

Spot the errors

The words below show how easy it is not to notice mistakes because of the way we look at the overall shape of words, rather than every letter. Read the message below and highlight any errors you spot.

Time allowed: 2 minutes

Subject: Why is accuracy important

Dear Colleague

Thank you for taking a moment to reflect on the impotence of accuracy. We just assume people get things right and are annoyed when they get things wrong. Do people ever get you're name wrong, or have you ever had a delivery sent to the incorrect address? Annoying, isn't it? At work, do your people sometimes capture the wrong information or not check data correctly? Have you ever forgotten to do something because you where distracted and then lost your train of though?

A mistake might take only a few second to make, or we might simply forget to do something, but the consequences of that error or oversight can be far-reaching and damaging. From out work in the field of accuracy skills training, we know that people make a mistake in one of every three pieces of data they handle – that 3% error rate costs the equivalent of around 20% of your salary bill! You are literally paying people to make, find and correct mistakes. So not making mistakes in the first place dramatically improves productivity and efficiency. The cost of error is enormous, and it's been proven time and time again how it pays to develop people's accuracy skills. This is a training programme with clearly measurable results!

If we understand the causes of error we can take steps to mitigate them. And if we know how to be 'present-minded' and how to be alert to the possibility fo error, we can avoid making mistakes in the firstplace.

There are myriad reasons why all human being make mistakes. We can all learn practical techniques and develop accuracy mindsets to enable us to get things right first time, every time.

At Scott Bradbury we show you how accuracy training works – and how it relates to the work your people do.

For free information, accuracy tests and useful insights, please follow us no Twitter and LinkedIn and visit our webstie.

How many errors did you find? _____

Spot the errors

There are 13 errors in the text. Did you find them all?

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