**Task 1. Re-order the words to write sentences.**

 **Example:** call you I when I arrive will

 *I will call you when I arrive*

*Составить предложение правильно.*

1. if a lot of accept people the invitation have we to find will a new venue

**If …**

1. my boss if flexible were a bit more a holiday next week could I take

**If …**

1. more time be if preparing he better his presentations spent would

**His …**

1. had if so waste we a good database wouldn’t much time we

 **If …**

**Task 2. Choose the correct answers from the words in *italics.***

 **Example:** If they *won’t plan*/ *don’t plan* the event carefully,

 they *go*/ *‘ll* *go* over their budget.

Подчеркнуть правильное….

1. If you *kept/’ll keep* your thoughts on your goals, you *wouldn’t get/ got* irritated by small problems.
2. She *would be/ was* much nicer if she *would be*/ *were* less stressed.

**Reading**

|  |
| --- |
| Message on sensitive e-mails is not getting throughWhen new employees start at Goldman Sachs, one of the first things they are told is that they should not put anything in an e-mail that they wouldn’t want to read in the \_\_\_\_\_\_\_\_\_\_**1**. Don’t complain about colleagues. Don’t discuss sensitive deals. Don’t say bad things about the competition. If you want to do those things, they are told, use the phone or talk to someone in person.The same \_\_\_\_\_\_\_\_\_\_**2** has been repeated across the corporate world for years, but the message never seems to get through. Sensitive e-mails and instant messages continue to turn up in public.It seems that no matter how often they are told, employees continue to see workplace e-mails as casual, private exchanges that no one else will read. The ePolicy Institute, which conducts research and advises companies, recently carried out a survey of 416 companies. The survey showed that only 42 per cent of companies conduct any formal training regarding e-mail usage. Instead, they rely on written policies that are often not read*.*Simply telling workers to be more careful is not enough. Some companies are now using advanced software that can block potentially embarrassing messages from leaving a corporate system.Proofpoint, an electronic security company, offers software that monitors \_\_\_\_\_\_\_\_\_\_**3** as they arrive and depart to detect potentially dangerous words or phrases. Keith Crosley, Director of Market Development for Proofpoint, says heavily regulated \_\_\_\_\_\_\_\_\_\_**4**, such as financial services and health care, are among his company’s best customers. Kawasaki Motors uses the software to make sure no one leaks its motorcycle designs. The software ensures that personal data such as credit-card numbers and medical histories are encrypted and monitors the disclosure of confidential corporate \_\_\_\_\_\_\_\_\_\_**5**.‘Our systems can be trained,’ Mr Crosley says. ‘You can show it examples – “Here are my new car designs. Here is my internal phone list” – and not let those messages go out.’The problem is that the software can occasionally block important e-mails that are not sensitive. ‘Customers are not very tolerant of that problem,’ Mr Crosley says. |

II. Choose the best answer to each question (6–10).

Выделить верное. Смотри текст!

 6 There are several kinds of sensitive information that shouldn’t be included in

 e-mails. Which one *doesn’t* appear in the article?

 a) complaints about people you work with

 b) trade secrets

 c) employees’ names

 d) bank-account details

 e) credit-card details

 7 If they want to discuss sensitive deals, Goldman Sachs employees are told

 not to …

 a) use the phone.

 b) use e-mail.

 c) talk to a person inside the company.

 8 According to an ePolicy survey, most companies …

 a) use special software to block sensitive messages.

 b) organise training programmes to instruct employees how to use e-mail.

 c) send only written instructions about using e-mail.

 9 Proofpoint is …

 a) a kind of software that monitors e-mails.

 b) a company that specialises in electronic security.

 c) an institute that advises companies on security.

 10 Which word is used in the article to mean the same as ‘sensitive’?

 a) casual

 b) instant

 c) embarrassing