

Accurate Written Communication



August

Errors making you hot and bothered?

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

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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
Adopt an accuracy mindset.	
Devise a checklist.	
Infruriating errors.	
August rain? The best of summer is gone.	
Named after Augustus Caesar.	
Excepted to arrive before the 10 th .	
Be alert to the possibility of error.	
Use an affective sunscreen.	
Offer expires on 31st August.	
Holiday time.	
Time to enjoy the beach.	
Six pairs, so twelve in total.	
Thank you for attending the workshop.	
Raspberries, redcurants and blackberries.	
Water your plants in the cooler hours.	
Email sent to participants.	
Broad, runner and french beans.	
The eighth month of the year.	
Take a walk in your local park.	
Theres a Bank Holiday Monday.	
Lasts for 31 days.	
August payment date 08.09.2020.	
Synonyms: lordly, stately, majestic.	
Buckingham Palace open the the public.	
Getting it right first time.	

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.

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Broad, runner and french beans.	French
The eighth month of the year.	eighth
Take a walk in your local park.	
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