

# Accurate Written Communication



*Maybe errors, maybe not...*

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

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

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

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

(Time limit: 3 minutes)

Score:      / 25



**ScottBradbury**

Get it right. Do it better.

## Accurate Written Communication *Maybe errors, maybe not...*

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.

In Hawaii, May 1 is celebrated as Lei Day	<b>C</b>	<b>W</b>	A lei is a flower garland
'Little Women' by Louisa May Alcott	<b>C</b>	<b>W</b>	One of the best-loved childrens stories
Spring cleaning	<b>C</b>	<b>W</b>	Time to dust of the cobwebs
School half-term	<b>C</b>	<b>W</b>	The ideal time to get outdoors as a family
Bluebells usually flower	<b>C</b>	<b>W</b>	From mid-April to late May
Present-mindedness	<b>C</b>	<b>W</b>	Full engagement in a task
Webinar training date and time	<b>C</b>	<b>W</b>	15/06/2020 10:30
Take a break to get more done!	<b>C</b>	<b>W</b>	Short breaks improve concentration
Training runs on 3 consecutive days	<b>C</b>	<b>W</b>	14 May, 16 May and 17 May
Checklists	<b>C</b>	<b>W</b>	Encourage a structured methodology
Sow beans, sweetcorn and pumpkin seeds	<b>C</b>	<b>W</b>	Grow your own vegetables
A memory lapse?	<b>C</b>	<b>W</b>	Loosing your train of thought
The word 'may'	<b>C</b>	<b>W</b>	Used to express possibility
Bournemouth area postcode	<b>C</b>	<b>W</b>	BHI 1AX
Swimsuit colour, price and size	<b>C</b>	<b>W</b>	Red, Size 12
'May at 10' by Anthony Seldon	<b>C</b>	<b>W</b>	Book about Theresa May
Email address: mary.summers@aol.com	<b>C</b>	<b>W</b>	Dear May
Insurance policy renewal date	<b>C</b>	<b>W</b>	31 May 2020
May Day	<b>C</b>	<b>W</b>	Public holiday usually on the first Monday
Contact for Frank Smith sales team	<b>C</b>	<b>W</b>	sales@frankssmith.com
Warmer weather begins	<b>C</b>	<b>W</b>	Flowers and trees start to blossom
Seasonal produce	<b>C</b>	<b>W</b>	Rhubarb and asparagus are at there best
RSVP by 10 May	<b>C</b>	<b>W</b>	Invitation requires response
Early May Bank Holiday moved to 8 May	<b>C</b>	<b>W</b>	75th anniversary of VE Day
Challenge your accuracy skills	<b>C</b>	<b>W</b>	Subscribe to the monthly tests

# 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](http://www.accuracyprogramme.co.uk)

+44 (0)1638 723590

[accuracy@scottbradbury.co.uk](mailto:accuracy@scottbradbury.co.uk)

**Alice Hubbard**

Senior Account Manager, Scott Bradbury Limited.



**ScottBradbury**

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In Hawaii, May 1 is celebrated as Lei Day	✓	W	A lei is a flower garland
'Little Women' by Louisa May Alcott	C	✓	One of the best-loved children's stories
Spring cleaning	C	✓	Time to dust of the cobwebs
School half-term	✓	W	The ideal time to get outdoors as a family
Bluebells usually flower	✓	W	From mid-April to late May
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Swimsuit colour, price and size	C	✓	Red, Size 12
'May at 10' by Anthony Seldon	✓	W	Book about Theresa May
Email address: mary.summers@aol.com	C	✓	Dear May
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May Day	✓	W	Public holiday usually on the first Monday
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Challenge your accuracy skills	✓	W	Subscribe to the monthly tests