Look at the words below and give clues to your partner.

**ACROSS**

1. PHOTOCOPY
2. OFFICE
3. COFFEE BREAK
4. DESK
5. REPORT
6. FILE
7. MANAGER
8. SECRETARY
9. TIME CLOCK
Look at the words below and give clues to your partner.

1  O
2  F
3  F  E
4  X
5  P  C
6  T
7  S  S
8  M
9  R  T
10  I  E
11  S  U
12  B
13  C
14  A  E
15  E
16  T

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**Aim**s Vocabulary practice; listening and speaking practice; practice giving definitions

**Level** Intermediate to Advanced

**Time** Approximately 20 – 25 minutes

### ANSWER KEY

**Across words:**

1. vocabulary; 3. grammar; 7. pronounce;
2. state; 9. define; 10. slang; 12. express;
6. bilingual; 16. shout

**Down words:**

2. communication; 4. fluent; 5. quote;
6. spoken English; 9. describe; 11. spell;
14. idiom; 15. agree