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Vocabulary: Work 词汇：工作

It's 7pm and I'm tired. My **shift** finished one hour ago but I'm still in the office dealing with emails. But I'm not alone when it comes to having a full **inbox** and no time to reply. This problem has been worrying experts in business.

Sir Cary Cooper, an academic and former **adviser** to the British government, says that **employers** must combat an "epidemic" of **staff** checking work emails **after-hours**.



Do you check work emails all the time?

"For people to be working at night, weekends and holidays on email is not good for the health of our country", says Cooper. And he suggests that sending and receiving emails within the same building should be banned. These should be replaced by **face-to-face meetings** and phone calls.

Some companies offer internal social networks to have people **interacting**.

Part of the modern thinking is that staff's healthy **work-life balance** leads to a company's increased **productivity**. And there are suggestions that the **workforce** should have an **input** in changing this culture. According to Cooper, one practical solution would be to send a message to alert workers when they access emails at a time they should be relaxing with their families.

Some companies have adopted a more radical **approach** to combat the current 'email epidemic'. The French IT company Atos announced in 2011 it was considering banning the use of internal emails. The announcement was enough to make the number of emails decrease.

The BBC's Technology correspondent Rory Cellan-Jones suggests that **employees** write shorter emails, with the subject line treated as a headline so that the **recipient** decides if the rest is worth reading. And a crucial point: we need to think before copying a message to everyone in the company. Otherwise many will end up like me - late in the day just pressing the same key. Delete, delete, delete...

词汇表请参看答案与词汇部分

Quiz 测验

阅读短文并回答问题。

1. What does Sir Cary Cooper believe should not be allowed?
2. What are the four ways of communication mentioned in the article?
3. What happened after Atos said it might ban internal emails?
4. How could you help people decide if they should take time to read your email?
5. Which verb means to remove an email from your inbox?

Exercise 练习

请你在不参考课文的情况下完成下列练习。从每个表格中选择一个意思合适的单词填入句子的空格处。

1. If you can't solve a problem with one method, maybe you should try a different _____.

productivity	recipient	approach	email
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2. I'm done with answering calls today. I'll be _____ at home.

relaxing	after-hours	face-to-face	on my shift
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3. The staff's _____ is important for modern companies keen on increasing productivity.

approach	relaxing	work-life balance	culture
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4. I've just finished my presentation and would welcome your _____.

culture	email	face-to-face meeting	input
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5. Mr Jones owns a big shop in the main street. Actually he's the main _____ in the area.

workforce	employee	employer	staff
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Answers and Glossary 答案与词汇

Quiz 小测验

1. What does Sir Cary Cooper believe should not be allowed? **Sending and receiving emails within the same building.**
2. What are the four ways of communication mentioned in the article? **Emails, face-to-face meetings, phone calls, social networks.**
3. What happened after Atos said it might ban internal emails? **The number of internal emails decreased.**
4. How could you help people decide if they should take time to read your email? **Write the subject line as a headline.**
5. Which verb means to remove an email from your inbox? **To delete.**

Exercise 练习

1. If you can't solve a problem with one method, maybe you should try a different **approach**.
2. I'm done with answering calls today. I'll be **relaxing** at home.
3. The staff's **work-life balance** is important for modern companies keen on increasing productivity.
4. I've just finished my presentation and would welcome your **input**.
5. Mr Jones owns a big shop in the main street. Actually he's the main **employer** in the area.

Glossary 词汇表

shift	上班时段
inbox	收件箱
adviser	顾问
employer	雇主
staff	员工
after-hours	下班时间
face-to-face meeting	面对面的会议
to interact	互动
work-life balance	工作生活平衡
productivity	生产能力
workforce	劳动力
input	建议
approach	方法, 途径
employee	雇员
recipient	收件人