

Accurate Written Communication



ERRORS

July

Accuracy blooms when you weed out the errors.

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication *July*

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.

| | | | |
|---------------------------------------|----------|----------|--|
| Competition time | C | W | Who has the tallest sunflower? |
| The 'ABC' guide to writing emails | C | W | Accurate, Brief, Clear |
| Flowering in July | C | W | Delphinium, Lilies and Dahlias |
| Trading hours | C | W | 8am – 8pm, exempt Sunday |
| Available on market stalls | C | W | Apricots, blackberries and blueberries |
| Norwich postcode | C | W | NR3 1RB |
| The school holidays start | C | W | First day of term 21 July |
| Mobile phones in the training room | C | W | Switched of or on silent |
| Email Ali Summers at Summer Festivals | C | W | ali.summers@summerfestival.com |
| Full engagement in a task | C | W | 100% focused |
| £300,000 | C | W | Quarter three sales target |
| Contents of a picnic hamper | C | W | Quiche, scotch eggs and sausage rolls |
| United Nations World Population Day | C | W | Demographic trends highlighted |
| Average July temperature | C | W | A high of 70°C and a low of 53°C |
| Arabian proverb | C | W | Sunshine all the time makes a dessert |
| UK telephone number | C | W | 01638 723590 |
| 4 th July | C | W | Independence Day in United States |
| The perils of email | C | W | It's tempting to try to say too much |
| Grilled summer vegetables | C | W | Tomatos, asparagus, squash and peppers |
| Average rainfall in July | C | W | 2.5mm |
| Test to take before the course | C | W | Post-course assessment |
| July activities | C | W | Picnics, BBQs and eating ice cream |
| Sunshine | C | W | Nickname for a smiling and upbeat person |
| Tuesday 30 July | C | W | International Friendship Day 2024 |
| Good sentence construction | C | W | Clear, concise and correct |

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

[Check your answers here](#)

