



Name: _____ Class: _____ Date: _____

Email overload

A recent survey **(0) found** 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.

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|-----|-------------|-------------|---------------|----------------|
| 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 | B. took | C. carried | D. filled |
| 11. | A. up | B. part | C. out | D. in |
| 12. | A. few | B. many | C. little | D. much |