0 **A** noticed **B** solved **C** found **D** saw

0	A	B	C	D

Email overload

A recent survey **(0)** ..... that office workers are suffering from an increasingly common 21st-century problem: too many emails. The study, which involved observing the **(1)** ..... of over 50 companies, appears to show that the huge number of messages they are now receiving is **(2)** ..... many of them from doing their jobs properly. In some cases, **(3)** ..... to the authors of the report, the negative **(4)** ..... on concentration can be as bad as losing a whole night's sleep.

The main problem seems to be that whenever employees receive emails, they feel **(5)** ..... to reply to them immediately. Often the message has nothing at all to **(6)** ..... with the work they are currently involved in, requiring them to focus on a completely different issue – until the next email arrives. These constant changes are tiring for the brain and this inevitably **(7)** ..... to poor overall performance.

Many employees continue to do this outside working **(8)** ....., checking their emails at home again and again just in **(9)** ..... there are any new messages. Some even do so while they are on holiday.

The solution, say the scientists who **(10)** ..... the survey, is relatively simple. Companies should advise people to check their emails far less often, possibly as **(11)** ..... as three or four times a day, reminding them that not every message needs an instant reply. They could also encourage their employees to relax more, and not **(12)** ..... their work quite so seriously.

LIVEWORKSHEETS

1	**A** crew	**B** staff	**C** team	**D** band
2	**A** delaying	**B** opposing	**C** preventing	**D** interfering
3	**A** agreeing	**B** relating	**C** depending	**D** according
4	**A** effect	**B** result	**C** reaction	**D** product
5	**A** needed	**B** ordered	**C** commanded	**D** obliged
6	**A** see	**B** do	**C** make	**D** go
7	**A** results	**B** leads	**C** causes	**D** creates
8	**A** days	**B** terms	**C** hours	**D** turns
9	**A** case	**B** event	**C** time	**D** fact
10	**A** made up	**B** took part	**C** carried out	**D** filled in
11	**A** few	**B** many	**C** little	**D** much
12	**A** feel	**B** take	**C** think	**D** regard

LIVEWORKSHEETS