Ensuring Data Accuracy and Reliability

Part 1: Office Roleplay Dialogue

Scenario: An Intelligence Analyst, Kenji, is working with his colleague, Lisa, to improve **data quality** by performing **data cleaning** and **data validation** before generating reports.

Lisa: Hey Kenji, I noticed some inconsistencies in the last report. Are we running a **data cleaning** process?

Kenji: Yes, I've already started. I'm checking for duplicates and missing values to maintain **data integrity**.

Lisa: That's good. Have you done a **data validation** check to make sure all fields meet the required format?

Kenji: Not yet, but I'm setting up rules for **error detection** to catch incorrect entries automatically.

Lisa: That should help. If the data isn't accurate, our reports won't be reliable.

Kenji: Exactly. Even small errors can impact decision-making, so ensuring **data quality** is critical.

Lisa: Agreed. Do you need help reviewing the flagged records?

Kenji: Yes, that would be great. If we verify them together, we can speed up the process.

Lisa: Sounds like a plan. Let's aim to finalize the data by the end of the day.

Kenji: Perfect. That way, we can ensure everything is accurate before the next report is generated.

Part 2: Comprehension Questions

1. What process is Kenji working on?

(A) Creating a new company logo

(B) Writing a marketing proposal

(C) Data cleaning

(D) Scheduling team meetings

2. Why is Lisa concerned about the data?

(A) There are inconsistencies in the last report

(B) She wants to add more colorful charts

(C) The report is too short

(D) The company doesn't use data

3. What method is Kenji setting up to catch incorrect entries?

(A) Sending an email to all employees

(B) Asking customers to report mistakes

(C) Deleting all data and starting over

(D) Error detection

4. When do Kenji and Lisa plan to finalize the data?

(A) Next year

(B) By the end of the day

(C) In one month

(D) No deadline was mentioned

Part 3: Key Vocabulary Definitions in Japanese

1. **Data Cleaning (データクリーニング)** – データの重複や欠損値を修正し、正確性を向上させるプロセス。

2. **Data Validation (データ検証)** – データが正しい形式やルールに従っているかを確認すること。

3. **Data Integrity (データの完全性)** – 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。

4. **Error Detection (エラー検出)** – データ内の誤りや不正確な情報を見つけ出すプロセス。

5. **Data Quality (データ品質)** – データの正確性、完全性、一貫性を評価する指標。

Part 4: Questions & Correct Answers

1. **What process is Kenji working on?**
   ✅ (C) Data cleaning

2. **Why is Lisa concerned about the data?**
   ✅ (A) There are inconsistencies in the last report

3. **What method is Kenji setting up to catch incorrect entries?**
   ✅ (D) Error detection

4. **When do Kenji and Lisa plan to finalize the data?**

☑ (B) By the end of the day