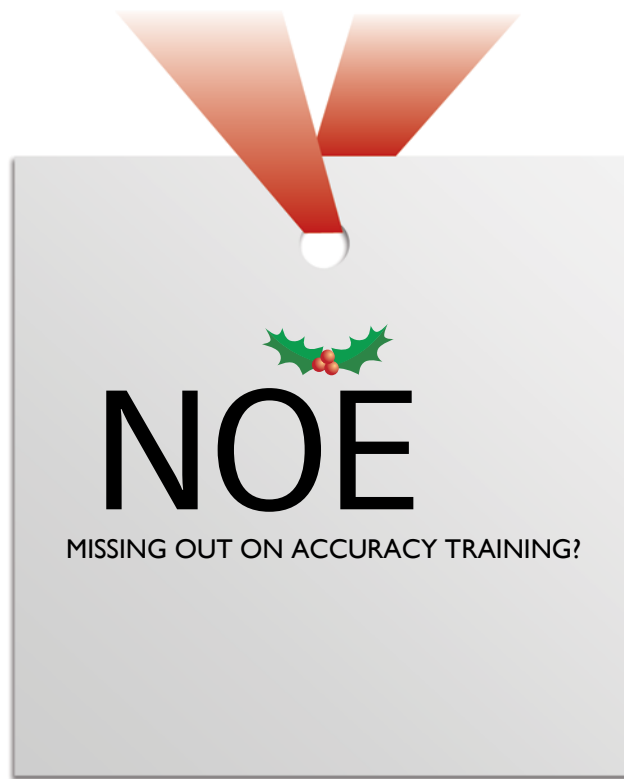


Developing an Eye for Accuracy



December

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy **December**

Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column. If the items are different, put a tick in the 'D' column, and then circle the error in Column 2. Please write how long it takes you to complete this exercise on the front of this paper.

December 25 th	S	D	25 th December
Christmas stocking	S	D	Christmass stocking
Away in a manger	S	D	Away in a manager
Christmas grotto	S	D	Christmas grotto
Tinsel	S	D	Tinsel
Holly Reith	S	D	Holly Reath
Mr Jack Froste	S	D	Mr Jack Frost
Father Christmas	S	D	Farther Christmas
The holly and the ivy	S	D	The holy and the ivy
Season's greetings	S	D	Seasons greetings
Mr Kevin Leith	S	D	Mr Keith Leith
£55.65	S	D	£55.56
Nativity play	S	D	Nativity play
Carol singers	S	D	Carol signers
Advent calendar	S	D	Advent calender
Wrapping paper	S	D	Wrapping paper
Ref: SS1556	S	D	Ref: S51556
Skiing holiday	S	D	Skiing holiday
Reindeer	S	D	Reindeer
Santa's sleigh	S	D	Santa's sleigh
Traffic congestion	S	D	Trafic congestion
Snowman	S	D	Showman
£10,080.80	S	D	£10,080.08
Christmas cracker	S	D	Christmas cracker
Baubles	S	D	Baubles

Developing an Eye for Accuracy **December**

December 25 th	S	✓	25 th December	Transposition
Christmas stocking	S	✓	Christmass- stocking	Extra s
Away in a manger	S	✓	Away in a manag er	Extra a
Christmas grotto	✓	D	Christmas grotto	
Tinsel	✓	D	Tinsel	
Holly Reith	S	✓	Holly Rea th	i not a
Mr Jack Froste	S	✓	Mr Jack Frost	Missing e
Father Christmas	S	✓	Fa ther Christ mas	Extra r
The holly and the ivy	S	✓	The holy and the ivy	Missing l
Season's greetings	S	✓	Seasons greetings	Missing '
Mr Kevin Leith	S	✓	Mr Keith Leith	Kevin not Keith
£55.65	S	✓	£55. 56	Transposition
Nativity play	✓	D	Nativity play	
Carol singers	S	✓	Carol sign ers	Transposition
Advent calendar	S	✓	Advent calender	a not e
Wrapping paper	✓	D	Wrapping paper	
Ref: SS1556	S	✓	Ref: S 5 4556	S not 5
Skiing holiday	S	✓	Ski ing holiday	Extra i
Reindeer	✓	D	Reindeer	
Santa's sleigh	✓	D	Santa's sleigh	
Traffic congestion	S	✓	Traffic conge stion	Missing f
Snowman	S	✓	Sh ow man	n not h
£10,080.80	S	✓	£10,080. 08	Transposition
Christmas cracker	S	✓	Christ mas crack er	Missing t
Baubles	✓	D	Baubles	

How did you do? And what does it mean?

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.

An average error rate of just 3% wastes around 20% of your salary bill in lost productivity alone. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

Proven to work

For fifteen years we've been working with organisations to improve their people's accuracy skills. Typically, participants achieve a 60% reduction in errors.

Our unique programmes

Developing an Eye for Accuracy – our flagship in-house data accuracy programme for people who work with information

Preventing Mistakes at Work – our practical in-house workshop for reducing the incidence of 'silly' human error

Accurate Documentation Skills – our practical in-house workshop for people who work with written communications

One-day Accuracy Skills – our open course for individuals seeking to improve their attention to detail

Free consultation

A free consultation enables you to explore how accuracy training works and the typical cost savings and productivity gains you can expect to achieve. Pick up useful advice on how accuracy skills training relates to the work your people do and how you can take advantage of the proven methodologies for reducing error.

Contact us

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accuracy@scottbradbury.co.uk



**= 3 IN EVERY 100
TRANSACTIONS CONTAIN AN ERROR**



**IT'S LIKE
HAVING
YOUR OWN
ERROR
DEPARTMENT**



**TIME
WASTED**



**STRESS
CAUSED**



**MONEY
WASTED**

DELIVERING
**Developing an
Eye for Accuracy**
SINCE 2003

