Read the introduction to an email and answer the questions.

1 Who is this email from (i.e. an employee, IT specialist, customer etc)?
2 Who is the email to?
3 What is the basic problem being discussed?
4 What will the rest of the email be about?
5 What kind of ideas might be in the rest of the email?

From: Rupert Hills-Jones ✉ To: All employees

Subject: Data Security

Dear All,
Unfortunately there have been several instances recently of data falling into the wrong hands. I have been a victim of ID theft and we have lost a few company laptops and memory sticks containing sensitive trading information. The following rules around data and data security are mandatory and failure to abide by these will result in disciplinary action up to and including dismissal. I am sorry for the stern tone but this is a very serious issue for us all.

Read the rest of the email from Rupert Wilson, CIO of London Investments. Some sentences have been removed from the email. Read the text and complete the gaps 1–6 with the sentences a–f below.

a Ideally this should contain both letters and numbers.
b Only company-provided and approved software may be used.
c At the end of each day, ensure that your desks are clear and all documentation or storage devices are in locked drawers.
d Do not leave them where they can be seen on the back seat of a car.
e IT will be running a webcast on how to do this next Tuesday 25th.
f Any documentation found lying around after the trading day will be destroyed. You have been warned.

✉

Clear Your Desk
With immediate effect we will be running a Clear Desk Policy in the office.
_____1.

Shred
All unwanted printouts, photocopies, notes etc. must be put into the shredders that have been installed in each office. _____2.

Use Passwords
All systems must be accessed using a password. _____3. This password is secret to you and should not be shared with any other individuals.

Change Passwords

All passwords must now be changed on a monthly basis. If you think that your password has been compromised, call the IT Helpdesk immediately.

Don't Download

All laptops are to be scanned on a monthly basis by IT to check for spyware or malware. Under no circumstances should any programs be downloaded from the internet onto company laptops. _____ [4].

Emails

Do not open email attachments unless you know the originator of the mail personally and you are expecting an attachment of that type and name.

Keep Secure

All laptops taken out of the office either to clients' offices or to work from home must be kept secure at all times. _____ [5].

Memory Sticks

All memory sticks are now numbered. The IT Department will keep a list of memory sticks and who is responsible for them.

Encrypt

All data stored on memory sticks must be encrypted. _____ [6].

And on a personal note if anybody sees my wallet, could you please pop it into my office.
Regards
Rupert

Match the verbs in A with the words in B to make expressions from the email.

A		B
1	be	an email attachment
2	change	a document
3	download	a program
4	open	a victim
5	run	a webcast
6	scan	a laptop
7	shred	a password

Grammar:

__Choose the right option in each sentence.__ (escribe la letra minúscula correspondiente a la opción correcta en cada espacio)

1 He _____ to go home.
   a   want
   b   did
   c   didn't want
   d   didn't wanted

2 Where _____ to school?
   a   did you go
   b   went you
   c   did you went
   d   did go

3 If my new company is successful, I _____ employ people to help me.
   a   will
   b   be able to
   c   will be able to
   d   will able to

4 The first reality TV show _____ in Sweden in 1997.
   a   showed
   b   shown
   c   is shown
   d   was shown

5 The film Avatar was directed _____ James Cameron.
   a   by
   b   from
   c   for
   d   with

6 He realized that he _____ his car keys in the office.
   a   left
   b   has left
   c   had left
   d   was leaving

7 We wouldn't have missed the bus if you _____ to chat with Mary!
   a   didn't stop
   b   hadn't stopped
   c   don't stop
   d   wouldn't have stopped

8 We'll stay at home if it _____ this afternoon.
   a   raining
   b   rains
   c   will rain
   d   rain

9 If I hadn't replied to your email, I_____ here with you now.
   a   a. can't be
   b   b. wouldn't be
   c   c. won't be
   d   d. haven't been

10 You may not like the cold weather here, but you'll have to _____, I'm afraid.
   a   tell it off
   b   sort itself out
   c   put up with it
   d   put it off

11. I'm tired, so I'm going to _____ the computer for today.
a. wipe out
b. back up
c. shut down
d. sign up
12. Someone _____ my bank account and stole millions of dollars.
a. wiped up
b. hack into
c. scroll down
d. hacked into
13. Before you donate your computer, be sure you _____ the hard drive
a. hack into
b. sign up
c. wipe out
d. shut down
14. Be sure you _____ your files before you change systems.
a. wipe out
b. sign up
c. back up
d. sort out