

Accurate Written Communication



Don't let errors rein on your Easter parade

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication *April*

Read the words in the left column. Please circle any errors you notice and rewrite the corrected word or phrase in the right column. You don't need to 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
During April, the gardens are open daily from 9.30am.	
Easter falls in in April this year.	
1 April is known as April Fools Day.	
William Wordsworth was born on 7 April 1770.	
Lent is a forty-day period of feasting.	
UK average daily high temperature is 12 degrees Celcius.	
April comes from the Latin aperit, which means 'to open'.	
1 April to 30 June is the third quarter of the year.	
The last day of the month is 30 April.	
Tulip flowers are at there best in April.	
Were up against some very good competition.	
Spring tides occur twice each lunar month.	
There's not a cloud in the sky.	
April is the fourth month in the Gregorian calendar year.	
It is cherry blossom season in Jaqan.	
Vehicle excise duty for new cars changes on 1 April 2020.	
There are two public holidays in April 2020.	
There are twenty-six charcaters in the alphabet.	
Is the chocolate and other ingredients suitable for vegans?	
'April is the cruellest month' – from The Waste Land.	
Yuri Gagarin: the first human in space on 12 April 1961.	
There is an Eater egg hunt for the children's entertainment.	
The training is delivered over two days.	
The Passover festival dates from 4,000 years ago.	
April showers makes the flowers bloom.	

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

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ScottBradbury
Get it right. Do it better.

Accurate Written Communication *April*

LEFT COLUMN	RIGHT COLUMN
During April, the gardens are open daily from 9.30am.	
Easter falls in <u>in</u> April this year.	<i>falls in April</i>
1 April is known as April Fools <u>Day</u> .	<i>Fool's</i>
William Wordsworth was born on 7 April 1770.	
Lent is a forty-day period of <u>feasting</u> .	<i>fasting</i>
UK average daily high temperature is 12 degrees <u>Celcius</u> .	<i>Celsius</i>
April comes from the Latin aperit, which means 'to open'.	
1 April to 30 June is the <u>third</u> quarter of the year.	<i>second</i>
The last day of the month is 30 April.	
Tulip flowers are at <u>there</u> best in April.	<i>their</i>
Were up against some very good <u>competion</u> .	<i>competition</i>
Spring tides occur twice each lunar month.	
There's not a cloud in the sky.	
April is the fourth month in the Gregorian calendar year.	
It is cherry blossom season in <u>Jaapan</u> .	<i>Japan</i>
Vehicle excise duty for new cars changes on 1 April 2020.	
There are two public holidays in April 2020.	
There are twenty-six <u>charcaters</u> in the alphabet.	<i>characters</i>
<u>Is</u> the chocolate and other ingredients suitable for vegans?	<i>Are</i>
'April is the cruellest month' – from The Waste Land	
Yuri Gagarin: the first human in space on 12 April 1961.	
There is an <u>Eater</u> egg hunt for the children's entertainment.	<i>Easter</i>
The training is delivered over two days.	
The Passover festival dates from 4,000 years ago.	
April showers <u>makes</u> the flowers bloom.	<i>make</i>