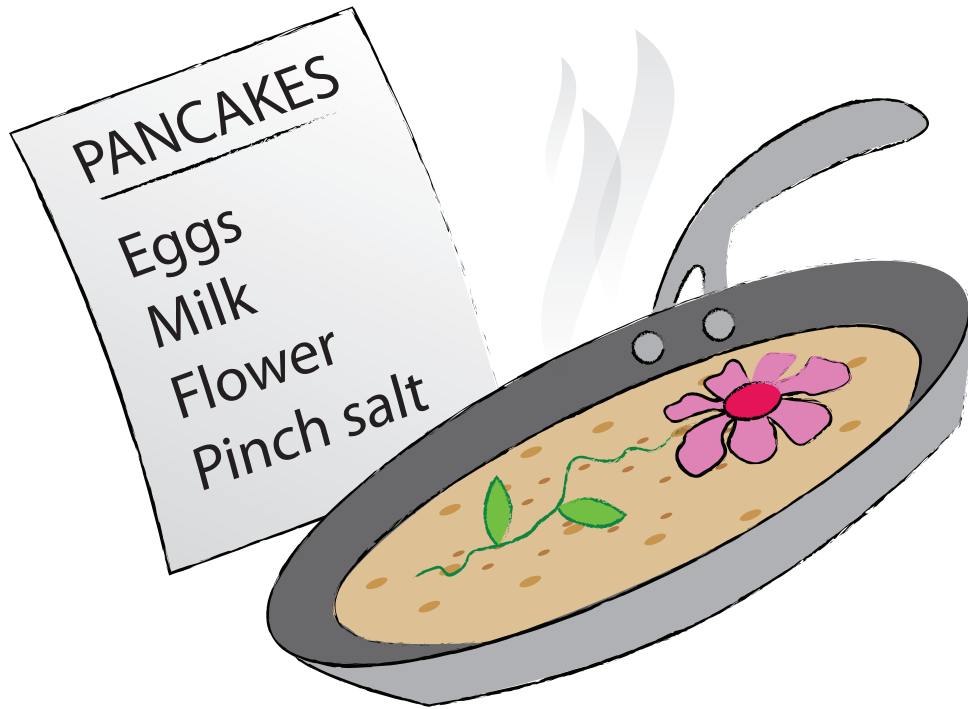


Accurate Written Communication



February 2020

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication February 2020

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
February is the second month of the the calendar year.	
We eat pancakes on Shrove Tuesday.	
2020 is leap year.	
The February half-term holiday starts on 17/02/2020.	
There are 29 days in Febuary this year.	
I work on Wednesday's and Thursday's.	
February comes form the Latin word <i>februum</i> .	
<i>Februum</i> means 'purification'.	
Green shoots are beginning to appear.	
I'd like to book a table for Valetine's evening, please.	
February is the month before January.	
The letter has been checked and signed.	
Use the full tracking facilties to monitor usage.	
After February, Spring will be on it's way.	
Will you be my Valentine?	
It's carnival time in Rio!	
I pay my subscription anally on 1 st February.	
Do you know someone with a birthday in February?	
The average daytime temperature is 7 degrees Celsius.	
You evaluation period expires on 24 th February.	
There's a gin festival in Manchester on 21 st February.	
I'm looking forward the Spring.	
I'd like to book for 25 th and 26 th February, please.	
The amethyst is the birthstone for February.	
In the Southern Hemisphere, February is a summer moth.	

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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Alice Hubbard

Senior Account Manager, Scott Bradbury Limited.



ScottBradbury

Get it right. Do it better.

Accurate Written Communication February 2020

LEFT COLUMN	RIGHT COLUMN
February is the second month of <u>the the</u> calendar year.	<i>of the calendar</i>
We eat pancakes on Shrove Tuesday.	
2020 is <u>a</u> leap year.	<i>a</i>
The February half-term holiday starts on 17/02/2020.	
There are 29 days in <u>Febuary</u> this year.	<i>February</i>
I work on <u>Wednesday's</u> and <u>Thursday's</u> .	<i>Wednesdays Thursdays</i>
February comes <u>form</u> the Latin word <i>februum</i> .	<i>from</i>
<i>Februum</i> means 'purification'.	
Green shoots are beginning to appear.	
I'd like to book a table for <u>Valetine's</u> evening, please.	<i>Valentine's</i>
February is the month <u>before</u> January.	<i>after</i>
The letter has been checked and signed.	
Use the full tracking <u>facilties</u> to monitor usage.	<i>facilities</i>
After February, Spring will be on <u>it's</u> way.	<i>its</i>
Will you be my Valentine?	
It's carnival time in Rio!	
I pay my subscription <u>anally</u> on 1 st February.	<i>annually</i>
Do you know someone with a birthday in February?	
The average daytime temperature is 7 degrees Celsius.	
<u>You</u> evaluation period expires on 24 th February.	<i>Your</i>
There's a gin festival in Manchester on 21 st February.	
I'm looking forward <u>the</u> Spring.	<i>forward to the</i>
I'd like to book for 25 th and 26 th February, please.	
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In the Southern Hemisphere, February is a summer <u>moth</u> .	<i>month</i>