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Level 2 No work E-mail for workers on vacation

17th August, 2014

http://www.breakingnewsenglish.com/1408/140817-email-2.html

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Please try Levels 0 and 1 (easier) and the 26-page Level 3 (harder).



THE READING

From http://www.breakingnewsenglish.com/1408/140817-email-2.html

It is now more difficult for workers to switch off from work. Many workers answer or write e-mails going to and from work, at lunchtime and at home. A lot of people check their work email on vacation to other countries. This is changing for workers of the German carmaker Daimler. They can choose to not receive e-mail when they are on holiday. Employees will be able to relax on the beach and not answer problems in their inbox. They can auto-delete all work e-mail while on vacation. Daimler says it wants workers to enjoy family time or "me time" while on vacation.

A Daimler spokesman told reporters that staff worked better when they returned from holiday feeling refreshed. He said staff should return feeling refreshed and motivated. A human resources officer said: "Our employees should relax on holiday and not read work-related emails." The Daimler 'Mail on Holiday' system sends a reply that says: "Your e-mails will be deleted....If you want me to read this e-mail personally...send me the information [next week]." Not everyone thinks this is a good idea. Customers may not like writing again later. Companies could lose business.

Sources: http://www.**marketplace**.org/topics/business/daimler-and-disappearing-emails http://www.**techrepublic**.com/article/the-digital-fightback-the-struggle-to-stop-work-taking-overour-lives/ http://www.**theatlantic**.com/business/archive/2014/08/daimlers-german-employees-can-setemails-to-auto-delete-during-vacation/376068/

MATCHING

From http://www.breakingnewsenglish.com/1408/140817-email-2.html

PARAGRAPH ONE:

1.	difficult for workers to switch	a.	receive e-mail
2	going to and	b.	all work e-mail
3.	check their work e-mail	C.	on the beach
4.	They can choose to not	d.	off from work
5.	relax	e.	family time
6.	They can auto-delete	f.	on vacation
7.	it wants workers to enjoy	g.	time
8.	me	h.	from work

PARAGRAPH TWO:

1.	staff worked better when they	a.	and motivated
2	return feeling refreshed	b.	this e-mail personally
3.	human	с.	again later
4.	work-	d.	returned from holiday
5.	If you want me to read	e.	business
6.	Not everyone thinks	f.	resources
7.	Customers may not like writing	g.	related emails
8.	Companies could lose	h.	this is a good idea

LISTEN AND FILL IN THE GAPS

From http://www.breakingnewsenglish.com/1408/140817-email-2.html

It is now more difficult for workers (1)					
work. Many workers answer or write e-mails going to and from					
work, at lunchtime and at home. A lot of people					
(2) on vacation to other countries.					
(3) workers of the German carmaker					
Daimler. They can (4) e-mail when they are					
on holiday. Employees will be able to relax on the beach and not					
answer (5) They can auto-delete all work					
e-mail while on vacation. Daimler says it wants					
(6) family time or "me time" while on					
vacation.					

Daimler spokesman told Α reporters that (7) _____ when they returned from (8) _____. He said staff should return feeling (9) _____. A human resources officer said: "Our employees should relax on holiday and not read (10) ______." The Daimler 'Mail on Holiday' system sends a reply that says: "Your e-mails (11) _____If you want me to read this e-mail personally...send me the information [next week]." Not everyone thinks this is a good idea. Customers (12) _____ again later. Companies could lose business.

4

PUT A SLASH (/)WHERE THE SPACES ARE

From http://www.breakingnewsenglish.com/1408/140817-email-2.html

Itisnowmoredifficultforworkerstoswitchofffromwork.Manyworker sanswerorwritee-mailsgoingtoandfromwork,atlunchtimeandath ome.Alotofpeoplechecktheirworke-mailonvacationtoothercountri es.ThisischangingforworkersoftheGermancarmakerDaimler.They canchoosetonotreceivee-mailwhentheyareonholiday.Employees willbeabletorelaxonthebeachandnotanswerproblemsintheirinbox. Theycanauto-deleteallworke-mailwhileonvacation.Daimlersays itwantsworkerstoenjoyfamilytimeor"metime"whileonvacation.AD aimlerspokesmantoldreportersthatstaffworkedbetterwhentheyre turnedfromholidayfeelingrefreshed.Hesaidstaffshouldreturnfeeli ngrefreshedandmotivated.Ahumanresourcesofficersaid:"Ouremp loyeesshouldrelaxonholidayandnotreadwork-relatedemails."Th eDaimler'MailonHoliday'systemsendsareplythatsays:"Youre-mail swillbedeleted....Ifyouwantmetoreadthise-mailpersonall y...sendmetheinformation[nextweek]."Noteveryonethinksthisisa goodidea.Customersmaynotlikewritingagainlater.Companiescoul dlosebusiness.

WRITE QUESTIONS & ASK YOUR PARTNER(S)

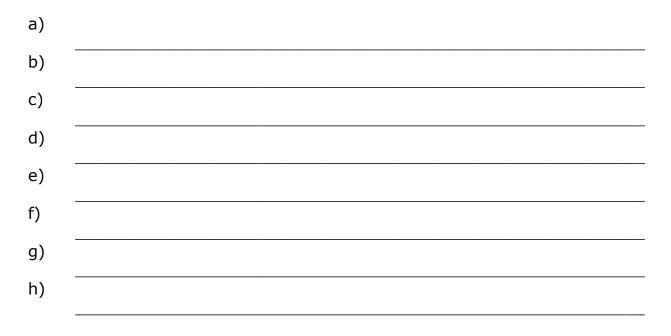
Student A: Do not show these to your speaking partner(s).

a)		
b)	 	
c)		
d)		
e)		
f)		
g)	 	
h)		

No work E-mail for workers on vacation – 17th August, 2014 More free lessons at www.BreakingNewsEnglish.com

WRITE QUESTIONS & ASK YOUR PARTNER(S)

Student B: Do not show these to your speaking partner(s).



WRITING

From http://www.breakingnewsenglish.com/1408/140817-email-2.html

Write about **email** for 10 minutes. Comment on your partner's paper.