

Accurate Written Communication



Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication **JANUARY**

Please check the paired pieces of information in the two columns below. Based on the information provided in Column 1, if the information in Column 2 looks correct to you, put a tick in the 'C' box. If you spot anything that is wrong in Column 2, put a tick in the 'W' box. Remember to time yourself.

Date of New Year's Eve Party	C	W	1 January 2021
Income tax payment due	C	W	31 January 2021
Burns Night 2021	C	W	Saturday 25 January
New Year's Resolution	C	W	Work more accurately
Greeting in early January	C	W	Happy New Year!
January offer expiry date	C	W	15 January 2021
January – March 2021	C	W	Quarter 1 2021
Snow, wind and rain	C	W	Bad wintry weather
January sales target (£)	C	W	£520,000
Accounts email address	C	W	acccounts@scottbradbury.co.uk
Accuracy training workshop	C	W	Developing an Eye for Accuracy
Gift return rate, as a ratio	C	W	1:23
Course delivery dates	C	W	22 & 22 January 2021
Two things you don't like about January	C	W	Short days, cold weather and 'winter blues'
Norwich area postcode	C	W	NR18 1PD
Return to sender	C	W	Not know at this address
Payment terms	C	W	30 days
Customer name	C	W	Mr Jack Frost
Weather forecast	C	W	Cloudy, light rain, 5°C
Three things you like about January	C	W	New beginings, skiing holidays and cosy evenings
New job vacancies	C	W	Permanet full-time positions
Email address: damian.perry@scorewell.com	C	W	Dear Damien
Last day of the first month of the year	C	W	30 January
Customer survey results	C	W	Customer satisfaction rating: 97.4%
Ice rink opening hours	C	W	08:30 – 18:00 daily, accept Mondays 10:00 – 16:00

Save as a PDF before reviewing the answers
(or you will lose your responses)

[Check your answers here](#)