>	30 January
Customer survey results	<b>C</b>	<b>W</b>	Customer satisfaction rating: 97.4%
Ice rink opening hours	<b>C</b>	<b>W</b>	08:30 – 18:00 daily, except Mondays 10:00 – 16:00

**Save as a PDF** before reviewing the answers  
(or you will lose your responses)

[Check your answers here](#)

