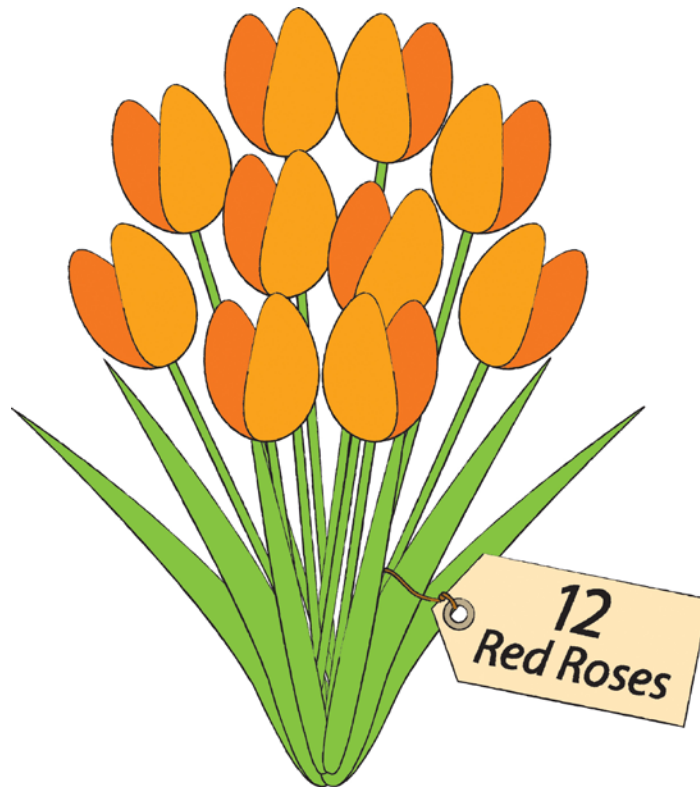


# Accurate Written Communication



JUNE

Pick of the bunch?

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

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

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

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

(Time limit: 3 minutes)

Score:     / 25

## Accurate Written Communication JUNE

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
Trooping the Colour marks the Queens birthday.	
Are there a pattern to your errors?	
Cost of annual subscription: £140.	
June is a fabulous month for a wedding.	
Dame June Rosemary Whitfield, English TV accdress.	
Summer Solstice – Saturday 20 June.	
Summer months are June, July and August.	
World Environment Day is Friday 5 June.	
Create a mistake-resistant environment.	
Traning and Development Manager.	
A dry and sunny time of the year.	
Apply accuracy checking skills consciously.	
16m of rain expected across the month.	
Do you know weather this is correct?	
29 June: The Feast of Saints Peter and Paul.	
'June in January' a song by Dean Martin.	
June Lloyd, Baroness Lloyd of Highbury.	
Self-scepticism means assuming a questioning attitude.	
Maraget Hopkins, Business Support Manger.	
Subscription ends 30 June 2020.	
Attention to detail is important.	
Limited availibility, so book now!	
Pick you own strawberry season in full swing.	
It's important not to make mistakes.	
End of Quarter Two - 31 June.	

# 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

[www.accuracyprogramme.co.uk](http://www.accuracyprogramme.co.uk)  
+44 (0)1638 723590  
[accuracy@scottbradbury.co.uk](mailto:accuracy@scottbradbury.co.uk)

**Alice Hubbard**

Senior Account Manager, Scott Bradbury Limited.



**ScottBradbury**

Get it right. Do it better.

LEFT COLUMN	RIGHT COLUMN
Trooping the Colour marks the Queen's birthday.	Queen's
Are there a pattern to your errors?	Is
Cost of annual subscription: £140.	
June is a fabulous month for a wedding.	
Dame June Rosemary Whitfield, English TV actress.	actress
Summer Solstice – Saturday 20 June.	
Summer months are June, July and August.	
World Environment Day is Friday 5 June.	
Create a mistake-resistant environment.	
Training and Development Manager.	Training
A dry and sunny time of the year.	
Apply accuracy checking skills consciously.	
16mm of rain expected across the month.	mm
Do you know whether this is correct?	whether
29 June: The Feast of Saints Peter and Paul.	
'June in January' a song by Dean Martin.	
June Lloyd, Baroness Lloyd of Highbury.	
Self-scepticism means assuming a questioning attitude.	
Margaret Hopkins, Business Support Manager.	Margaret / Manager
Subscription ends 30 June 2020.	
Attention to detail is important.	
Limited availability, so book now!	availability
Pick your own strawberry season in full swing.	your
It's important not to make mistakes.	
End of Quarter Two - 31 June.	30