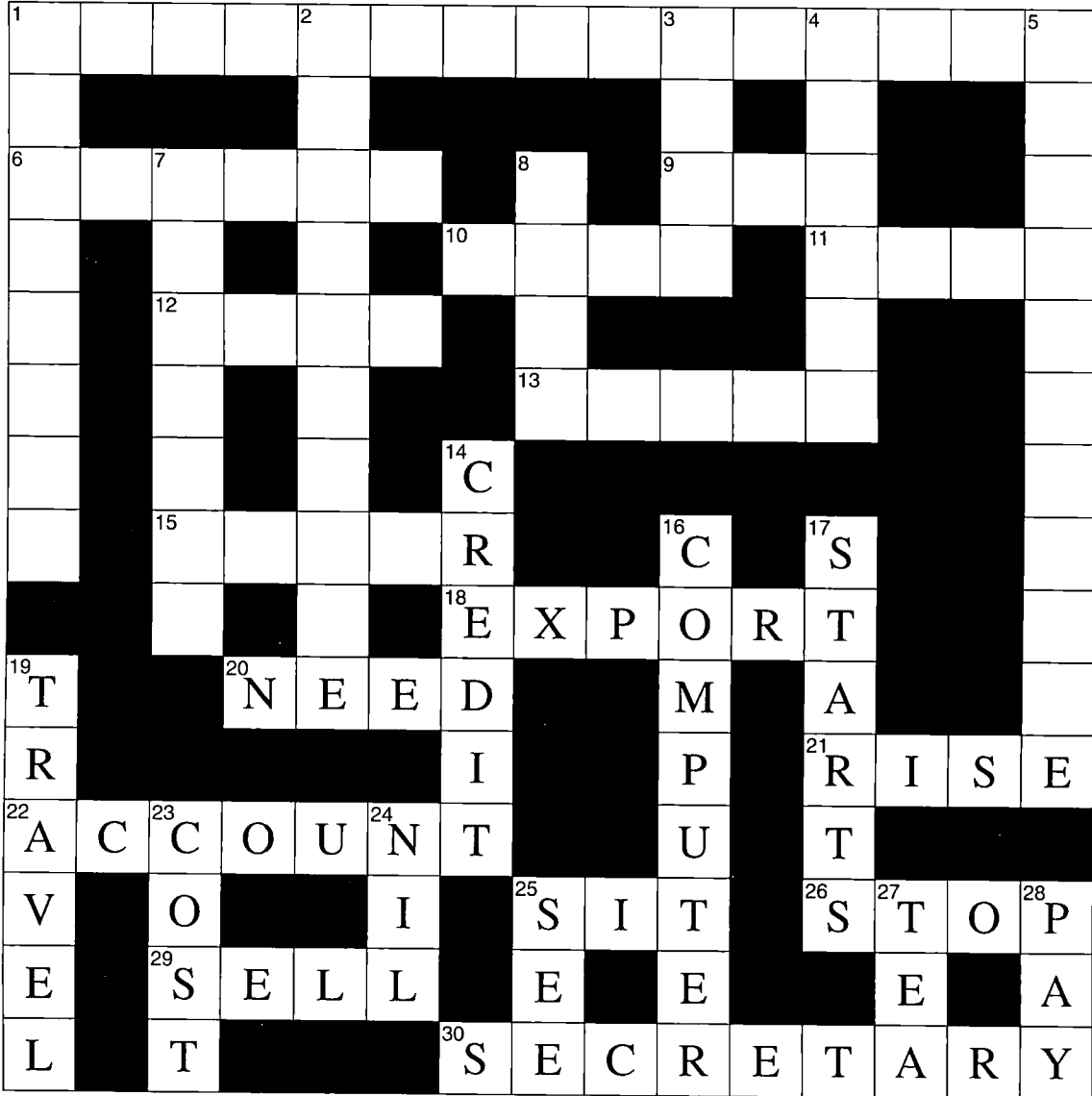


Student A



Across →

- 21 The opposite of fall
- _____ the opposite of stand
- _____ a person who answers the phone...
- _____ to sell to another country
- _____ the opposite of go
- _____ I opened a new _____ with the bank
- _____ the opposite of buy
- _____ must have

Down ↓

- _____ nothing
- _____ time to pay
- _____ how much does it _____?
- _____ a machine in the office
- _____ the opposite of finishes
- _____ something to drink
- _____ to go to other countries or places
- _____ to give money
- _____ meet

16-20c

Business crossword

Student B

1	T	E	L	E	2	P	H	O	N	E	3	N	U	4	M	B	E	5	R
	U				E						O		O						E
6	R	E	7	P	O	R	T			8	F		9	T	E	N			S
	N		R		C			10	F	I	L	E			11	D	R	O	P
	O		12	O	P	E	N			N					A				O
	V		D		N				13	D	I	A	R	Y					N
	E		U		T			14											S
	R		15	C	H	A	I	R			16			17					I
			T		G			18											B
19				20	E														L
															21				E
22			23				24												
									25						26	27			28
			29																
								30											

Across →

- 6 a document giving information, opinions, statistics...
- something you sit on
- a book where you write the things you are to do
- opposite of rise
- a place where you keep information – for example in a computer
- for example: 987 4343
- between nine and eleven
- opposite of close

Down ↓

- total money from sales in one year
- worst day of the week
- opposite of lose
- in a hundred
- something you sell
- a secretary is _____ for answering the phone and typing letters
- a short piece of writing

Teacher's Notes

Business crossword Worksheet Progress check **16-20b** and **16-20c**

Note: Both worksheets are necessary for this activity.

ACTIVITY

Groupwork, pairwork: writing, speaking

AIM

To complete two crosswords by inventing and exchanging clues.

GRAMMAR AND FUNCTIONS

Revision

VOCABULARY

See crosswords

PREPARATION

Copy one set of worksheets for each pair.

TIME

30 to 40 minutes

PROCEDURE

- 1 Tell the students that they are going to practise explaining words in English.
- 2 Divide the class into two groups: A and B.
- 3 Give out the crossword marked Student A to group A and the crossword marked Student B to group B.
- 4 Establish that the crosswords are half completed. The clues at the bottom go with the words they have, but are in the wrong order. Ask the students to work in their groups to

match the clues to the words in the crossword. As they match the clues to the words they should write the appropriate number in the space next to the clue. Circulate and monitor.

- 5 Put the students in pairs, one from group A and one from group B in each pair.
- 6 Explain that the words missing from the crossword marked Student A are in the crossword marked Student B and vice versa. Students complete the crosswords by exchanging the clues. They can read out the clues they have and add extra information if necessary.
- 7 Write these rules on the board.

RULES

- 1 Try to help your partner as much as you can.
- 2 Only use English.
- 3 Don't say the word you are giving clues for.
- 4 Don't show your partner your crossword until it is complete.

- 8 Once they are ready, start the activity. Circulate to ensure the rules are being followed and to help with problems.
- 9 When pairs finish, let them look at each other's crosswords to check.

ANSWERS

Worksheet 16-20B

Across

- 21 RISE the opposite of fall
- 25 SIT the opposite of stand
- 30 SECRETARY a person who answers the phone
- 18 EXPORT to sell to another country
- 26 STOP the opposite of go
- 22 ACCOUNT I opened a new *account* with the bank
- 29 SELL the opposite of buy
- 20 NEED must have

Down

- 24 NIL nothing
- 14 CREDIT time to pay
- 23 COST how much does it *cost*?
- 16 COMPUTER a machine in the office
- 17 STARTS the opposite of finishes
- 27 TEA something to drink
- 19 TRAVEL to go to other countries or places
- 28 PAY to give money
- 25 SEE meet

Worksheet 16-20c

Across

- 6 REPORT a document giving information
- 15 CHAIR something you sit on
- 13 DIARY a book where you write the things you are to do
- 11 DROP the opposite of rise
- 10 FILE a place where you keep information
- 1 TELEPHONE NUMBER for example: 987 4343
- 9 TEN between 9 and 11
- 12 OPEN the opposite of close

Down

- 1 TURNOVER total money from sales in one year
- 4 MONDAY the worst day of the week
- 8 FIND the opposite of lose
- 2 PERCENTAGE in a hundred
- 7 PRODUCT something you sell
- 5 RESPONSIBLE a secretary is *responsible* for answering the phone
- 3 NOTE a short piece of writing