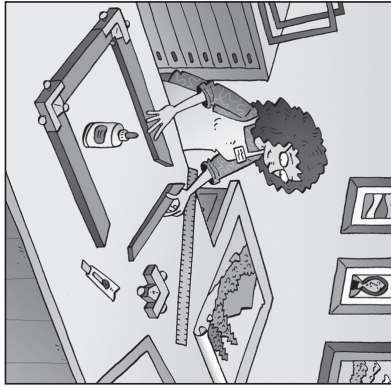


_____ a picture



Services

_____ shoes



Services

Cut or Fold

_____ a suit



Services

frame a picture

Top Notch 3, Unit 3, Lesson 2

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repair shoes

Top Notch 3, Unit 3, Lesson 2

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dry-clean a suit

Top Notch 3, Unit 3, Lesson 2

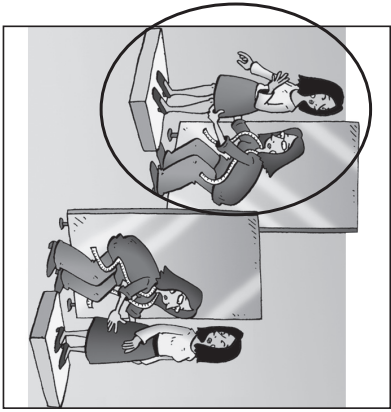
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_____ a package



Services

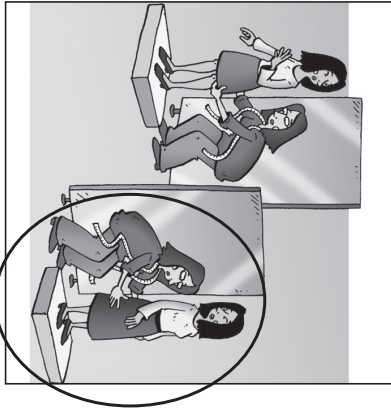
_____ a skirt



Services

Cut or Fold

_____ a skirt



Services

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deliver a package

Top Notch 3, Unit 3, Lesson 2

lengthen a skirt

Top Notch 3, Unit 3, Lesson 2

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shorten a skirt

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_____ a sign



Services

Cut or Fold

_____ a report



Services

print a sign

copy a report

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send out the announcements

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set up the room

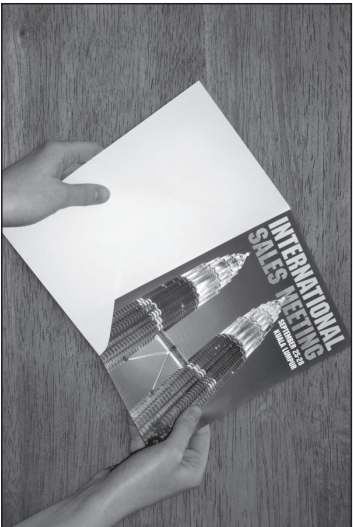
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set up the projector

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Cut or Fold

Planning and running an event



Planning and running an event



Planning and running an event



_____ the announcements

_____ the room

_____ the projector

put up the signs

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check the
sound system

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a microphone /
a mike

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Cut or Fold

**Planning and
running an event**



_____ the signs

**Planning and
running an event**



_____ the sound system

Event equipment



a _____ / a _____

a handheld mike

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a lapel mike

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hand out the agenda

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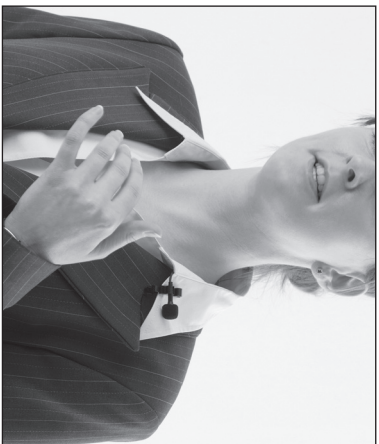
Event equipment



a _____ mike



Event equipment

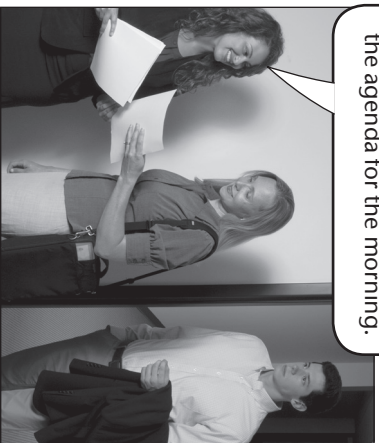


a _____ mike



Cut or Fold

Planning and running an event



We'll start at 9:00. This is the agenda for the morning.

_____ the agenda

a handout

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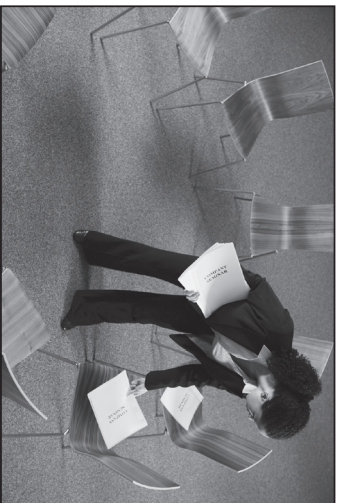
introduce the speaker/
introduce the guest

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a podium

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Event equipment



a _____

**Planning and
running an event**



Cut or Fold

_____ the speaker /
_____ the guest

Event equipment



a _____