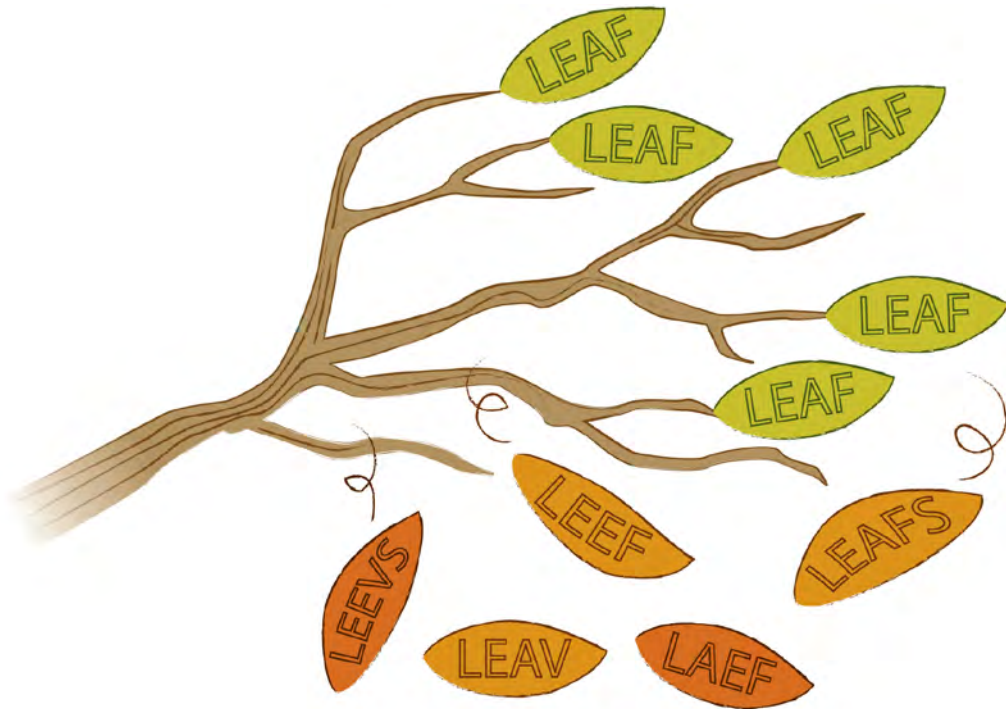


Accurate Written Communication



September

Don't fall into bad habits this Autumn - Improve your error rate

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Accurate Written Communication *September*

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.

Work at optimum speed	C	W	Fast enough to engage the brain fully
Autumn starts	C	W	Leaves change colour and temperature cools
Sep or Sept	C	W	Abbreviation of September
September training date	C	W	18.08.2020
Farmers are busy	C	W	Bringing in the harvest
Claire Johnston contact details	C	W	Email address: clairejohnson@kings.com
School term start date	C	W	Children to arrive at 9am
Keep emails brief	C	W	People dont read long emails properly
Allotment jobs this month	C	W	Harvest crops and sew vegetables
Job Title	C	W	Leaning and Development Manager
Do you like seafood?	C	W	September is the start of the mussels season
Emails are easily deleted	C	W	A disposable from of communication
Use clustering techniques	C	W	Punctuated data contains patterns
Promotion expiry date	C	W	31 September 2020
Test taken before the course	C	W	Pre-course assessment
Pumpkin, squash, kale and leeks	C	W	The best vegetables to eat this month
Correspondence acknowledgement	C	W	Thank you for you email
Plant spring-blooming bulbs	C	W	Tulips and daffodils
Customer name: Miss Susan Stark	C	W	Dear Mrs Stark
Up to 16 people able to attend	C	W	Number of participants in workshop
Apples, plums, grapes, figs and pears	C	W	The best fruits to eat in September
Client due to arrive late morning	C	W	Estimated arrival time: 09:00
Autumn and fall	C	W	Interchangeable words for this season
Course is nearly fully booked	C	W	There is limited availability
Be aware of your personal error pattern	C	W	Where are you most likely to make mistakes?

[Check your answers here](#)