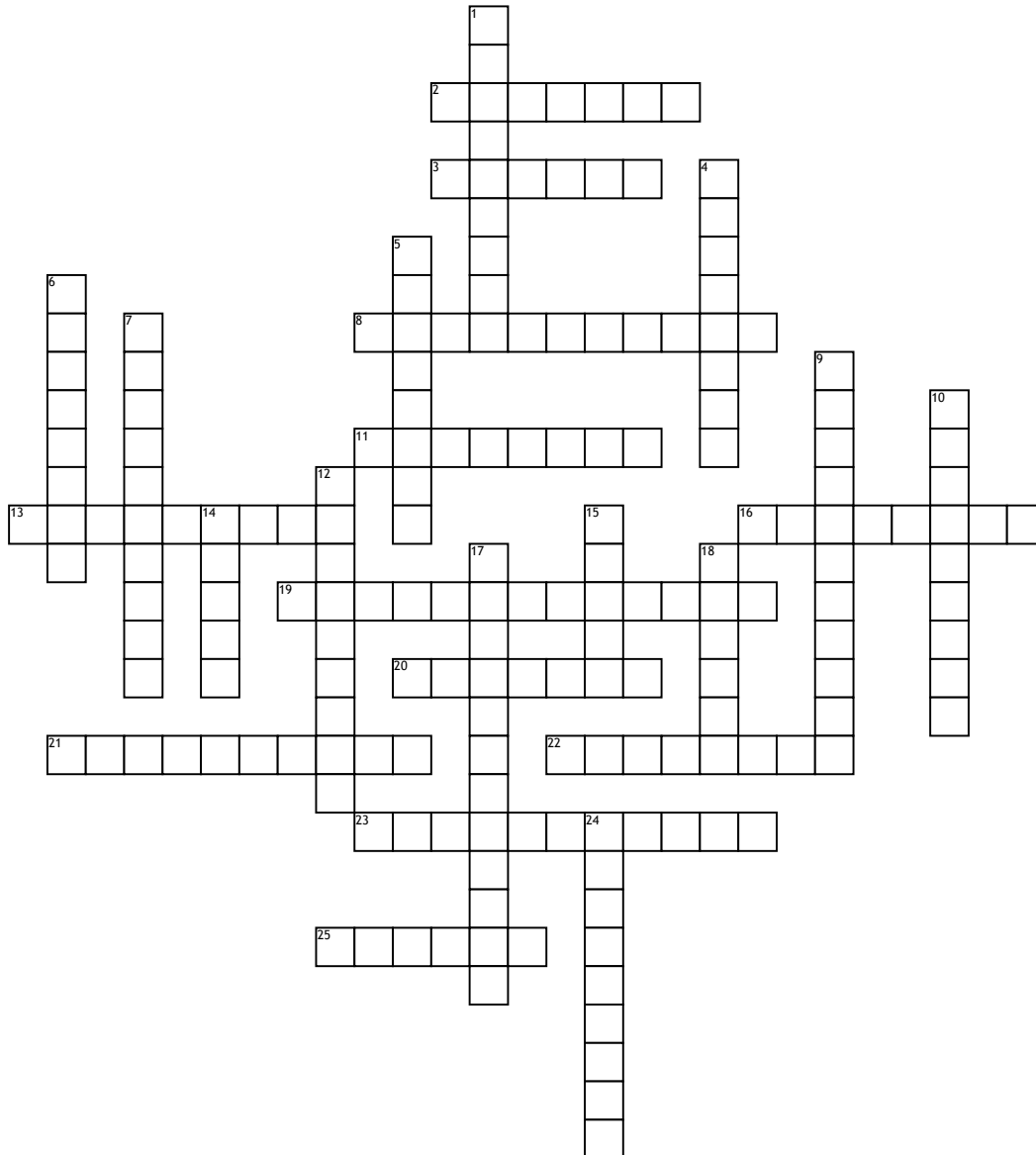


Important steps For Planning A Day



Across

2. Divide (something) into separate parts or sections.
 3. The ability to do very well.
 8. Detailed information telling how something should be done.
 11. The matter from which something can be created.
 13. Construct or arrange according to a plan.
 16. A plan of action designed to achieve an overall aim
 19. The imparting or exchanging of information or news
 20. The reason for which something exists.
 21. The responsibility of dealing with or controlling things

22. The time during which something continues.
 23. A spoken or written representation
 25. An amount of teaching given at one time.

Down

1. A list of items required as a reminder.
 4. A piece of work that builds on the success of earlier work.
 5. The system of communication.
 6. Actions taken by a group in order to achieve their aims
 7. The body of words used in a particular language.
 9. What is conveyed by a particular arrangement.
 10. A thing aimed at considering and representing facts.

12. An action or strategy that may be adopted for effective operation.
 14. A name that describes someone's position or job.
 15. A category having some property in common and differentiated from others.
 17. An explanatory section at the beginning.
 18. The way in which something is arranged or set out.
 24. A series of actions conducted in a certain order or manner.