

Developing an Eye for Accuracy



Do people get your name wrong?

NAMES

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 28

Developing an Eye for Accuracy **NAMES**

Compare each item in Column 1 to its counterpart in Column 2. Sometimes you will see a copy of the name and sometimes you will see a salutation. If the name is correct, put a tick in the 'C' box. If the name is wrong, put a tick in the 'W' column and circle all the errors you spot in Column 2. Time yourself. Please write how long it takes you to complete this exercise on the front of this paper.

Rosemary Fletcher	C	W	Dear Rosemary
Mr Hugh David	C	W	Dear David
Tom Tilby	C	W	Tim Tibley
Joanne Shannon	C	W	Joanne Shanon
David Graham	C	W	Dear Graham
Lewis Hamilton	C	W	Dear Mr Hamilton
J Subramanian	C	W	J Subramanian
Chris Corbin	C	W	Dear Mr Corbyn
Michael Stephenson	C	W	Michael Stephenson
Catherine Murray	C	W	Caroline Murray
Benedict Huemer	C	W	Benedict Humeur
Thomas Murray	C	W	Dear Mr Murray
Kevin Reith	C	W	Dear Keith
Jeff Lewis	C	W	Jeff Lewis
Camille Hickson	C	W	Camilla Hickson
Tracy Browne	C	W	Tracey Brown
Catherine de Salvo	C	W	Dear Ms De Salvo
Philip Westerman	C	W	Phillip Westerman
Josephine Butler	C	W	Josephine Butler
Lissa Elcock	C	W	Lisa Elcock
Jon Rhodes	C	W	Jon Rhodes
Stephanie Rose	C	W	Dear Stephanie
Papaioannou Ioanna	C	W	Papaioanou Ioanna
Sophia Ryan	C	W	Sophie Ryann
Debra Wiseman	C	W	Debra Wiseman
Anna Holmes	C	W	Anne Holmes
Juan Brooker	C	W	Juan Brooker
Kerynne Robertson	C	W	Kerynne Robinson

Developing an Eye for Accuracy NAMES

Rosemary Fletcher	✓	W	Dear Rosemary	
Mr Hugh David	C	✓	Dear David	Last name used
Tom Tilby	C	✓	Tim Tibley	Wrong first and last name
Joanne Shannon	C	✓	Joanne Shanen	Missing n
David Graham	C	✓	Dear Graham	Last name used
Lewis Hamilton	✓	W	Dear Mr Hamilton	
J Subramanian	✓	W	J Subramanian	
Chris Corbin	C	✓	Dear Mr Corbyn	May not be 'Mr' i not y
Michael Stephenson	✓	W	Michael Stephenson	
Catherine Murray	C	✓	Caroline Murray	Wrong first name
Benedict Huemer	C	✓	Benedict Humeur	Extra u Missing e
Thomas Murray	✓	W	Dear Mr Murray	
Kevin Reith	C	✓	Dear Keith	Wrong first name
Jeff Lewis	✓	W	Jeff Lewis	
Camille Hickson	C	✓	Camilla Hickson	e not a
Tracy Browne	C	✓	Tracey Brown	Misplaced e
Catherine de Salvo	C	✓	Dear Ms De Salvo	d not D
Philip Westerman	C	✓	Phillip Westerman	Extra l
Josephine Butler	✓	W	Josephine Butler	
Lissa Elcock	C	✓	Lisa Elcock	Missing s
Jon Rhodes	✓	W	Jon Rhodes	
Stephanie Rose	✓	W	Dear Stephanie	
Papaioannou Ioanna	C	✓	Papaioaneu Ioanna	Missing n
Sophia Ryan	C	✓	Sophie Ryan	Extra n a not e
Debra Wiseman	✓	W	Debra Wiseman	
Anna Holmes	C	✓	Anne Holmes	a not e
Juan Brooker	✓	W	Juan Brooker	
Kerynne Robertson	C	✓	Kerynne Robinson	Wrong last name

How did you do? And what does it mean?

There are just 28 pieces of information to compare and verify in the test – just one mistake equates to almost 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

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3% **UK NATIONAL
ERROR RATE**

**= 3 IN EVERY 100
TRANSACTIONS CONTAIN AN ERROR**

20% **OF SALARY
BILL SPENT
ON MAKING
AND FINDING
MISTAKES**



**IT'S LIKE
HAVING
YOUR OWN
ERROR
DEPARTMENT**



**TIME
WASTED**



**STRESS
CAUSED**



**MONEY
WASTED**

**DELIVERING
Developing an
Eye for Accuracy
SINCE 2003**

