Ensuring Data Quality and Integrity in Reports

Part 1: Office Roleplay Dialogue

Scenario: A Data Analyst, Rika, is discussing data quality checks with her colleague, Daniel, to ensure **accuracy** and **consistency** in reports.

Daniel: Hey Rika, I noticed some discrepancies in the sales report. How do we ensure **data quality** before finalizing it?

Rika: First, we need to check for **consistency**—the numbers should match across all reports and databases.

Daniel: That makes sense. What about **accuracy**? Some data points look incorrect.

Rika: We'll need to verify them against the original data sources to ensure **accuracy** and correct any errors.

Daniel: Got it. We should also maintain **data integrity**, so the information remains reliable throughout the process.

Rika: Exactly! Running regular **audit** checks can help us catch errors before they impact decision-making.

Daniel: Should we automate some of these checks? Manually verifying everything could take too long.

Rika: Yes! Automated scripts can detect inconsistencies and flag potential issues in real-time.

Daniel: That's a great idea. I'll write a report summarizing the issues we found and our solutions.

Rika: Perfect! Let's implement these checks, then run a final **audit** before submitting the report.

Daniel: Sounds good. This will definitely improve our **data quality** going forward.

Part 2: Comprehension Questions

1. What does Rika suggest checking first to ensure data quality?
(A) File size
(B) The font style in the report
(C) Consistency
(D) The number of pages in the document

2. How does Rika suggest verifying accuracy?
(A) By checking data against original sources
(B) By deleting all incorrect records
(C) By reducing the dataset size
(D) By assuming the first set of numbers is correct

3. Why does Daniel mention automation?
(A) To delete duplicate reports
(B) To reduce the size of the dataset
(C) To change the language of the report
(D) To detect inconsistencies faster

4. What is the purpose of running an audit?
(A) To remove old data
(B) To catch errors before they affect decision-making
(C) To make the report shorter
(D) To add extra graphs to the report

Part 3: Key Vocabulary Definitions in Japanese

1. **Data Quality (データ品質)** – データが正確で一貫性があり、信頼できる状態であること。
2. **Consistency (一貫性)** – データが異なるレポートやシステム間で整合性を保っている状態。
3. **Accuracy (正確性)** – データが事実や元の情報と一致していること。
4. **Data Integrity (データ完全性)** – データが改ざんされず、正しい状態で維持されていること。
5. **Audit (監査・データ監査)** – データやプロセスの正確性を確認し、エラーを特定するための定期的なチェック。

Part 4: Questions & Correct Answers

1. **What does Rika suggest checking first to ensure data quality?**
   ✅ (C) Consistency
2. **How does Rika suggest verifying accuracy?**
   ✅ (A) By checking data against original sources
3. **Why does Daniel mention automation?**
   ✅ (D) To detect inconsistencies faster

4. **What is the purpose of running an audit?**

   ✅ (B) To catch errors before they affect decision-making