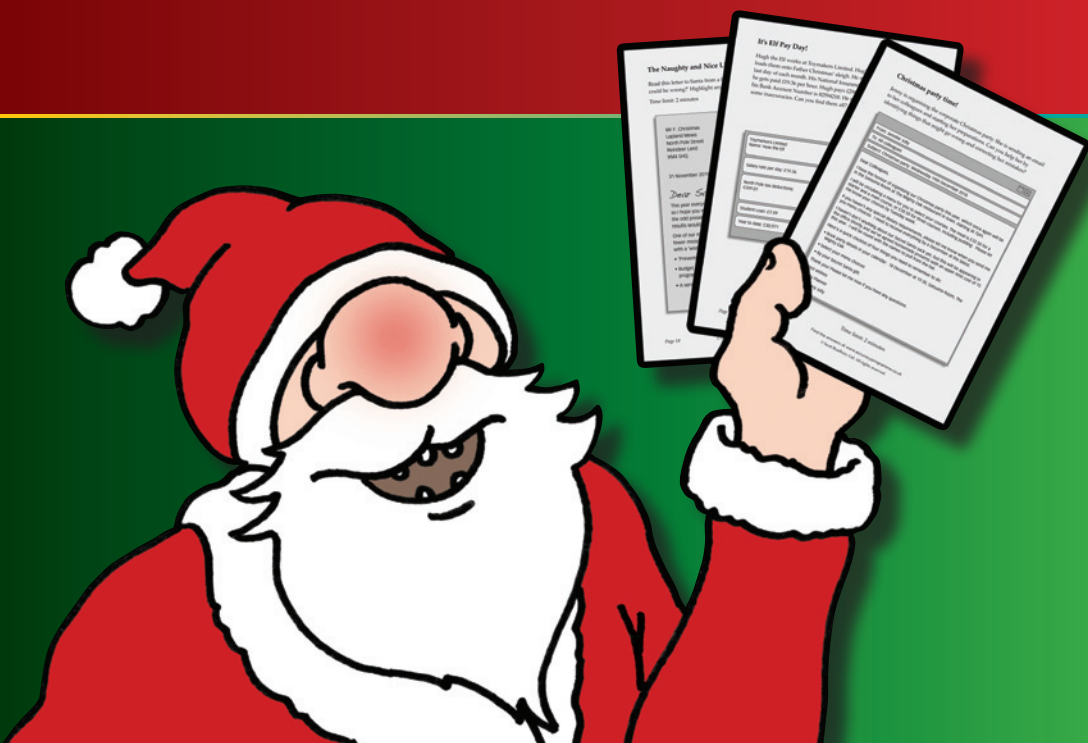




Festive Accuracy Tests



ScottBradbury
Get it right. Do it better.

Answer Key

Festive Accuracy Tests

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How did you do?

There are a total of 220 errors in *Festive Accuracy Tests* (including the Bonus Christmas Test on pages 30-31). How many did you spot?

Not spotting just one mistake in each activity (18 mistakes in total) equates to an 8% error rate. Completing the tests should take no more than 37 minutes. Imagine if your people made 18 mistakes every 37 minutes! That's 198 errors in a seven-hour day. And 990 errors in a five-day week. It's easy to see how it mounts up.

What does it mean?

An error rate of 8% has a big impact. Even an error rate as small as 3% typically wastes 15-20% of an organisation's salary bill, due to the time spent making, finding and fixing mistakes.

No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

To find out more about improving your people's accuracy skills, get in touch with us at accuracy@scottbradbury.co.uk or call us on +44 (0)1638 723594.

Catherine



Catherine de Salvo

Alice



Alice Hubbard

A Christmas Carol

Read this excerpt from *A Christmas Carol* by Charles Dickens. Circle or highlight any errors you spot.

Time limit: 3 minutes

Checking a piece of text written in nineteenth century English is challenging. We have chosen this excerpt because of its links to the festive period. With any piece of written work – an email, a letter, a report or a piece of promotional material – always check with the mindset “there is a mistake here somewhere and I am going to find it”. How many mistakes did you spot?

A Christmas Carol

Original title: *A Christmas Carol. In Prose. Being a Ghost Story of Christmas*

First published: 19 December 1943, in London by Chapman & Hall

An excerpt

“A merry Christmas, uncle! God save you!” cried a cheerful voice. It was the voice of Scrooge’s nephew, who came upon him so quickly that this was the first intimation he had of his approach.

“Bah!” said Scrooge, “Humbug!”

He had so heated himself with rapid walking in the fog and frost, this nephew of Scrooges, that he was all in a glow; his face was ruddy and handsome; his eyes sparkled, and his breath smoked again.

“Christmas a humbug, uncle!” said Scrooge’s nephew. “You don’t mean that, I am sure.”

“I do,” said Scrooge. “Merry Christmas! What right have you to be merry? What reason have you to be merry? You’re poor enough.”

“Come, then,” returned the nephew gaily. “What right have you to be dismal? What reason have you to be morose? You’re rich enough.”

Scrooge having no better answer ready on the spur of the moment, said, "Bah!" again; and followed it up with "Humbug."

"Do be cross, uncle," said the nephew.

"What else can I be" returned the uncle, "when I live in such a world of fools as this? Merry Christmas! Out upon merry Christmas! What's Christmas time to you but a time for paying bills without money; a time for finding yourself a year older, and not an hour richer; a time for balancing your books and having every item in 'em through a round dozen of months presented dead against you? If I could work my will," said Scrooge, indignantly, "every idiot who goes about with 'Merry Christmas,' on his lips, should be boiled with his own pudding, and buried with a stake of holly through his hart. He should!"

"Uncle!" pleaded the nephew.

"Neice!" returned the uncle, sternly, "keep Christmas in your own way, and let me keep it in mine."

"Keep it!" repeated Scrooge's nephew. "But you don't keep it."

"Let me leave it alone, then," said Scrooge. "Much good may it do you! Much good it has ever done you!"

Errors: 8

Bonus point if you spotted the error in the instructions.

The North Pole Warehouse

Father Christmas' team of elves is picking and packing presents. The elves receive a Product Code (Column 1) from Lapland HQ and must locate the correct Item Code (Column 2). If the data in the columns match, put a tick in the centre column. If the data does not match, put a cross in the centre column and circle or highlight the error(s).

Time limit: 1 minute 30 seconds

Product Code		Item Code
TX7918PQ1	X	TX1918PQ 7 not 1
0003914729P	X	00003914729 Extra 0
JAK2K-01-201	✓	JAK2K-01-201
CODE8927138	✓	CODE8927138
HOOPLA791	X	HOPLA791 Missing O
7000002WBX	✓	7000002WBX
OTON2LAMI	X	OTON2LAMLI I not L
70,019,719,20	✓	70,019,719,20
11/9/797/BOX	✓	11/9/797/BOX
20916718345791	X	209167133457 8 not 3
67.1BMTR2	✓	67.1BMTR2
TOYBEAM002	X	TOYBEEM002 A not E
89-612-83-4596	X	89-621-83 Transposition
6101ABTM9J	✓	6101ABTM9J

Errors: 7

Favourite Christmas Films

What mistakes can you find in these Christmas film descriptions?

Circle or highlight any errors you spot. Afterwards, in the box below, match each Christmas film title to its correct description (A, B, C, D or E).

Time limit: 2 minutes

- A** "An angle is sent from Heaven to to help a desperately frustrated buisnessman by showing him what life would have been like if he had never existed"
- B** "An eight-year-old troublemaker must protect his house for a pear of burglars when he is acidentally left behind by his family during Christmas vacation"
- C** "After discovering he is a human, a man raised as an Elf at the Nirth Pole decides to travel to New York City to locate her real father"
- D** "Two woman troubled with guy-problems swap homes in each othe(s) countries, where they each meet a local guy and fall in love"
- E** "An NYPD officer tlys to save his wife and several others taken hostage by German terrorists during a Chrstimas party in Los Angeles"

Home Alone = **B**

The Holiday = **D**

It's a Wonderful Life = **A**

Die Hard = **E**

Elf = **C**

You may have noticed there are no full stops in these descriptions. If you're using a bullet point list, there should always be a full stop after the last point. If in doubt, always ask yourself and double check – don't guess!

Errors: 14 Bonus: 5

Christmas Party Time!

Jenny is organising the corporate Christmas party. She is sending an email to her colleagues and starting her preparations. Can you help her by identifying things that might go wrong and correcting her mistakes?

Time limit: 3 minutes and 30 seconds

From: Jennifer Jolly

To: All colleagues

Subject: Christmas party: Wednesday 19th December 2018

Dear Colleagues,

I have the honour of organising our Christmas party this year, which once again will be in the Satsuma Room at The Mighty Oak restaurant in town, starting at 7pm.

I will be circulating a menu for you to select your courses. The meal is £32.50 for a starter and a main course, or £28.50 for three courses, including pudding. Please let me know your choices by Tuesday week.

If you haven't any special dietary requirements, please let me know when you send me your menu choices. I need to receive everything by 6 December at the latest.

I haven't don't anything about our Secret Santa sack yet, but this will be appearing in the office shortly and we've agreed homemade presents with an upper limit cost of 15 this year. I will be around with the names to pull from the hat.

Here's a quick checklist of four things you need to remember to do:

- Book party details in your calendar: 18 December at 19:30 Satsuma Room, The Mighty Oak
- Select your menu choices
- By your Secret Santa gift.

Thank you! Please let me know if you have any questions.

Best wishes

Party Planner

aka Jenny Jolly

What could go wrong with the email opposite?

Errors:

1. Date in subject line is for last year
 2. Costings for meal courses don't add up – three courses is cheaper than two
 3. Spelling mistake – “you” should be “your”
 4. Spelling mistake – “don't” should be “done”
 5. Does “15” mean 15p or £15?
 6. Spelling mistake – “chicklist” should be “checklist”
 7. Only three things in bullet point list when email says “four”
 8. Confusion over the date – is it 19 or 18 December?
 9. Confusion over the time – is it 7pm or 7:30pm?
 10. Spelling mistake – “by” should be “buy”
 11. Spelling mistake – “now” should be “know”
 12. Spelling mistake – “panty” should be “party”.
-

Other things to think about:

13. Does the “all colleagues” group go to the intended participants? Who is missing? Who is included and shouldn't be?
14. There are inconsistencies in the format of dates. The date in the subject line contains the suffix “-th” after the number 19, whereas there are no suffixes in the body of the email
15. The phrase “Tuesday week” is not an error, but it is unclear. May be clearer to provide an exact, specific date for participants to avoid any confusion.

Errors and areas of confusion: 15

Famous Presents

Father Christmas' team of elves is writing labels for presents. Their heavy workload means they're starting to lose concentration and mistakes are creeping into their work. What differences can you find between each Delivery Address and each Label Address? Circle or highlight any errors you spot.

Time limit: 1 minute 30 seconds

Coffin for Count Dracula

Delivery Address:

666 Bran Castle
Moşiu 24 507025
Transylvania

Label Address:

666 Brand Castle
Moşiu 24 507005
Pennsylvania

iPhone for Isaac Newton

Delivery Address:

Trinity College
Gravity Lane
Discovery House
Cambridge CB1 8ZW

Label Address:

Trinity College
Gravity Lane
Discovery House
Cambridge CB1 8ZW

Candlesticks for Florence Nightingale

Delivery Address:

St Thomas' Hospital
Westminster Bridge Road
Lambeth
London SE1 7EH

Label Address:

St Thomas' Hospital
Westminster Bridge Road
Lambeth
London SE1 1EH

Eyelinier for Cleopatra

Delivery Address:

Grand Palace
Alexandria 391-209-8
Egypt

Label Address:

Grand Palace
Alexnadria 391-509-3
Eygpt

Errors: 13

Christmas Lunch Menu

This Christmas lunch menu is just about to go off to the printer. Can you spot and correct the errors to avoid the expense of having to reprint it?

Time limit: 2 minutes and 30 seconds



CHRISTMAS PARTY MENU

STATERS

Chicken liver parfait, spiced chutney, toasted milk bread
Gin cured salmon, mint yoghurt, cucumber and lime salsa **V**
Fig and brie tart, pickled walnut and red onion salad
Crayfish salad, sweet chilli and coriander, citrus garnish
Roasted parsnip and cumin soup **Vgn**

MAINS

Roast turkey, pigs in blankets, sage and chestnut stuffing, seasonal vegetables, roast potatoes
Pheasant, apricot stuffing, wild mushroom ragout
Cod, sweetcorn rice cake, kale and Jerusalem artichoke
Braised ox cheek, smoked garlic mash, charred carrot, onion jus
Parsley risotto, salt baked roots **V**

DESSERTS

'Lilly Puds' Christmas pudding, brandy ice cream **V**
Apple tarte tatin, mascarpone ice cream **V**
Chocolate and cherry vanilla rice pudding, nutmeg ice cream **V**
British and local cheeses, cellery, crackers, chutney

PETIT FOURS

Mini mince pies

SUNDAY - THURSDAY 3 COURSES £30
FRIDAY - SATURDAY 3 COURSES £32

V = Vegetarian Vgn = Vegan

Note: The missing "V" after the last dessert "British and local cheeses" is not an error because not all cheeses are vegetarian. In a real life situation, we recommend questioning anything that looks wrong and verifying that information.

Errors: 9

It's Elf Pay Day!

Hugh the Elf works at Toymakers Limited. Hugh wraps the presents and loads them onto Father Christmas' sleigh. He receives his payslip on the last day of each month. His National Insurance Number is LP829436P, he gets paid £19.36 per hour and his tax code is E1F5. Hugh pays £296.01 in North Pole taxes and £7.09 goes to his Elf Loan Repayment. His bank account number is 82549210, he works 37.5 hours per week and his sort code is 11-04-46. He receives his payslip but notices some inaccuracies. Can you find them all? Circle or highlight any errors you spot.

Time limit: 2 minutes

Toymakers Limited Name: Huw the Elf		Date: 31/11/19
Salary rate per day: £19.36	Hours per week: 37.5	
North Pole tax deductions: £269.01	Bank account details: 11-04-64 82549210	
Elf loan repayment: £7.09	National Insurance Number: LP829436B	
Tax code: E1F2		

Errors: 8

Christmas To-Do List

Using the words from the box below, write in the missing words from the Christmas to-do list. Each word should be used only once. Watch out! There are some words that are not used at all.

Time limit: 1 minute 30 seconds

- 1. Give the children their advent calendars by 30 November.
- 2. How many Christmas presents do I need to buy this year, and for whom?
- 3. Prepare a dozen mince pies and the Christmas pudding by 1 December.
- 4. Respond to the New Year Christmas party invitation and advise how many of us are going.
- 5. Attend final choir practice and distribute posters for carol concert.
- 6. Erect the Christmas tree, checking it's secure and decorate its branches with lights and baubles.
- 7. Wrap family presents and put them under the tree.

it's	practise	presence	they're	your	advice
New	cracker	pudding	practice	advise	their
you're	presents	stocking	its	Christmas	joy

Maximum score: 9

The Naughty and Nice List

Angie the Elf is creating this year's Naughty and Nice list for her manager, Father Christmas. She has been given a List (Left Column) and has copied the names into Father Christmas' book (Right Column). Before she hands in the work, she checks each name has been correctly copied. If the name is the same, put a tick in the 'S' box. If the name is different, put a tick in the 'D' box and circle or highlight the error(s).

Time limit: 60 seconds

List	S	D	Book
Amanda Gracie			Amanda Gracie
Alice Donaldson			Alison Donaldson ce not son
Jacob Mikkelson			Jacob Mikkalsen e not a
Isaac Jones			Isaac Jones
Lucia DiCampo			Lucia DiCampo
Maria Augusta			Marie-Auguste a not e
Wei Lu			Wei Lu
Jimmy Foxton			Jim Foxton Missing my
Gabriel Ladoux			Gabrielle Ladoux Extra le
Alexander Roberts			Alexander Robert Missing s
Anne Smith			Ann Smith Missing e
Catherine Jones			Caroline Jones atherin not arolin
Hiroshi Ono			Hiroshi Ono
Francesco Renna			Francesca Renna o not a
James Montague			James Montague

Errors: 9

The Present Factory

As the Elf in charge of manufacturing, you keep a record of each year's present building specifications. The previous year's instructions were spot on so everything was perfect and no complaints were received. This year's specifications contain mistakes. Circle or highlight any errors you spot in the right-hand column and write your corrections in the margin.

Time limit: 2 minutes

Previous year	This year	Corrections
Basketball hoop Colour: Black with gold trim Powder-coated steel and high density polyethylene Product dimensions: 82.4 x 81.3 x 19.7 cm 12.6 kg Age range: 6-10 years	Basketball hoop Colour: Black with old trim Powder-coated steel and low density polyethylene Product dimensions: 82.4 x 81.8 x 19.7 cm 12.6 kg Age range: 6-10 years	'gold' 'high' 'density' 'polyethylene' '81.3'
Monopoly Boardgame Includes: 8 tokens, 28 title deed cards, 16 chance cards, 16 community chest cards, 32 houses, 12 hotels, 2 dice Shipping weight: 871g	Monopoly Boardgame Includes: 16 community chest cards, 28 title deed cards, 32 houses, 2 dice, 8 tokens, 16 chance cards Shopping weight: 871kg	Jumbled order 'deed' Missing 12 hotels 'Shipping' 'g'
Mini Cooper 1.6 Manual - Petrol Black trim, sports seats Model number 137 Reg plate: MM20 NKP Hatchback, Insurance Group 30E Top speed: 142mph	Mini Copper 1.4 Manual - Petrol Black trim sports seats Model number 137 Reg plate: MM20 NKP Hatchback, Insurance Group 30E Top speed: 142mph	'Cooper' '1.6' 'trim' 'Model' 'Insurance'

Errors: 15

Letter to Santa

Read this letter to Santa from a busy manager and ask yourself, 'What could be wrong?' Circle or highlight any errors you spot, and write your corrections in the margin.

Time limit: 2 minutes

Mr F. Christmas
Lapland Mews
North Pole Street
Reindeer Land
XM4 5HQ

31 November 2091

Dear Santa

This year everyone has been working hard to achieve our objectives, so I hope you will be able to deliver joy and happiness along with the odd present to reward our efforts. Some excellent end of year results would go amiss either!

One of our main goals for 2020 is to work more efficiently by making fewer mistakes. I've been talking with my team and we've come up with a 'wish list' to share with you:

- 'Preventing Mistakes at Work' book by Hugh Murray
- Budget for everyone to attend Scott Bradbury's accuracy training programmes
- A series of fun monthly accuracy tests to keep people on their toes

1 of 2

Inconsistency between 'Santa' and 'F. Christmas'

- New online videos on topics like:
 - o Concentration Skills for Busy People
 - o Preventing Mistakes in your Emails
 - o Taking Accurate Telephone Messages.

I know this is a hectic time for you, but you know how important it is to pay attention to detail and get things right, especially when it's busy!

Sending you our very best wishes for a merry Christmas and a happy New Year.

Yours sincerely

Holly

Holly Prickles

Operations Manager
Working Efficiently Ltd.

2 of 2

Errors: 7

Elf-mail

Esther the Elf is sending a Christmas email to new colleagues. She must check their addresses to ensure her email is delivered. Compare Column 1 and Column 2. If the address is the same, put a tick in the centre column. If the address is different, put a cross in the centre column and circle or highlight any error(s) you spot.

Time limit: 2 minutes

Column 1		Column 2
buddy@marketing.elf	✓	buddy@marketing.elf
Nick.Frost@naughtylistconsulting.elf	✗	NickFrost@naughtylistconsulting.elf Missing . u not e
noel.evergreen@wrappers.com	✗	noel.evergreen@wrappers.co.uk Missing p
Ginger.Bread@mrsclausbakery.com	✗	Ginger.Bread@mrsclausbakery.com Missing s
james.jones@reindeerkeepers.elf	✗	james.jones@reindeerkeepers.elf Missing s Missing e
mike.mcjingles@sleighrides.lp	✓	mike.mcjingles@sleighrides.lp
manufacturing@lapland.np	✓	manufacturing@lapland.np
sugarplumfairy@elfschool.ac.np	✓	sugarplumfairy@elfschool.ac.np
orderteam@northpolepresents.co.uk	✗	orderteam@northpolepresents.co.uk Missing r
vince.pies@northpolekitchen.lp	✓	vince.pies@northpolekitchen.lp
hollyandivy@carolsingers.com	✓	hollyandivy@carolsingers.com
chris.tingle@merryandbright.com	✗	chris.tignle@merryandbright.com Transposition e not a
rudolph@thereindeer.lp	✗	rudolph@thereigndeer.lp Extra g

Errors: 10

Christmas Song

This famous Christmas song has been recorded by many artists over the years since it was written in 1962 by Noël Regney and Gloria Shayne Baker. How many errors can you spot and what are they?

Time limit: 2 minutes

Do you here what I here?

Said the night wind to the little lamb

Do you see what I see?

Way up in the sky little sheep

Do you sea what I see?

A star, a star

Dancing in the night

With a tail as big as a kite

With no tail as big as kite

Said the little lamb to the shepherd boy

Do you hear what I hear?

Ringing through the sky shepherd boy

Do you hear what I hear?

A song, a song

High above the trees

With a voice as big at the sea

With a voice as big as the sea

Said the shepherd boy to the mighty king

Do you know what I know?

In your palace wall mighty king

Do you now what I know?

A child, a child

Shiver's in the cold

Let us bring him sliver and gold

Let us bring him sliver and gold

Said the king to the people everywhere

Listen to what I say

Pray for piece people everywhere

Listen to what I say

The child, the child

Sleeping in the night

He will bring us goodness and light

He will bring as goodness and light

He will bring us goodness and light.

Note: If you are not familiar with this Christmas song then you may have found this test challenging. But the clues are all in the text!

Errors: 14

Father Christmas' Delivery Schedule

Father Christmas will deliver his presents on 25 December and to stay on track, uses a delivery schedule. He will deliver the presents in the order below, from East to West. He copies the details from the Office Calendar (left-hand column) into his Diary (right-hand column). Circle or highlight any errors you spot in his Diary.

Time limit: 1 minute 30 seconds

Office Calendar	Diary
Miss Mia Dyer 65A Etwell Street East Victoria Park WA 6101 Perth, Australia 00:15am on 25 th December	Miss Mia Dier 65 Etwell Street East Victoria Park WA 6101 Perth, Austarlia 00:15am on 25 nd December
Ingrid Schreiber Panoramastraße 1A 01078 Berlin Germany 03:15am on 25 th December	Ingrid Schrieber Panoramastraße 1A 01073 Berlin Germany 08:15am on 25 th December
Harry Jones 22 Buntings Path Oxford OX1 7BV United Kingdom 04.05am on 25 th December	Harry Jones 2 Buntings Path Oxford OXL 7BV United Kingdoo 04.05am on 26 th December
Scott Wilson 4387 Appleby Lane Knoxville TN 89214 United States of America 05:15 on 25 th December	Scot Wilson 4387 Appleby Lane Knoxville NT 89214 United State of America 05:15 on 25 th December

Errors: 16

**What do you notice about this Christmas
pantomime poster?** Time limit: 60 seconds

Accurate Productions presents

Should be an apple!

Reflection not correct. Leaf on wrong side.

Show White and the Eleven Dwarfs

Mirror mirror on the wall, who is the fairest panto of all?

28 November 2019 – 11 January 2019

Fordham Arts Theatre

Call or go online now to book tickets!
Box Office: 01563 667333 or
accurateproductions.com/bookings

Errors: 6

Favourite Christmas Stories

What mistakes can you find in the Christmas story descriptions below?
Circle or highlight any errors you spot.

Time limit: 2 minutes

"With a heart two sizes too small, the Grinch is the meanest creature you'll ever meet. He hates Christmas and the whole festive season. But when he hatches a dastardly plot to steal Christmas, he's in for a big surprise! The hilarious rhymes teach readers the true meaning of Christmas" – How the Grinch Stole Christmas! by Dr. Seuss

"Late on Christmas Eve, after the town has gone to sleep, a boy boards a mysterious train that waits for him: the Polar Express bound for the North Pole. When he arrives there, Santa offers her any gift he desires. The boy modestly asks for one bell from the reindeer's harness. It turns out to be a very special gift, for only believers in Santa can hear it ring" – The Polar Express by Chris Van Allsburg

"For a little girl named Susan, Christmas could be any other day. She doesn't believe in Santa Claus or magic or miracles of any kind. Then one day she meets Kriss Kringle. As she doubtfully tells him the gifts she must wishes for, deep down Susan finds herself hoping that just maybe, he is the real thing" – Miracle on 34th Street by Valentine Davies

"It's 27 December and Sherlock Holmes has a new mystery to solve. When is the unlucky owner of the shabby hat and festive goose dropped on Tottenham Court Road on Christmas morning - and just how much do they now about the priceless gem hidden inside the latter? In this classic Christmas tale, Holmes and Watson take us on a riotous ride through London in search of the answer to a most singular and whimsical problem" – Sherlock Holmes and the Adventure of the Blue Carbuncle by Arthur Conan Doyle

You may have noticed there are no full stops in these descriptions. If you're using a bullet point list, there should always be a full stop after the last point. If in doubt, always ask yourself and double check – don't guess!

Errors: 27

Christmas Wish Lists

The Elf Sales Team is processing children's letters from around the world. The team generates an Order Code (centre column) for each child. It's your job to help the Elf Packing Team locate the matching Product Code (right-hand column). If the code is the same, put a tick next to it. If the code is different, circle or highlight the error(s) and put a cross next to it. Remember, there may be more than one correct match!

Time limit: 2 minutes 30 seconds

Letter from	Order Code	Product Code
Carli in Edinburgh for a bike	2001496829B	2001498629B 20001496829E 20014968229B 2001496829 2001496829B ✓
Holly in Melbourne for a chess set	8BT-1Z1-2B2	88T-1Z1-2B2 8BT-1Z1-2B2 ✓ 8BT-1Z1-2B2 ✓ 8B-1Z1-2B2 8BT-1Z1-2B2
Emil in Paris for rollerskates	A.W7.146923	A.W7.146923 ✓ A.W1.146923 A.W7.149623 AW7.146923 A.W7.146928
Mo in Worcester for a basketball hoop	222JKAC7912	22JKAC7912 222JKAC1912 222JKAC7921 222JCAC7912 222JKAC7912 ✓

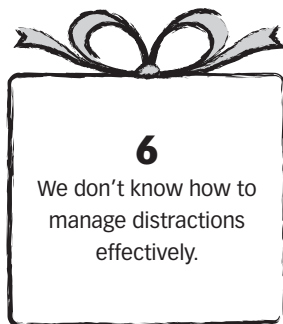
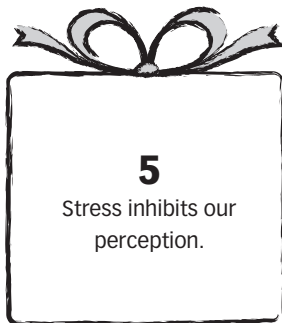
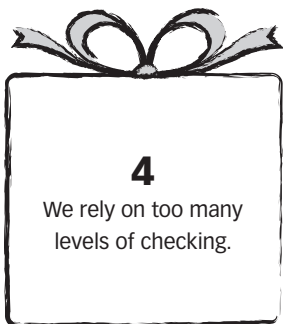
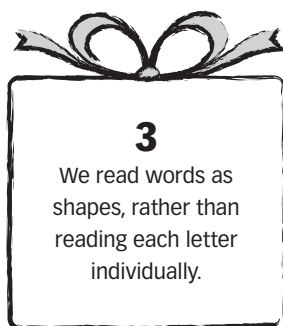
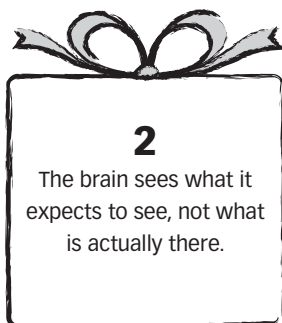
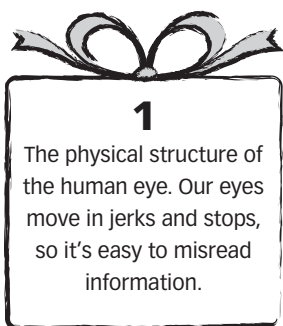
Errors: 15

How did you do? And what does it mean?

When you check your answers, you'll probably find that you've made a few mistakes. What does that mean? It means that you're human! It doesn't mean that you're inaccurate or can't concentrate. But it does mean you can improve your skills.

Why do we make mistakes?

People don't make mistakes deliberately, so telling them not to doesn't work. It's as helpful as telling people not to get a cold! Sound advice, but useless. People work in good faith intending to be accurate, so what is causing the mistakes?



We can overcome the natural barriers to accuracy by:

1. Raising our level of 'present-mindedness'

Being aware of the consequences of error and taking conscious steps to mitigate the risk improves accuracy

2. Not relying on systems and software to eliminate mistakes

Doing so is likely to squeeze intelligence, valuable human judgement and critical thinking out of the process

3. Learn and apply practical accuracy techniques

Accuracy is a skill and can be developed

4. Attend Scott Bradbury's training programmes!

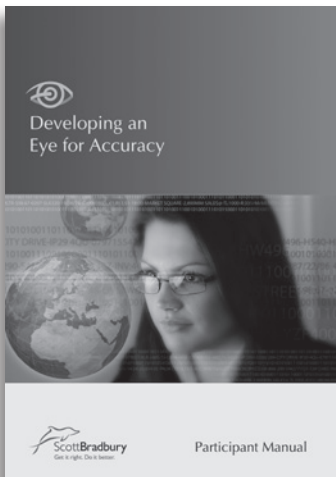
In-house and open accuracy workshops available for data processing and written work.



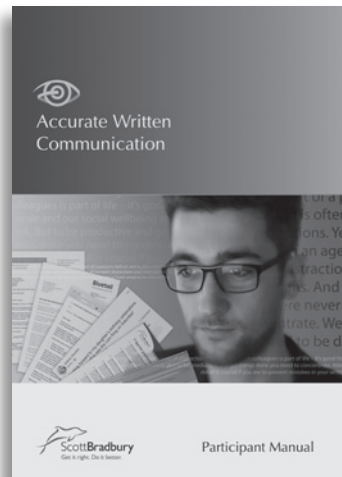
Which workshop is best for you?

Telling your people to be more accurate doesn't work. Measurable and participative training really does!

Our interactive in-house programmes equip your people with the skills they need to get it right first time, every time.



If you have people working with data and information, you'll love ***Developing an Eye for Accuracy***



If you have people working with documents and emails, you'll love ***Accurate Written Communication***

Our practical workshops measurably improve data and written accuracy by 50%. What other training programmes do you run which provide measurable results and a clear business benefit?

To enquire or book please email accuracy@scottbradbury.co.uk
or call +44 (0)1638 723590

How to order more Festive Accuracy Tests



If you love these fun Festive Accuracy Tests, your people will too!

They're the perfect way to promote the importance of attention to detail and accuracy. These tests provide engaging learning at its best.

Available in packs of 20 booklets
£195 + shipping and VAT

To order more Festive Accuracy Tests
Call: +44 (0)1638 723590
Email: accuracy@scottbradbury.co.uk

Bonus Christmas Test

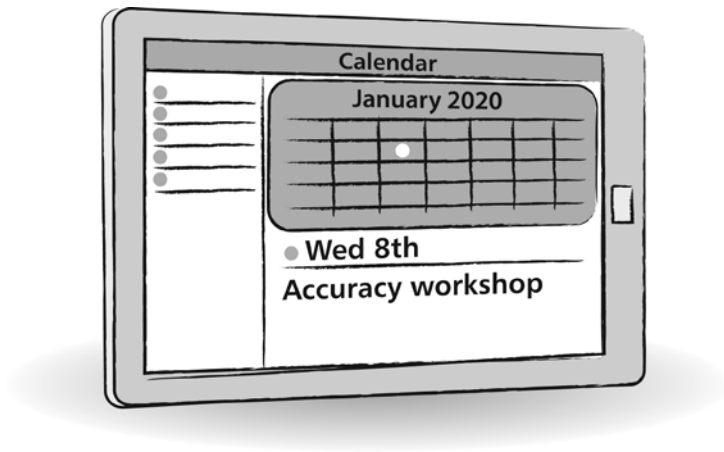
Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' box. If the items are different, put a tick in the 'D' box and circle or highlight the error(s).

Time limit: 3 minutes

December 25 th	S	<input checked="" type="checkbox"/>	25 th December	Transposition
Christmas stocking	S	<input checked="" type="checkbox"/>	Christmass stocking	Extra s
Away in a manger	S	<input checked="" type="checkbox"/>	Away in a managerr	Extra a
Christmas grotto	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Christmas grotto	
Tinsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tinsel	
Holly Reith	S	<input checked="" type="checkbox"/>	Holly Reath	i not a
Mr Jack Froste	S	<input checked="" type="checkbox"/>	Mr Jack Frost	Missing e
Father Christmas	S	<input checked="" type="checkbox"/>	Father Chriss	Extra r
The holly and the ivy	S	<input checked="" type="checkbox"/>	The holy and the	Missing l
Season's greetings	S	<input checked="" type="checkbox"/>	Seasons greeting	Missing '
Mr Kevin Leith	S	<input checked="" type="checkbox"/>	Mr Keith Leith	Kevin not Keith
£55.65	S	<input checked="" type="checkbox"/>	£55.56	Transposition

Nativity play	✓ S	D	Nativity play	
Carol singers	S	✓ D	Carol signers	Transposition
Advent calendar	S	✓ D	Advent calender	a not e
Wrapping paper	✓ S	D	Wrapping paper	
Ref: SS1556	S	✓ D	Ref: S51556	S not 5
Skiing holiday	S	✓ D	Skiing holiday	Extra i
Reindeer	✓ S	D	Reindeer	
Santa's sleigh	✓ S	D	Santa's sleigh	
Traffic congestion	S	✓ D	Traffic congeon	Missing f
Snowman	S	✓ D	Shnowman	n not h
£10,080.80	S	✓ D	£10,080.08	Transposition
Christmas cracker	S	✓ D	Chrimas cracker	Missing t
Baubles	✓ S	D	Baubles	

Errors: 18



**Make no mistake: Accuracy matters.
It's not just for Christmas!**