

Developing an Eye for Accuracy



Do people get your name wrong?

NAMES

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 28

Developing an Eye for Accuracy **NAMES**

Compare each item in Column 1 to its counterpart in Column 2. Sometimes you will see a copy of the name and sometimes you will see a salutation. If the name is correct, put a tick in the 'C' box. If the name is wrong, put a tick in the 'W' box and circle all the errors you spot in Column 2. Time yourself. Please write how long it takes you to complete this exercise on the front of this paper.

Rosemary Fletcher	C	W	Dear Rosemary
Mr Hugh David	C	W	Dear David
Tom Tilby	C	W	Tim Tibley
Joanne Shannon	C	W	Joanne Shanon
David Graham	C	W	Dear Graham
Lewis Hamilton	C	W	Dear Mr Hamilton
J Subramanian	C	W	J Subramanian
Chris Corbin	C	W	Dear Mr Corbyn
Michael Stephenson	C	W	Michael Stephenson
Catherine Murray	C	W	Caroline Murray
Benedict Huemer	C	W	Benedict Humeur
Thomas Murray	C	W	Dear Mr Murray
Kevin Reith	C	W	Dear Keith
Jeff Lewis	C	W	Jeff Lewis
Camille Hickson	C	W	Camilla Hickson
Tracy Browne	C	W	Tracey Brown
Catherine de Salvo	C	W	Dear Ms De Salvo
Philip Westerman	C	W	Phillip Westerman
Josephine Butler	C	W	Josephine Butler
Lissa Elcock	C	W	Lisa Elcock
Jon Rhodes	C	W	Jon Rhodes
Stephanie Rose	C	W	Dear Stephanie
Papaioannou Ioanna	C	W	Papaioanou Ioanna
Sophia Ryan	C	W	Sophie Ryann
Debra Wiseman	C	W	Debra Wiseman
Anna Holmes	C	W	Anne Holmes
Juan Brooker	C	W	Juan Brooker
Kerynne Robertson	C	W	Kerynne Robinson

Find the answers on the last page

How did you do?

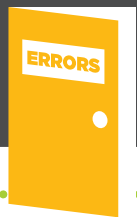
There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day. It's easy to see how it mounts up.

What does it mean?

Our results from the ten most recent courses delivered show participants have an average error rate of 3%. We find people typically spend 19% of their time making, finding and fixing those mistakes. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

That's 19% of your company's salary bill

It's like employing your own error department!



Results show a 57% reduction in errors!

That's £1,932 saved per person per year



Proven to work

Since 2003 we have been working with organisations across the UK to improve people's accuracy skills. The training improves the quality of your operations, delivers cost-saving gains and increases productivity. Typically, our participants achieve a 57% reduction in errors. A return on investment saving is calculated through the value of time saved through making fewer errors. The typical saving is £1,932 per person per year. Think also of the savings from fewer fines, fewer compensation payments and improved reputation!

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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ScottBradbury

Get it right. Do it better.

Where do we get our facts and figures from? The results are taken from the last ten *Developing an Eye for Accuracy* workshops delivered. The average salary of the participants is £22,000 (working 37.5 hours per week). Figures last updated September 2019.

Developing an Eye for Accuracy NAMES

Rosemary Fletcher	✓	W	Dear Rosemary	
Mr Hugh David	C	✓	Dear David	Last name used
Tom Tilby	C	✓	Tim Tibley	Wrong first and last name
Joanne Shannon	C	✓	Joanne Shanen	Missing n
David Graham	C	✓	Dear Graham	Last name used
Lewis Hamilton	✓	W	Dear Mr Hamilton	
J Subramanian	✓	W	J Subramanian	
Chris Corbin	C	✓	Dear Mr Corbyn	May not be 'Mr' i not y
Michael Stephenson	✓	W	Michael Stephenson	
Catherine Murray	C	✓	Caroline Murray	Wrong first name
Benedict Huemer	C	✓	Benedict Humeur	Extra u Missing e
Thomas Murray	✓	W	Dear Mr Murray	
Kevin Reith	C	✓	Dear Keith	Wrong first name
Jeff Lewis	✓	W	Jeff Lewis	
Camille Hickson	C	✓	Camilla Hickson	e not a
Tracy Browne	C	✓	Tracey Brown	Misplaced e
Catherine de Salvo	C	✓	Dear Ms De Salvo	d not D
Philip Westerman	C	✓	Phillip Westerman	Extra l
Josephine Butler	✓	W	Josephine Butler	
Lissa Elcock	C	✓	Lisa Elcock	Missing s
Jon Rhodes	✓	W	Jon Rhodes	
Stephanie Rose	✓	W	Dear Stephanie	
Papaioannou Ioanna	C	✓	Papaioaneu Ioanna	Missing n
Sophia Ryan	C	✓	Sophie Ryann	Extra n a not e
Debra Wiseman	✓	W	Debra Wiseman	
Anna Holmes	C	✓	Anne Holmes	a not e
Juan Brooker	✓	W	Juan Brooker	
Kerynne Robertson	C	✓	Kerynne Robinson	Wrong last name