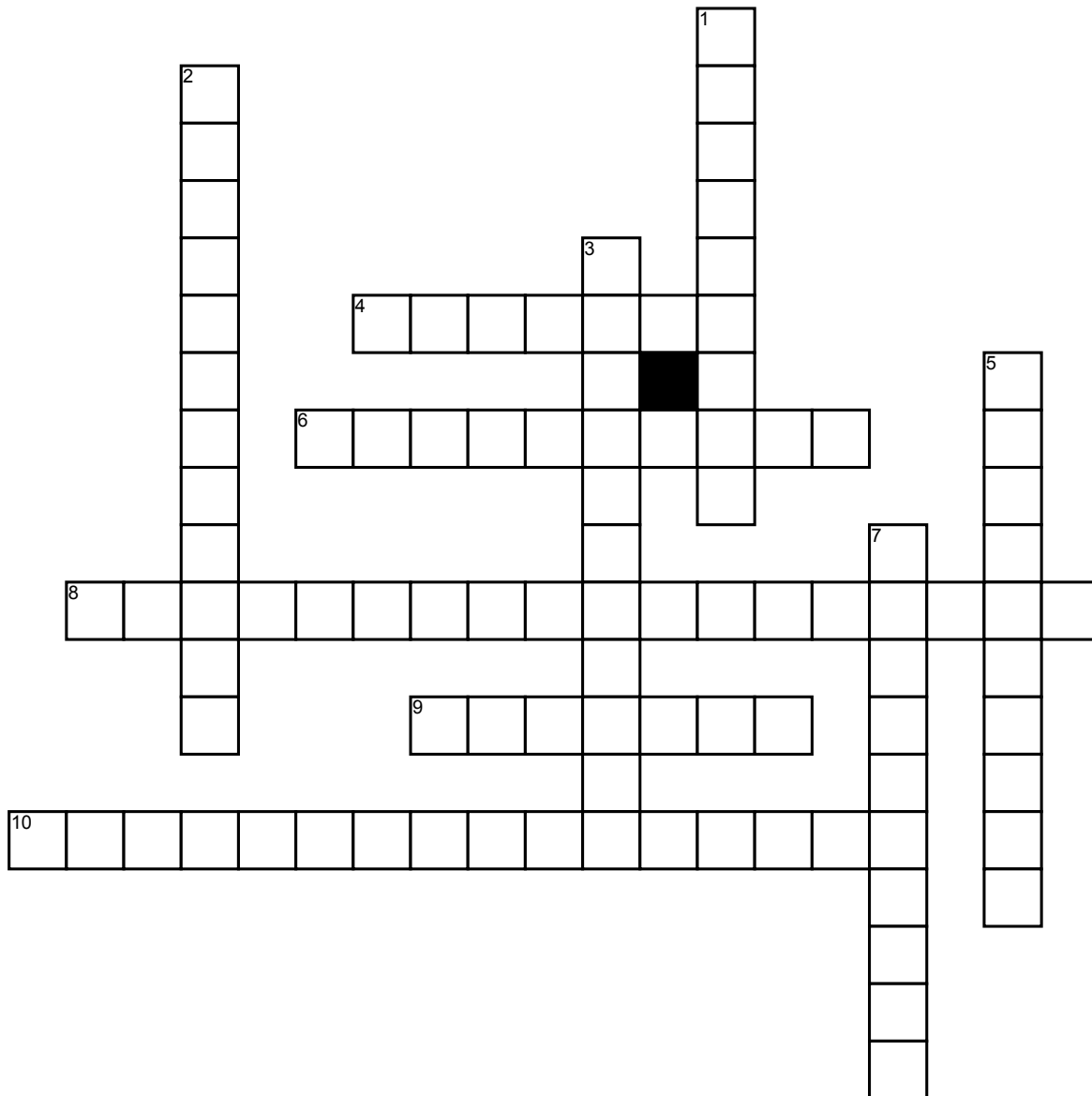


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# OFFICE PRACTICE



## Across

**4.** The world-wide news agency that supplies all sorts of news

**6.** A person buys shares in the hope that their price will rise so that they may be sold at a profit

**8.** A card with a company's logo on, employee's name and a photo

**9.** The best possible use of something, to get the most value out of it

**10.** Locking devices that are used to lock safe doors

## Down

**1.** The person to whom a letter or parcel is addressed to

**2.** An action that goes against the rules

**3.** The place that you are travelling to

**5.** Put more important things before less important ones

**7.** A card that is pulled through the slots of a gate to unlock them