

Accurate Written Communication



October

Don't be scared or scarred by errors

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication **October**

Read the words in the left column. Please type/write the corrected word or phrase in the right column. You don't need to type/write the entire phrase, just the correction. If the information in the left column is correct, leave that line blank. Remember to time yourself.

LEFT COLUMN	RIGHT COLUMN
British Summer Time starts.	
Read continuously from left to right.	
The Halloween party is on Saturday night.	
It pays to get it right first time, every time.	
Search local hedgrows for the last blackberries.	
Goulish pumpkin decorating.	
Temperature dips.	
Is your spelling and layout correct?	
Beetroot and broccoli are at there best.	
Our reading skills impeded our accuracy.	
Leafs have vibrant russet shades.	
Mentally cluster digits into groups of three.	
Subscription ends 31 October.	
The eleventh month of the year.	
Prepare a hearty stew.	
A virtual workshop is scheduled on the 10 th .	
Develop concentration skills.	
Follows September and preceeds November.	
Take the haunted house tour.	
Harvest and prune fruit trees.	
Expect to find mistakes.	
Improve you attention to detail.	
A conker is the seed of the horse chestnut.	
Sow wildflower seeds.	
Is pumpkin pie sweet or savoury.	

[Check your answers here](#)