

Nombre: _____

1. Read and answer

JOBS

It's no joke when you email

Have you ever sent an email to a friend from work? Well, we all do it sometimes, don't we? Or have you ever sent a joke to a colleague on the office computer? If so, you might like to think again. This is exactly what Rupert Beverly and David Pennington did and now they wish they hadn't. They were sacked from an engineering company in the North of England for doing just that.

Hang on – you may think – this is one small company in the UK. However, this happens not only in less-regulated small companies but in large multinational ones, too. Eight sales staff at Cable and Wireless lost their jobs after sending a slightly indecent email. Someone made a complaint about the email and by doing so brought it to the attention of the management, who claimed that the email could be considered offensive. The sacked workers didn't think so themselves and they insisted that it wasn't really provocative, as they knew that it was a sackable offence to download material of that sort.

When Harvard professors found out that the school's administration searched employee emails to find out who leaked confidential information to the press, it brought a major employment law issue to the public's attention: Is your email private? Harvard faculty members were outraged, calling the administration's action "creepy," "disgraceful" and "dishonorable." The outrage, however, was sparked by the recognition that these employees were faculty, and should have been notified in advance of the search. Harvard faculty apparently have rights that mere Harvard staff do not.

So can your boss read your email? The answer is, mostly, yes. Here's what you need to know about the privacy of your email at work. If you are emailing to and from your work email address, then that address is probably your employer's property, not yours. Odds are, your employer put some sort of notice and consent to monitoring your email in your handbook, contract, or even your job application. While the Electronic Communications Privacy Act provides some protection, there are too many loopholes. Don't open email attachments from people you don't know, or from anyone who might send you something inappropriate at work. Your employer can and probably will find it when they start looking for a reason to fire you.

Regulations governing this area vary from country to country: at present the law in the USA allows companies to monitor staff emails and while that in the UK is not so strict, it looks as though it will follow the US model. In Germany, however, the law does not allow "spying" on employees' personal email, but at least one multinational based there is doing it by sending all emails to the UK to be monitored.

Civil rights organisations are concerned that monitoring emails infringes personal liberty and that it also undermines trust in the working environment. They want management to do this only when necessary, and to be able to prove that it was indeed necessary to do so.

And what of Rupert Beverly and David Pennington? Well, their claim for unfair dismissal was rejected: the tribunal found that the company was within its rights to sack employees for sending joke emails, and also, more worryingly, for the time wasted in doing it. Watch out, Big Brother is really watching you now!

1) Why were Rupert Beverly and David Pennington fired from their jobs?

2) How did the Cable and Wireless management find out about the indecent email?

3) What was the professors' reaction when they found out that their emails were being monitored?

4) Which are the main facts you need to know about sending email from the workplace?

5) What were the main reasons the court accepted for the sacking of Rupert Beverly and David Pennington?

2. Read about Christopher Reeve's work experience and fill in the blanks with the correct form of the verb.
When you see + use a modal

Known principally as an actor, Reeve _____ (have) many other talents and interests, including directing, which he _____ (do) for some years at the time of his death in 2004.

Born in September 1952, Reeve was heavily influenced through his life by his novelist and poet father. As a child he _____ (+ act) stories with his little brothers, and by the age of eight he _____ (already appear) in several school plays.

He studied music and English at Cornell University, and while he _____ (study) in his final year, he _____ (accept) by the renowned Julliard School of Performing Arts. He _____ (perform) both in film and on the stage for a few years when he _____ (accept) the part for which he _____ (be) most remembered, Superman, in 1978.

Always active and a keen sportsman, Reeve _____ (+ do) all his own stunts. In terms of sports, his interests focused on horse-riding and he _____ (compete) for a few years when he _____ (throw) from his horse and broke his neck. If he had been more careful about his body, he _____ (not have) such a terrible accident.

From a man who _____ (be) at the peak of his powers, he was now paralysed from the neck down. Perhaps because he _____ (be) so active all his life, he was determined _____ (continue) making something of his life, and despite his injuries, he continued _____ (act) and he started directing.

In October 2004 Reeve _____ (promote) a film that he _____ (recently direct) when he suffered a sudden and unexpected heart attack and fell into a coma. He died the following day, aged only 52, _____ (leave) a wife and three children.

3. Read this letter of application and fill in the blanks with a suitable connective

Dear Dr Anderson

I would like to be considered for the post of resident photographer with your magazine Nature.

My degree is in media studies, specialising in photography. I completed it in 2002 and have been working _____ that time for various companies, including magazines, _____ a freelance photographer. All my work experience _____ far has been in the UK, except _____ a three month project in Poland, _____ I took photos of birds in the Baltic Sea. _____ I've always been very happy with my job, _____ of family commitments at the present time, I am seeking to move from freelance into more secure employment, and I would be very interested in working for Nature magazine. As _____ as working for fashion and music companies, I worked for a small local wildlife charity, for whom I took many photographs during three short-term contracts, some of _____ I enclose with this application. _____ the fact that I had hoped to find a permanent position with them, funding for the position was not forthcoming.

4. Read this other letter of application and fill in the gaps with ONE suitable word

Dear Ms Travis,

Please forgive me for contacting you out of the blue. I am writing in connection with the film apprenticeship your studio offers. I noticed an advertisement about these in the paper some months _____ and I have been meaning to write to you _____ then. My request concerns the film editing apprenticeship in particular.

I completed a university degree in film studies last June and I have been trying to find a position in film since then. To be honest, it has not been easy and I am feeling a bit disappointed _____ the moment. My course consisted of most aspects of _____ film and television production. In my final year, I specialised in film editing in _____ to be able to offer a more specific skill to future employers.

I realise that the advert for the apprenticeships was placed some months ago and you may not have any places _____ now. However, I am perfectly willing to work in any capacity for a few weeks _____ that you can see my level of commitment, in the hope _____ I may qualify for the apprenticeship in the future. I promise that I won't disappoint you _____ you decide to employ me in any capacity.

I look forward _____ hearing from you.

5. Complete this dialogue between two friends

- Anne: Oh, Carl. I've been meaning to ask you. _____ ?
- Carl: The interview was really fine. They offered me the job.
- Anne: Really? That's great! _____ ?
- Carl: Huge. Over a thousand employees.
- Anne: And do you _____ ?
- Carl: I think so. In my last job I was manager in a really small company, but there was nowhere to go from there.
- Anne: _____ ?
- Carl: Next month. Actually, by this time next month, _____.
- Anne: It sounds good. _____ for the job?
- Carl: It was in Herald Tribune, but it was the smallest job ad I've ever seen. I could easily have missed it.
- Anne: Maybe they didn't want thousands of applicants. _____ ?
- Carl: Yeah, probably. They said in the interview they thought I'd be away two weeks a month on average.
- Anne: Janey won't like that, _____ ?
- Carl: Oh, I still haven't told her about it. If she knew _____ .
Anyway, I'm sure she'll like some of the other aspects of the job, like the sports centre membership.
- Anne: You mean _____ ?
- Carl: Yes, completely free. She'll be able to play tennis whenever she wants ... for nothing!

6. Composition. Write about 180 words on ONE of the following:

- End a story with the following sentence: "In the end, I had to admit he was right."
- My Hardest Day at Work