

# Developing an Eye for Accuracy



Working on getting it right first time, every time

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

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

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

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

(Time limit: 3 minutes)

Score:     / 25

## Developing an Eye for Accuracy documents and office correspondence

Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column. If the items are different, put a tick in the 'D' column, and then circle the error in Column 2. Please write how long it takes you to complete this exercise on the front of this paper.

Mrs Catherine Murray	S	D	Mrs Christine Murray
D.O.B. 22/12/1993	S	D	D.O.D. 22/12/1993
Suite 6, Whitehorn Tower	S	D	Suite 6, Whitehorn Tower
666 Greater Derry Street	S	D	66 Greater Derry Street
Start date: 3 <sup>rd</sup> August 2015	S	D	Start date: 3 <sup>rd</sup> August 2015
Please reply to: Ms Lynn Kelly	S	D	Please reply to: Ms Lynn Kelly
Lyndon House	S	D	Lindon House
Mr Gordon Winehouse	S	D	Mr Gordon Whinehouse
Holiday entitlement: 28 days	S	D	Holliday entitlement: 28 days
Operations Manager	S	D	Operations Manger
Contact telephone: 01624 998661	S	D	Contact telephone: 01624 998661
Yours sincerely	S	D	Yours sincerely
Project reference ABJ/998	S	D	Project reference ABJ/998
For circulation to all dept. heads	S	D	For cication to all dept. heads
Date of meeting: 8 July 2017	S	D	Date of meeting: 8 July 2017
Location: Windsor Room, 3 <sup>rd</sup> floor	S	D	Location: Windsor Room, 3 <sup>rd</sup> floor
IM1 1EU	S	D	IM1 1EV
20 Hill Street	S	D	20 Hill Street
Email catherine@scottbradbury.co.uk	S	D	Email catherine@scotbradbury.co.uk
Ref: AGH/300515	S	D	Ref: AGH/300515
Customer service review	S	D	Customer service review
Job vacancy: Investment Administrator	S	D	Job vacancy: Investment Administrator
Closing date: 5 <sup>th</sup> June 2018	S	D	Closing data: 5 <sup>th</sup> June 2018
Signed on behalf of	S	D	Signed on behalf of
12 month contract	S	D	12 month contact

# Developing an Eye for Accuracy documents and office correspondence

Mrs Catherine Murray	S	✓	Mrs <del>Christine</del> Murray	Catherine not Christine
D.O.B. 22/12/1993	S	✓	D.O.D. <del>22/12/1993</del>	B not D
Suite 6, Whitehorn Tower	✓	D	Suite 6, Whitehorn Tower	
666 Greater Derry Street	S	✓	66 <del>Greater Derry</del> Street	Missing 6
Start date: 3 <sup>rd</sup> August 2015	✓	D	Start date: 3 <sup>rd</sup> August 2015	
Please reply to: Ms Lynn Kelly	✓	D	Please reply to: Ms Lynn Kelly	
Lyndon House	S	✓	<del>Lyndon</del> House	y not i
Mr Gordon Winehouse	S	✓	Mr Gordon Wh <del>ine</del> house	Extra h
Holiday entitlement: 28 days	S	✓	Holiday <del>entitle</del> ment	Extra l
Operations Manager	S	✓	Operations Man <del>ager</del>	Missing a
Contact telephone: 01624 998661	✓	D	Contact telephone: 01624 998661	
Yours sincerely	✓	D	Yours sincerely	
Project reference ABJ/998	✓	D	Project reference ABJ/998	
For circulation to all dept. heads	S	✓	For circula <del>tion to</del>	Missing r
Date of meeting: 8 July 2017	✓	D	Date of meeting: 8 July 2017	
Location: Windsor Room, 3 <sup>rd</sup> floor	✓	D	Location: Windsor Room, 3 <sup>rd</sup> floor	
IM1 1EU	S	✓	IM1 1E <del>V</del>	U not V
20 Hill Street	✓	D	20 Hill Street	
Email catherine@scottbradbury.co.uk	S	✓	Email catherine@scott <del>br</del>	Missing t
Ref: AGH/300515	✓	D	Ref: AGH/300515	
Customer service review	✓	D	Customer service review	
Job vacancy: Investment Administrator	✓	D	Job vacancy: Investment Administrator	
Closing date: 5 <sup>th</sup> June 2018	S	✓	Closing da <del>te: 5<sup>th</sup> June 20</del>	e not a
Signed on behalf of	✓	D	Signed on behalf of	
12 month contract	S	✓	12 month con <del>tract</del>	Missing r

## How did you do? And what does it mean?

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.

An average error rate of just 3% wastes around 20% of your salary bill in lost productivity alone. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

### Proven to work

For fifteen years we've been working with organisations to improve their people's accuracy skills. Typically, participants achieve a 60% reduction in errors.

### Our unique programmes

*Developing an Eye for Accuracy* – our flagship in-house data accuracy programme for people who work with information

*Preventing Mistakes at Work* – our practical in-house workshop for reducing the incidence of 'silly' human error

*Accurate Documentation Skills* – our practical in-house workshop for people who work with written communications

*One-day Accuracy Skills* – our open course for individuals seeking to improve their attention to detail

### Free consultation

A free consultation enables you to explore how accuracy training works and the typical cost savings and productivity gains you can expect to achieve. Pick up useful advice on how accuracy skills training relates to the work your people do and how you can take advantage of the proven methodologies for reducing error.

### Contact us

[www.accuracyprogramme.co.uk](http://www.accuracyprogramme.co.uk)

+44 (0)1638 723590

[accuracy@scottbradbury.co.uk](mailto:accuracy@scottbradbury.co.uk)



**= 3 IN EVERY 100  
TRANSACTIONS CONTAIN AN ERROR**



**IT'S LIKE  
HAVING  
YOUR OWN  
ERROR  
DEPARTMENT**



**TIME  
WASTED**



**STRESS  
CAUSED**



**MONEY  
WASTED**

**DELIVERING**  
**Developing an  
Eye for Accuracy**  
**SINCE 2003**

