

Developing an Eye for Accuracy



It's cool to be accurate!

Summer

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy **Summer**

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.

Justin Sommers	S	D	Justine Sommers
Summer Holiday	S	D	Summer Holliday
Sunlit Drive	S	D	Sunlight Drive
Sun tan lotion	S	D	Sun tan lotion
Susan Halliday	S	D	Susan Holliday
No vacancies	S	D	No vaccancies
03/08/18	S	D	08/08/18
Barker & McKenzie	S	D	Baker & McKenzie
Philip Beach	S	D	Phillip Beach
07719158819	S	D	07791158819
84 Sun Lane	S	D	84 Son Lane
Voucher AB559	S	D	Voucher AB559
£17.80 day return	S	D	£17.30 day return
£28,000	S	D	£2,800
Offer ends 31 st August	S	D	Offer ends 31 August
Flight number EZY0474	S	D	Flight number ESY0474
Passport number: 778912348	S	D	Passport number: 779812348
Booking ref: ABDA781Y	S	D	Booking ref: ADDA781Y
Weight limit: 15kg	S	D	Weight limit: 18kg
Guest name: Mrs Josephine Butler	S	D	Guest name: Mrs Josephine Butler
4 th July 2017	S	D	4 th July 2017
Booking fee: £10	S	D	Booking fee: £100
Miss Claire Bernard	S	D	Miss Claire Barnard
780,00	S	D	788,00
Visitors' book	S	D	Visitors' book

Developing an Eye for Accuracy **Summer**

Justin Sommers	S	✓	Justine Sommers	Extra e
Summer Holiday	S	✓	Summer Holliday	Extra l
Sunlit Drive	S	✓	Sunlight Drive	Extra gh
Sun tan lotion	✓	D	Sun tan lotion	
Susan Halliday	S	✓	Susan Holliday	a not o
No vacancies	S	✓	No vacanciees	Extra c
03/08/18	S	✓	08/08/18	3 not 8
Barker & McKenzie	S	✓	Baker & McKenzie	Missing r
Philip Beach	S	✓	Phillip Beach	Extra l
07719158819	S	✓	07791458819	Transposition
84 Sun Lane	S	✓	84 Son Lane	u not o
Voucher AB559	✓	D	Voucher AB559	
£17.80 day return	S	D	£17.36 day return	8 not 3
£28,000	S	✓	£2,800	Transposition & Missing 0
Offer ends 31 st August	S	D	Offer ends 31 st August	Missing st
Flight number EZY0474	S	✓	Flight number ESY0474	z not s
Passport number: 778912348	S	✓	Passport number: 779812348	Transposition
Booking ref: ABDA781Y	S	✓	Booking ref: ADBA781Y	B not D
Weight limit: 15kg	S	✓	Weight limit: 18kg	5 not 8
Guest name: Mrs Josephine Butler	✓	D	Guest name: Mrs Josephine Butler	
4 th July 2017	✓	D	4 th July 2017	
Booking fee: £10	S	✓	Booking fee: £100	Extra 0
Miss Claire Bernard	S	✓	Miss Claire Barnard	e not a
780,00	S	✓	788,00	0 not 8
Visitors' book	✓	D	Visitors' book	

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

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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

