Accurate Written Communication



NOVEMBER

Pull your socks up and warm up your accuracy skills

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

More tests at: www.accuracyprogramme.co.uk

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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.

Checklists are a great tool	C	W	But beware the tick-box mentality
Date and time of fireworks display	C	W	4-6 November at Legoland
Transposition error	C	W	Getting characters in the wrong order
Rockets, Roman candles and pinwheels	C	W	Types of fireworks
Prune your roses	C	W	To protect them from swaying in the wind
Concentration disturbed	C	W	Loose your train of thought
Create a compost bin	C	W	Fill with fallen leaves and dead plant material
Mindset for checking your written work	C	W	Read continuously from left to write
Have you baked your Christmas cake?	C	W	It needs feeding and time to mature!
Be aware of your personal error pattern	C	W	Where your most prone to make a mistake
Turn off distractions	C	W	Too improve concentration levels
Date of November training in the UK	C	W	27/10/2026
Email address for Cat Carter at HomeStyle	C	W	cat.carter@homestyle.com
Telephone Number	C	W	0330 133 5456
Ask yourself, 'What could be wrong?'	C	W	Be self-sceptical
Artichoke, leeks and sweet parsnips	C	W	Hearty root vegetables
Newcastle Postcode	C	W	NE1 1PR
Thanksgiving is a federal holiday in the US	C	W	Family and friends gather for a feast
Restaurant booking for Saturday night	C	W	Table for two at 8:30pm
Workshop running on consecutive days	C	W	Tuesday, Wednesday and Friday
Promote the benefits of accuracy	C	W	Champion accuracy skills training
Job Title	C	W	Administative Assistant
Roast turkey and pumpkin pie	C	W	Traditional Thanksgiving menu
Tea and cake	C	W	Early Grey, Assam, Darjeeling and Jasmine
Enjoy a warm mug of cocoa on a cold day	C	W	Made with milk, double cream and chocolate

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

Check your answers here

the accuracy people