

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.

