

BBC Learning English

6 Minute English

Work Emails



NB: This is not a word for word transcript

Michelle: Hello and welcome to 6 Minute English from BBC Learning English. I'm Michelle.

Neil: And I'm Neil.

Michelle: Thanks for joining me Neil. Have you got used to being back in the office after that lovely long Christmas break?

Neil: Just about I think.

Michelle: It's always difficult coming back to work after a holiday, especially when the first thing you have to do is spend the morning going through all the work emails that have built up!

Neil: Yes indeed. Going through old work emails is a bore.

Michelle: Well today we're talking about a company that aims **to ban**, or to stop, all **internal emails** in the workplace.

Neil: It's difficult to imagine office life without internal emails! But before we get on to that, come on Michelle, it must be time for my first quiz question of the year?

Michelle: OK if you're ready. Today's question is about **spam**. That's the word for annoying junk emails. Now we all hate getting spam, but according to a recent report, which country produces the most spam? Is it:

- a) India
- b) The United States
- c) China

Neil: I really have no idea what the answer might be. So I'm going to guess, and for no particular reason I'm going to say India.

Michelle: OK well we'll find out the answer at the end of the programme. Now, for many office workers, sending and receiving emails to and from fellow employees is just part of the job. But now a big IT company called Atos plans to ban all internal emails by the year 2014.

Neil: Yes, the company has said that employees are wasting too much time dealing with internal emails, and that this has become the natural, lazy way to communicate.

Michelle: Let's hear from Rob Price, a managing partner at Atos. Here he's speaking on BBC 5 Live. First he says email has become the **definitive** thing people use, meaning something that's fixed or determined. But how does he suggest people in the office could communicate with each other instead?

Rob Price, managing partner of Atos

Email has become the definitive thing that people have used, they naturally use, they lazily use. Why don't you walk across the office? Or, use Instant Messaging? Or, use a range of kind of social media? So there's different things that people can do. This is about deciding what's the most effective way of communication, and adopting and embedding those within the organisation. (OK).

Michelle: So he suggested a couple of alternatives ways to communicate instead of using emails. Did you catch them Neil?

Neil: Well first there was the good, old fashioned way of communication. Can you imagine walking across the office to speak to someone?

Michelle: Amazing. That's always a good one isn't it?

Neil: And he also suggested using a range of social media like instant messaging.

Michelle: That's right. And he says that it's about deciding what is the most effective way of communication and **embedding**, or implanting it within the organisation.

Neil: So let's listen again to that clip once again.

Rob Price, managing partner of Atos

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Michelle: So what do you think Neil? Do you think it's a good idea **to get rid of** work emails altogether?

Neil: I think it's a good thing to try to do. I'm not sure if it could actually be eliminated completely. But, you know, go and talk to people, it's better!

Michelle: I think so too. But of course internal emailing can be incredibly useful. And for many employees, it would be difficult to work without it. Especially as emails can be a good way of **keeping records**, or keeping evidence of things that happen.

Neil: That's true. But Rob Price from Atos has some more suggestions of the sort of methods people can use for record-keeping instead of emails. Let's listen to this rather fast list of ideas.

Rob Price, managing partner of Atos

Video conferencing, file sharing, live meetings, Wikis, collaborations, bases, knowledge management systems, enterprise social systems. There's lots of different solutions and we need to be cognisant of how those are used in the light of an organisation.

Michelle: Wow. A couple of things he mentioned there were video conferencing, file sharing and bases – which is short for data bases. So he's got plenty of ideas for the modern office!

Neil: So Atos is hoping that by **adopting** some of these alternative types of communication, employees will communicate better with each other and a lot of time will be saved.

Michelle: Now time to go back to that quiz question Neil. I asked you which country produces the most spam? The answers were:

- a) India
- b) The United States
- c) China

And what was your answer?

Neil: I had no idea and had a complete guess at India.

Michelle: OK. Well according to a recent study by security firm Kaspersky, the answer was indeed a) India. So there you go.

Neil: Well. Lucky me.

Michelle: OK so could you remind us of today's words please Neil?

Neil: Yes here they are:

to ban

internal emails

spam

definitive

embedding

to get rid of

keeping records

adopting

Michelle: Thanks Neil. And that's all we've got time for in today's programme. But please do join us again for more 6 Minute English at our web address bbclearningenglish.com. Thanks for listening. Bye

Neil: Goodbye

Vocabulary and definitions

to ban	to stop or forbid something
internal emails	emails sent and received between employees in the workplace
spam	junk emails
definitive	something that's determined, fixed or conclusive
embedding	implanting, to fix firmly
to get rid of	to stop or clear away
keeping records	keeping evidence of things that happen
adopting	using, taking on

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