

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.

