

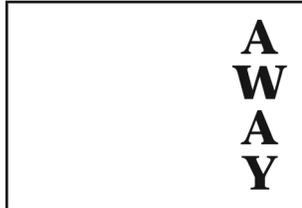
Name: _____

Date: _____

Just for Fun
(Unit 3)

A. RIDDLES FOR YOU! Answer the questions. Use the picture for help.

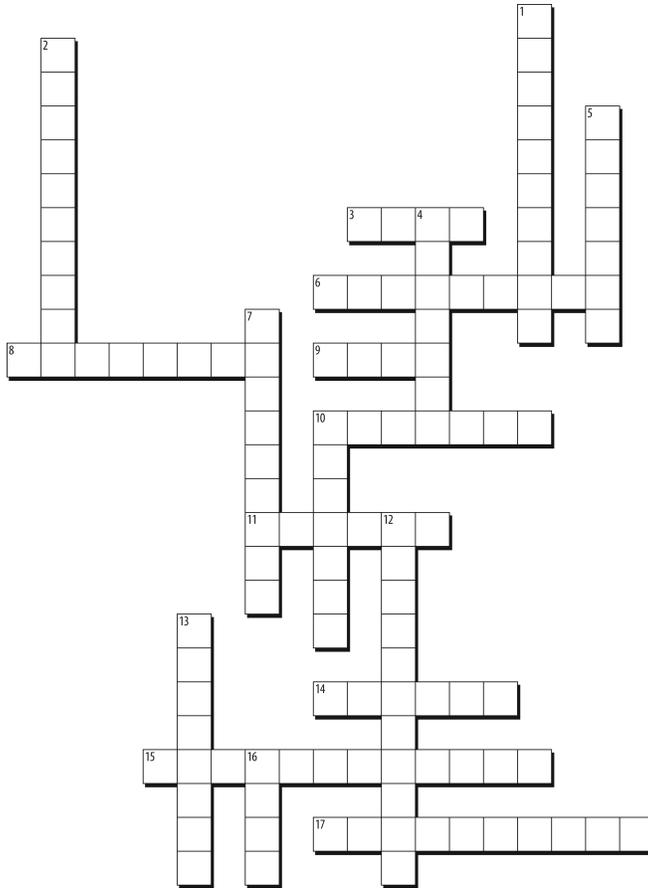
a. If a situation is urgent, when do you need to do something about it?



b. If you need a package delivered a.s.a.p., what can you ask the courier to do?



B. Complete the crossword puzzle. Use the clues below.



Across

3. Get your assistant to _____ the report. We need 100 of them.
6. The employees there are very _____; they do good work quickly.
8. They're _____; you can trust them.
9. Have Bob _____ the mike to be sure it's working.
10. Did you get a _____? It has the background information about the speakers.
11. When my shoe broke, I had the store _____ it.
14. You should have that picture professionally _____.
15. A _____ business always does a good job.
17. Can I get this dress _____? It's too short for me.

Down

1. I'd like to have these pants professionally _____; they're so dirty!
2. Their prices are really _____; not too high, not too low.
4. You can get signs _____ at that document processing center.
5. The _____ of our jewelry is excellent. A lot of workmanship goes into every piece.
7. Have the package _____ to this address.
10. A _____ person takes time to explain things to you.
12. Have you sent out the _____ to the guests yet?
13. Let's _____ the room to create a really fun, festive atmosphere.
16. Do you have express service? I need this _____.