

Developing an Eye for Accuracy



Don't let the hidden cost of error break your heart

February

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy *February*

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.

Mr Jonathan Love	S	D	Mr Jonathon Love
Valentine's card	S	D	Valentine's card
Heartfelt	S	D	Heartfelt
24 Sweetheart Lane	S	D	24 Sweatheart Lane
sally.dear@osbourne.co.uk	S	D	sally.dear@osborne.co.uk
20-29-63	S	D	20-29-68
34 Romance Drive	S	D	43 Romance Drive
Cupid's arrow	S	D	Cupids arrow
£666.96	S	D	£666.69
Mr Godfrey Valentine	S	D	Ms Godfrey Valentine
14 th February 2013	S	D	14 th February 2013
Geoffrey Chaucer	S	D	Geoffrey Chaucer
Ref: JB0008967	S	D	Ref: JB0009867
Joe Hart-Smith	S	D	Jo Hart-Smith
Couple number 38	S	D	Couple number 38
Lucky ticket 67883	S	D	Lucky ticket 67883
Chocolate loveheart	S	D	Chocolate lovehaert
14/02/2015	S	D	14/20/2015
Mr Alistair Darling	S	D	Mr Alastair Darling
Prior engagement	S	D	Prior engagement
GM loves MG	S	D	GM loves NG
AJK88TT5S	S	D	AJK88TT5S
£377,778.17	S	D	£377,788.17
My heart's desire	S	D	My heat's desire
david.lovegrove@jbr.org.uk	S	D	david.lovegrove@jbr.org.uk

Developing an Eye for Accuracy *February*

Mr Jonathan Love	S	✓	Mr Jonathon Love	a not o
Valentine's card	✓	D	Valentine's card	
Heartfelt	✓	D	Heartfelt	
24 Sweetheart Lane	S	✓	24 Swea th heart Lane	e not a
sally.dear@osbourne.co.uk	S	✓	sally.dear@osborne.co.uk	Missing u
20-29-63	S	✓	20-29-68	3 not 8
34 Romance Drive	S	✓	43 Romance Drive	Transposition
Cupid's arrow	S	✓	Cupids arrow	Missing '
£666.96	S	✓	£666.69	Transposition
Mr Godfrey Valentine	S	✓	Ms Godfrey Valentine	r not s
14 th February 2013	✓	D	14 th February 2013	
Geoffrey Chaucer	✓	D	Geoffrey Chaucer	
Ref: JB0008967	S	✓	Ref: JB0009867	Transposition
Joe Hart-Smith	S	✓	Jo Hart Smith	Missing e
Couple number 38	✓	D	Couple number 38	
Lucky ticket 67883	✓	D	Lucky ticket 67883	
Chocolate loveheart	S	✓	Chocolate lovehaert	Transposition
14/02/2015	S	✓	14/20/2015	Transposition
Mr Alistair Darling	S	✓	Mr Alastair Darling	i not a
Prior engagement	✓	D	Prior engagement	
GM loves MG	S	✓	GM loves NG	M not N
AJK88TT5S	✓	D	AJK88TT5S	
£377,778.17	S	✓	£377,788.17	7 not 8
My heart's desire	S	✓	My heat's desire	Missing r
david.lovegrove@jbr.org.uk	✓	D	david.lovegrove@jbr.org.uk	

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

+44 (0)1638 723590

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

