

# AUTOMATIC EMAILS CAN HELP THIEVES

Read the text and think of the word which best fits each space. Write only ONE word for each gap.

Using an "out of office" automatic response on your emails to tell people that you are away from the office or (0) \_\_\_\_ holiday seems to be a sensible thing to do.

(1) \_\_\_\_ means that people trying to contact (2) \_\_\_\_ will realize that there will be a delay before you can get back to them. However, you should think (3) \_\_\_\_ the possible effects of these automatic messages and (4) \_\_\_\_ careful when you use (5) \_\_\_\_, because of new security risk that (6) \_\_\_\_ messages often give quite detailed information about (7) \_\_\_\_ you are going away and coming back, and the danger is that the (8) \_\_\_\_ information you put into your message the greater the chances are of someone breaking (9) \_\_\_\_ your house while you are away.

Apparently what criminals do is send thousands of email messages (10) \_\_\_\_ random. They get your automatic response and are then (11) \_\_\_\_ to find out your personal details, possibly including (12) \_\_\_\_ you live, by cross-referencing the information. So the advice is now to include the minimum information on your automatic message, (13) \_\_\_\_ as "I am unable to deal with your query at (14) \_\_\_\_ moment" without giving any extra details.

