

# Accurate Written Communication



*Maybe errors, maybe not...*

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

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

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

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

(Time limit: 3 minutes)

Score:      / 25

## 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. Remember to time yourself.

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>	15/06/2021 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 2021
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
Stage three of lockdown restrictions	<b>C</b>	<b>W</b>	No earlier than 17 May 2021
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
Letter for Mrs A Bateman	<b>C</b>	<b>W</b>	Dear Miss Bateman
Challenge your accuracy skills	<b>C</b>	<b>W</b>	Subscribe to the monthly tests

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

[Check your answers here](#)