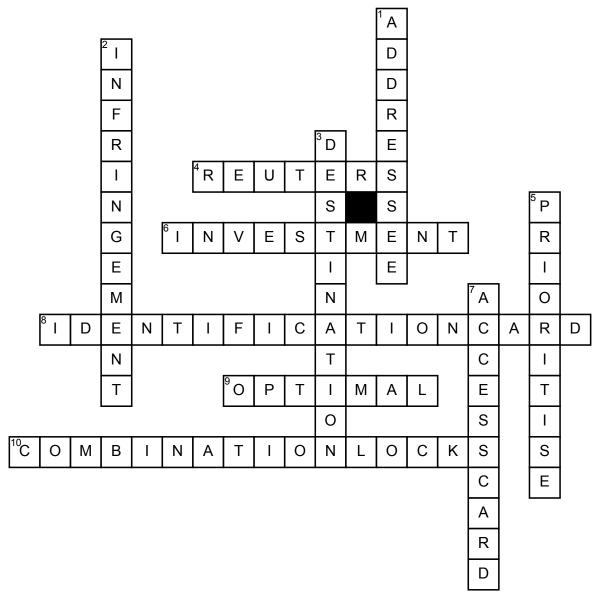
Name:	Date:

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 slots of a gate to unlock them
- 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 againist 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