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## Level 3

# No work E-mail for workers on vacation

17th August, 2014

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

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**Please try Levels 0, 1 and 2 (they are easier).**

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# THE ARTICLE

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

It is becoming more and more difficult for workers to switch off from work. Many workers answer or write e-mails on the train to and from work, during lunchtime and at home after work. A lot of people even check their work e-mail when they go on vacation to other countries. This might be changing. The German carmaker Daimler is giving its workers the choice to not receive e-mail when they are on holiday. This will mean employees will be able to relax on the beach instead of dealing with problems in their inbox. Daimler employees can choose to auto-delete all work e-mail while on vacation. Daimler says it wants workers to enjoy family time or "me time" while on vacation.

Daimler spokesman Oliver Wihofszki told reporters that staff would work better if they returned from holiday feeling refreshed. He said staff should return to work feeling refreshed and motivated. A human resources officer said: "Our employees should relax on holiday and not read work-related emails." Daimler's system is called 'Mail on Holiday'. The sender gets a reply that says: "I'm using 'Mail on Holiday'...your e-mails will be deleted....If you want me to read this e-mail personally, please be kind enough to send me the information [next week]." Not everyone thinks the system is a good idea. Customers may not like receiving a mail telling them to write again later and 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-over-our-lives/>  
<http://www.theatlantic.com/business/archive/2014/08/daimlers-german-employees-can-set-emails-to-auto-delete-during-vacation/376068/>

# WARM-UPS

**1. EMAIL:** Students walk around the class and talk to other students about email. Change partners often and share your findings.

**2. CHAT:** In pairs / groups, talk about these topics or words from the article. What will the article say about them? What can you say about these words and your life?

*workers / switch off / lunchtime / vacation / relax on the beach / inbox / me time / reporters / refreshed / motivated / human resources / personally / information / idea*

Have a chat about the topics you liked. Change topics and partners frequently.

**3. ME TIME:** What should you do during "me time" instead of working? Complete this table and share what you wrote with your partner(s). Change partners often.

Me Time	What you should do?	Why don't you?
Lunchtime		
On the train / bus		
After work		
Weekends		
On Vacation		

**4. NO WORK:** Students A **strongly** believe people should never work outside of working hours; Students B **strongly** believe people should work outside working hours. Change partners again and talk about your conversations.

**5. RELAX:** Rank these with your partner. Put your favourite ways of relaxing at the top. Change partners often and share your rankings.

- read a book
- surf the Internet
- listen to music
- chat to friends
- go to a restaurant
- sleep
- watch a movie
- go for a walk

**6. VACATION:** Spend one minute writing down all of the different words you associate with the word "vacation". Share your words with your partner(s) and talk about them. Together, put the words into different categories.

# BEFORE READING / LISTENING

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

**1. TRUE / FALSE:** Read the headline. Guess if a-h below are true (T) or false (F).

- |  |       |
|--|-------|
| a. A company is telling workers to switch off computers at work.       | T / F |
| b. A car company wants all workers to take holidays to the beach.      | T / F |
| c. Workers of the car company can choose to auto-delete work emails.   | T / F |
| d. The car company said "me time" is important for workers on holiday. | T / F |
| e. The company said workers worked better after a refreshing holiday.  | T / F |
| f. The car company's mail system is called "Holiday on Mail".          | T / F |
| g. The mail system tells senders their mail will be deleted.           | T / F |
| h. The article says customers will like the mail system.               | T / F |

**2. SYNONYM MATCH:** Match the following synonyms from the article.

- |               |                |
|---------------|----------------|
| 1. difficult  | a. option      |
| 2. check      | b. chill out   |
| 3. choice     | c. energised   |
| 4. relax      | d. binned      |
| 5. choose     | e. problematic |
| 6. returned   | f. workers     |
| 7. refreshed  | g. select      |
| 8. employees  | h. look at     |
| 9. deleted    | i. getting     |
| 10. receiving | j. got back    |

**3. PHRASE MATCH:** (Sometimes more than one choice is possible.)

- |                                     |                              |
|-------------------------------------|------------------------------|
| 1. It is becoming more              | a. not receive e-mail        |
| 2. check their work e-mail when     | b. this e-mail personally    |
| 3. giving its workers the choice to | c. to enjoy family time      |
| 4. relax on the beach instead       | d. related emails            |
| 5. Daimler says it wants workers    | e. they go on vacation       |
| 6. staff should return to work      | f. them to write again later |
| 7. read work-                       | g. of dealing with problems  |
| 8. you want me to read              | h. feeling refreshed         |
| 9. Not everyone thinks the          | i. and more difficult        |
| 10. receiving a mail telling        | j. system is a good idea     |

# GAP FILL

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

It is becoming more and more difficult for workers to (1) \_\_\_\_\_ off from work. Many workers (2) \_\_\_\_\_ or write e-mails on the train to and from work, during lunchtime and at home after work. A lot of people (3) \_\_\_\_\_ check their work e-mail when they go on vacation to other countries. This might be (4) \_\_\_\_\_. The German carmaker Daimler is giving its workers the (5) \_\_\_\_\_ to not receive e-mail when they are on holiday. This will mean employees will be able to (6) \_\_\_\_\_ on the beach instead of (7) \_\_\_\_\_ with problems in their inbox. Daimler employees can choose to auto-delete all work e-mail while on vacation. Daimler says it wants workers to enjoy family time or "(8) \_\_\_\_\_ time" while on vacation.

*relax*  
*even*  
*dealing*  
*switch*  
*changing*  
*me*  
*answer*  
*choice*

Daimler spokesman Oliver Wihofszki told reporters that staff would work better if they returned from holiday feeling (9) \_\_\_\_\_. He said staff should return to work feeling refreshed and motivated. A human (10) \_\_\_\_\_ officer said: "Our employees should relax on holiday and not read work- (11) \_\_\_\_\_ emails." Daimler's system is called 'Mail on Holiday'. The (12) \_\_\_\_\_ gets a reply that says: "I'm using 'Mail on Holiday'...your e-mails will be deleted....If you want me to read this e-mail (13) \_\_\_\_\_, please be kind enough to send me the information [next week]." Not everyone thinks the (14) \_\_\_\_\_ is a good idea. Customers may not like receiving a mail (15) \_\_\_\_\_ them to write again later and companies could (16) \_\_\_\_\_ business.

*personally*  
*telling*  
*related*  
*lose*  
*refreshed*  
*sender*  
*resources*  
*system*

# LISTENING – Guess the answers. Listen to check.

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

- 1) It is becoming more and more difficult for workers \_\_\_\_\_
  - a. to switch off
  - b. to switched off
  - c. to switches off
  - d. to switching off
- 2) A lot of people even check their work e-mail when they \_\_\_\_\_
  - a. go of vacation
  - b. go out vacation
  - c. go on vacation
  - d. go in vacation
- 3) The German carmaker Daimler is giving its \_\_\_\_\_
  - a. workers the choose
  - b. workers the choices
  - c. workers the chosen
  - d. workers the choice
- 4) employees will be able to relax on the beach instead of \_\_\_\_\_
  - a. dealt with problems
  - b. deal in with problems
  - c. dealing with problems
  - d. deals in with problems
- 5) Daimler says it wants workers to enjoy family time \_\_\_\_\_
  - a. or "we time"
  - b. or "my time"
  - c. or "us time"
  - d. or "me time"
- 6) staff would work better if they returned from holiday \_\_\_\_\_
  - a. feel in refreshed
  - b. feeling refreshes
  - c. feel in refreshes
  - d. feeling refreshed
- 7) Our employees should relax on holiday and not read \_\_\_\_\_
  - a. work-relate it emails
  - b. work-related emails
  - c. work-relates emails
  - d. work-rebated emails
- 8) If you want me to read this \_\_\_\_\_
  - a. e-mail personality
  - b. e-mail purse anomaly
  - c. e-mail person ally
  - d. e-mail personally
- 9) Not everyone thinks the system is \_\_\_\_\_
  - a. the good idea
  - b. as good idea
  - c. a good idea
  - d. a good ideas
- 10) Customers may not like receiving a mail telling them \_\_\_\_\_
  - a. to write again lately
  - b. to write again later
  - c. to rate again lately
  - d. to rate to gain later

# LISTENING – Listen and fill in the gaps

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

It is becoming more and more difficult for workers (1) \_\_\_\_\_ work. Many workers answer or write e-mails on the train to and from work, (2) \_\_\_\_\_ at home after work. A lot of people even check their work e-mail when they go on vacation to other countries. This (3) \_\_\_\_\_. The German carmaker Daimler is giving its workers the choice to not receive e-mail when they are on holiday. This will mean employees will (4) \_\_\_\_\_ on the beach (5) \_\_\_\_\_ problems in their inbox. Daimler employees can choose to auto-delete all work e-mail while on vacation. Daimler says it wants workers to enjoy family time or "me time" (6) \_\_\_\_\_.

Daimler spokesman Oliver Wihofszki told reporters that staff would work better (7) \_\_\_\_\_ from holiday feeling refreshed. He said staff should return to work feeling (8) \_\_\_\_\_. A human resources officer said: "Our employees should relax on holiday and not read (9) \_\_\_\_\_." Daimler's system is called 'Mail on Holiday'. The sender (10) \_\_\_\_\_ says: "I'm using 'Mail on Holiday'...your e-mails will be deleted....If you want me to read (11) \_\_\_\_\_, please be kind enough to send me the information [next week]." Not everyone thinks the system is a good idea. Customers may not like receiving a mail telling them to write again later and companies (12) \_\_\_\_\_.

# COMPREHENSION QUESTIONS

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

1. What is it becoming more difficult for workers to do?

---

2. Where do many workers check mail going to and from work?

---

3. What will some workers be able to do instead of dealing with problems?

---

4. What can employees choose to do with work email while on holiday?

---

5. What does Daimler want workers to do while on holiday?

---

6. How should workers feel after returning from holiday?

---

7. Who said workers should not read work-related mail on holiday?

---

8. What is the mail system called?

---

9. Who might not like being asked to write again later?

---

10. What could companies lose because of the mail system?

---



# MULTIPLE CHOICE - QUIZ

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

1. What is it becoming more difficult for workers to do?
  - a) switch off
  - b) answer mails
  - c) go on holiday
  - d) understand mails
2. Where do many workers check mail going to and from work?
  - a) on their iPhones
  - b) in Germany
  - c) on the train
  - d) on the back seat
3. What will some workers be able to do instead of dealing with problems?
  - a) work harder
  - b) create problems
  - c) build more cars
  - d) relax on the beach
4. What can employees choose to do with work email while on holiday?
  - a) read it
  - b) not receive it
  - c) return it
  - d) forward it to a manager
5. What does Daimler want workers to do while on holiday?
  - a) relax
  - b) read email
  - c) visit other countries
  - d) study
6. How should workers feel after returning from holiday?
  - a) depressed
  - b) tired
  - c) sad
  - d) refreshed
7. Who said workers should not read work-related mail on holiday?
  - a) workers' families
  - b) the chairman
  - c) a human resources officer
  - d) workers
8. What is the mail system called?
  - a) Mail Delete
  - b) Mail on Holiday
  - c) Holiday Mail
  - d) Delete on Holiday
9. Who might not like being asked to write again later?
  - a) workers
  - b) the chairman
  - c) customers
  - d) the mail provider
10. What could companies lose because of the mail system?
  - a) workers
  - b) business
  - c) systems
  - d) holidays

# ROLE PLAY

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

## **Role A – Reading a book**

You think reading a book is the best way to relax. Tell the others three reasons why. Tell them things that are wrong with their ways. Also, tell the others which is the least relaxing of these (and why): chatting to friends, sleeping or going for a walk.

## **Role B – Chatting to friends**

You think chatting to friends is the best way to relax. Tell the others three reasons why. Tell them things that are wrong with their ways. Also, tell the others which is the least relaxing of these (and why): reading a book, sleeping or going for a walk.

## **Role C – Sleeping**

You think sleeping is the best way to relax. Tell the others three reasons why. Tell them things that are wrong with their ways. Also, tell the others which is the least relaxing of these (and why): chatting to friends, reading a book or going for a walk.

## **Role D – Going for a walk**

You think going for a walk is the best way to relax. Tell the others three reasons why. Tell them things that are wrong with their ways. Also, tell the others which is the least relaxing of these (and why): chatting to friends, sleeping or reading a book.

# AFTER READING / LISTENING

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

**1. WORD SEARCH:** Look in your dictionary / computer to find collocates, other meanings, information, synonyms ... for the words 'auto' and 'delete'.

<b>auto</b>	<b>delete</b>
-------------	---------------

- Share your findings with your partners.
- Make questions using the words you found.
- Ask your partner / group your questions.

**2. ARTICLE QUESTIONS:** Look back at the article and write down some questions you would like to ask the class about the text.

- Share your questions with other classmates / groups.
- Ask your partner / group your questions.

**3. GAP FILL:** In pairs / groups, compare your answers to this exercise. Check your answers. Talk about the words from the activity. Were they new, interesting, worth learning...?

**4. VOCABULARY:** Circle any words you do not understand. In groups, pool unknown words and use dictionaries to find their meanings.

**5. TEST EACH OTHER:** Look at the words below. With your partner, try to recall how they were used in the text:

<ul style="list-style-type: none"><li>• more</li><li>• check</li><li>• choice</li><li>• able</li><li>• auto</li><li>• me</li></ul>	<ul style="list-style-type: none"><li>• reporters</li><li>• human</li><li>• related</li><li>• reply</li><li>• kind</li><li>• lose</li></ul>
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# EMAIL SURVEY

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

Write five GOOD questions about email in the table. Do this in pairs. Each student must write the questions on his / her own paper. When you have finished, interview other students. Write down their answers.

	STUDENT 1 _____	STUDENT 2 _____	STUDENT 3 _____
Q.1.			
Q.2.			
Q.3.			
Q.4.			
Q.5.			

- Now return to your original partner and share and talk about what you found out. Change partners often.
- Make mini-presentations to other groups on your findings.

## EMAIL DISCUSSION

STUDENT A's QUESTIONS (Do not show these to student B)

- a) What did you think when you read the headline?
- b) What springs to mind when you hear the word 'email'?
- c) What do you think of email?
- d) What makes you angry about email?
- e) Does email take up too much of your time?
- f) Why is it difficult for workers to switch off from work?
- g) What do you get email about?
- h) Which is better, email or Facebook messages? Why?
- i) What do you think of checking work email while on holiday?
- j) How important is "me time" to you?

*No work E-mail for workers on vacation – 17th August, 2014*  
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## EMAIL DISCUSSION

STUDENT B's QUESTIONS (Do not show these to student A)

- a) Did you like reading this article? Why/not?
- b) Do you always feel refreshed after holidays?
- c) How important is email in your life?
- d) Are holidays becoming a thing of the past?
- e) What do you think of spam mail?
- f) Should people leave their iPhones at home when they go on holiday?
- g) What do you think of the 'Mail on Holiday' idea?
- h) Would you do a job where you had to answer email every day?
- i) Should workers always be in contact with their customers?
- j) What questions would you like to ask Daimler?

# DISCUSSION (Write your own questions)

STUDENT A's QUESTIONS (Do not show these to student B)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

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# DISCUSSION (Write your own questions)

STUDENT B's QUESTIONS (Do not show these to student A)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

# LANGUAGE - CLOZE

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

It is becoming more and (1) \_\_\_\_\_ difficult for workers to switch off from work. Many workers answer or write e-mails on the train to and (2) \_\_\_\_\_ work, during lunchtime and at home after work. A lot of people (3) \_\_\_\_\_ check their work e-mail when they go on vacation to other countries. This might be changing. The German carmaker Daimler is giving its workers the choice to (4) \_\_\_\_\_ receive e-mail when they are on holiday. This will mean employees will be able to relax on the beach instead of (5) \_\_\_\_\_ with problems in their inbox. Daimler employees can choose to auto-delete all work e-mail while on vacation. Daimler says it wants workers to enjoy family time or "(6) \_\_\_\_\_ time" while on vacation.

Daimler spokesman Oliver Wihofszki told reporters that staff would work better if they returned from holiday (7) \_\_\_\_\_ refreshed. He said staff should return to work feeling refreshed and motivated. A human (8) \_\_\_\_\_ officer said: "Our employees should relax on holiday and not read work-related emails." Daimler's system is called 'Mail on Holiday'. The sender gets a (9) \_\_\_\_\_ that says: "I'm using 'Mail on Holiday'...your e-mails will be deleted....If you want me to read this e-mail (10) \_\_\_\_\_, please be (11) \_\_\_\_\_ enough to send me the information [next week]." Not everyone thinks the system is a good idea. Customers may not like receiving a mail telling them to write again later and companies could (12) \_\_\_\_\_ business.

## Put the correct words from the table below in the above article.

- |     |               |                  |               |                 |
|-----|---------------|------------------|---------------|-----------------|
| 1.  | (a) more      | (b) most         | (c) many      | (d) much        |
| 2.  | (a) fro       | (b) form         | (c) from      | (d) for         |
| 3.  | (a) ever      | (b) event        | (c) even      | (d) every       |
| 4.  | (a) nod       | (b) non          | (c) now       | (d) not         |
| 5.  | (a) dealing   | (b) dealt        | (c) deals     | (d) dealer      |
| 6.  | (a) us        | (b) me           | (c) we        | (d) they        |
| 7.  | (a) doing     | (b) having       | (c) showing   | (d) feeling     |
| 8.  | (a) personnel | (b) resources    | (c) people    | (d) wealth      |
| 9.  | (a) post      | (b) letter       | (c) reply     | (d) note        |
| 10. | (a) publicly  | (b) personally   | (c) privately | (d) potentially |
| 11. | (a) big       | (b) professional | (c) worth     | (d) kind        |
| 12. | (a) big       | (b) lose         | (c) start     | (d) trade       |

# SPELLING

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

## Paragraph 1

1. hctisw off from work
2. anrswe or write e-mails
3. go on vacation to other rsiuecnot
4. the choice to not eivecre e-mail
5. yeoepsmle will be able to relax
6. auto-letdee all work e-mail

## Paragraph 2

7. Daimler opmnesksa Oliver Wihofszki
8. rtrnudee from holiday feeling refreshed
9. feeling refreshed and vmtitdeao
10. read this e-mail alplrnyose
11. the tssmey is a good idea
12. companies could lose nibssesu



# PUT THE TEXT BACK TOGETHER

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

**Number these lines in the correct order.**

- ( ) called 'Mail on Holiday'. The sender gets a reply that says: "I'm using 'Mail on Holiday'...your e-mails will be deleted....If you
- ( ) check their work e-mail when they go on vacation to other countries. This might be
- ( ) on holiday. This will mean employees will be able to relax on the beach instead
- ( ) refreshed. He said staff should return to work feeling refreshed and motivated. A human resources
- ( ) of dealing with problems in their inbox. Daimler employees can choose to auto-delete all work e-mail while on
- ( ) want me to read this e-mail personally, please be kind enough to send me the
- ( ) or write e-mails on the train to and from work, during lunchtime and at home after work. A lot of people even
- ( ) changing. The German carmaker Daimler is giving its workers the choice to not receive e-mail when they are
- ( ) information [next week]." Not everyone thinks the system is a good idea. Customers may not
- ( **1** ) It is becoming more and more difficult for workers to switch off from work. Many workers answer
- ( ) vacation. Daimler says it wants workers to enjoy family time or "me time" while on vacation.
- ( ) like receiving a mail telling them to write again later and companies could lose business.
- ( ) Daimler spokesman Oliver Wihofszki told reporters that staff would work better if they returned from holiday feeling
- ( ) officer said: "Our employees should relax on holiday and not read work-related emails." Daimler's system is

# PUT THE WORDS IN THE RIGHT ORDER

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

1. from More workers off for switch work difficult to.

---

2. receive Giving the not workers to email its choice.

---

3. Relax beach dealing the of problems on instead with.

---

4. choose - work can auto all Employees to delete email.

---

5. it to time says workers family Daimler wants enjoy.

---

6. work staff to refreshed said return feeling He should.

---

7. me this want read personally you to email If.

---

8. Please enough me kind send information be to the.

---

9. good Not the a thinks is idea everyone system.

---

10. write mail to later a them again Receiving telling.

---

# CIRCLE THE CORRECT WORD (20 PAIRS)

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

It is becoming more and *many / more* difficult for workers to switch off from work. Many workers answer or write e-mails on the train to and *fro / from* work, during lunchtime and at home after work. A lot of people *ever / even* check their work e-mail when they go on vacation to *other / another* countries. This *might / will* be changing. The German carmaker Daimler is giving its workers the *choosing / choice* to not receive e-mail when they are on holiday. This will *mean / meant* employees will be able to relax on the beach instead *of / for* dealing with problems in their inbox. Daimler employees can choose to auto-delete *all / every* work e-mail while on vacation. Daimler says it wants workers to enjoy family time or "we / me time" while on vacation.

Daimler spokesman Oliver Wihofszki told reporters that *stuff / staff* would work better if they returned from holiday *feeling / felt* refreshed. He said staff should return to *company / work* feeling refreshed and motivated. A human resources officer said: "Our employees should *relaxing / relax* on holiday and not read work-related emails." Daimler's system *is / be* called 'Mail on Holiday'. The sender gets *a / the* reply that says: "I'm using 'Mail on Holiday'...your e-mails will be *deletion / deleted*...If you want me to read this e-mail *personally / personality*, please be kind enough to send me the information [next week]." Not everyone *thinks / thinking* the system is a good idea. Customers may not like receiving a mail telling them to write again *later / lately* and companies could lose business.

**Talk about the connection between each pair of words in italics, and why the correct word is correct.**

# INSERT THE VOWELS (a, e, i, o, u)

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

t s b c m ng m r nd m r d ff c lt f r w rk rs  
t sw tch ff fr m w rk. M ny w rk rs nsw r r wr t  
-m ls n th tr n t nd fr m w rk, d r ng  
l ncht m nd t h m ft r w rk. l t f p pl  
v n ch ck th r w rk -m l wh n th y g n  
v c t n t th r c ntr s. Th s m ght b ch ng ng.  
Th G rm n c rm k r D ml r s g v ng ts w rk rs  
th ch c t n t r c v -m l wh n th y r n  
h l d y. Th s w ll m n mpl y s w ll b bl t  
r l x n th b ch nst d f d l ng w th pr bl ms  
n th r nb x. D ml r mpl y s c n ch s t  
t d l t ll w rk -m l wh l n v c t n.  
D ml r s ys t w nts w rk rs t nj y f m ly t m  
r "m t m" wh l n v c t n.

D ml r sp k sm n l v r W h fszk t ld r p rt rs  
th t st ff w ld w rk b tt r f th y r t rn d fr m  
h l d y f l ng r fr sh d. H s d st ff sh ld r t rn  
t w rk f l ng r fr sh d nd m t v t d. h m n  
r s rc s ff c r s d: "r mpl y s sh ld r l x  
n h l d y nd n t r d w rk-r l t d m ls."  
D ml r's syst m s c ll d 'M l n H l d y'. Th  
s nd r g ts r ply th t s ys: "'m s ng 'M l n  
H l d y'...y r -m ls w ll b d l t d... f y w nt  
m t r d th s -m l p rs n lly, pl s b k nd  
n gh t s nd m th nf rm t n [n xt w k]." N t  
v ry n th nks th syst m s g d d .  
C st m rs m y n t l k r c v ng m l t ll ng th m  
t wr t g n l t r nd c mp n s c ld l s  
b s n ss.

# PUNCTUATE THE TEXT AND ADD CAPITALS

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

it is becoming more and more difficult for workers to switch off from work many workers answer or write e-mails on the train to and from work during lunchtime and at home after work a lot of people even check their work e-mail when they go on vacation to other countries this might be changing the german carmaker daimler is giving its workers the choice to not receive e-mail when they are on holiday this will mean employees will be able to relax on the beach instead of dealing with problems in their inbox daimler employees can choose to auto-delete all work e-mail while on vacation daimler says it wants workers to enjoy family time or "me time" while on vacation

daimler spokesman oliver wihofszki told reporters that staff would work better if they returned from holiday feeling refreshed he said staff should return to work feeling refreshed and motivated a human resources officer said "our employees should relax on holiday and not read work-related emails" daimler's system is called 'mail on holiday' the sender gets a reply that says "i'm using 'mail on holiday'...your e-mails will be deleted...if you want me to read this e-mail personally please be kind enough to send me the information [next week]" not everyone thinks the system is a good idea customers may not like receiving a mail telling them to write again later and companies could lose business

# PUT A SLASH ( / ) WHERE THE SPACES ARE

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

It is becoming more and more difficult for workers to switch off from work. Many workers answer or write e-mails on the train to and from work, during lunchtime and at home after work. A lot of people even check their work e-mail when they go on vacation to other countries. This might be changing. The German carmaker Daimler is giving its workers the choice to not receive e-mail when they are on holiday. This will mean employees will be able to relax on the beach instead of dealing with problems in their inbox. Daimler employees can choose to auto-delete all work e-mail while on vacation. Daimler says it wants workers to enjoy family time or "me time" while on vacation. Daimler spokesman Oliver Wihofszki told reporters that staff would work better if they returned from holiday feeling refreshed. He said staff should return to work feeling refreshed and motivated. A human resources officer said: "Our employees should relax on holiday and not read work-related e-mails." Daimler's system is called 'Mail on Holiday'. The sender gets a reply that says: "I'm using 'Mail on Holiday'... your e-mails will be deleted.... If you want me to read this e-mail personally, please be kind enough to send me the information [next week]." Not everyone thinks the system is a good idea. Customers may not like receiving a mail telling them to write again later and companies could lose business.

# FREE WRITING

From <http://www.BreakingNewsEnglish.com/1408/140817-email.html>

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

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# HOMework

**1. VOCABULARY EXTENSION:** Choose several of the words from the text. Use a dictionary or Google's search field (or another search engine) to build up more associations / collocations of each word.

**2. INTERNET:** Search the Internet and find out more about work email. Share what you discover with your partner(s) in the next lesson.

**3. EMAIL:** Make a poster about email and working. Show your work to your classmates in the next lesson. Did you all have similar things?

**4. WORK EMAIL:** Write a magazine article about looking at work email at home. Include imaginary interviews with people who are for and against it.

Read what you wrote to your classmates in the next lesson. Write down any new words and expressions you hear from your partner(s).

**5. WHAT HAPPENED NEXT?** Write a newspaper article about the next stage in this news story. Read what you wrote to your classmates in the next lesson. Give each other feedback on your articles.

**6. LETTER:** Write a letter to a human resources officer. Ask him/her three questions about work email at home. Give him/her three of your ideas on how to separate work from "me time". Read your letter to your partner(s) in your next lesson. Your partner(s) will answer your questions.

# ANSWERS

## TRUE / FALSE (p.4)

a F    b F    c T    d T    e T    f F    g T    h F

## SYNONYM MATCH (p.4)

- |               |                |
|---------------|----------------|
| 1. difficult  | a. problematic |
| 2. check      | b. look at     |
| 3. choice     | c. option      |
| 4. relax      | d. chill out   |
| 5. choose     | e. select      |
| 6. returned   | f. got back    |
| 7. refreshed  | g. energised   |
| 8. employees  | h. workers     |
| 9. deleted    | i. binned      |
| 10. receiving | j. getting     |

## COMPREHENSION QUESTIONS (p.8)

1. Switch off from work
2. On the train
3. Relax on the beach
4. To not receive work-related mail
5. Relax
6. Refreshed and motivated
7. A human resources officer
8. Mail on Holiday
9. Customers
10. Business

## MULTIPLE CHOICE - QUIZ (p.9)

1. a    2. c    3. d    4. b    5. a    6. d    7. c    8. b    9. c    10. b

## ALL OTHER EXERCISES

Please check for yourself by looking at the Article on page 2.  
(It's good for your English ;-)