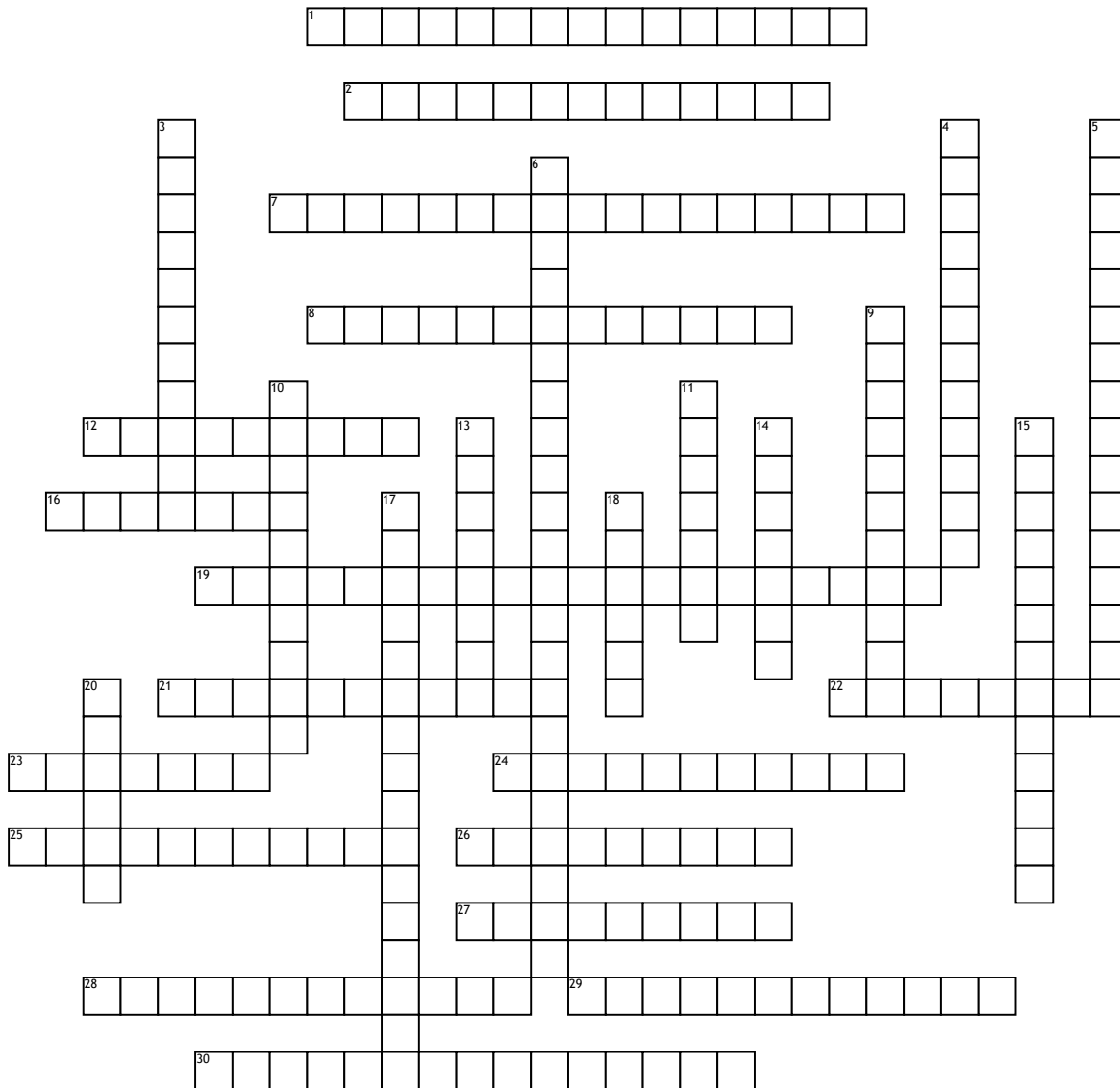


Name: \_\_\_\_\_

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

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## Across

- 1. flex time
- 2. deadline
- 7. word processor
- 8. personal day
- 12. to thank
- 16. promotion
- 19. international call
- 21. to communicate
- 22. dear
- 23. love
- 24. overtime

- 25. sincerely
- 26. efficient
- 27. form
- 28. confidential
- 29. supervisor
- 30. graphic program

## Down

- 3. to arrive late
- 4. local call
- 5. summer hours
- 6. phone conference

- 9. database
- 10. memorandum
- 11. to approve
- 13. server
- 14. dear
- 15. spreadsheet
- 17. video conference
- 18. hug
- 20. courteous