

# I. A BAN ON AFTER-WORK EMAIL

## 1. Before you listen

- A. What means of communication is the most used in companies and what are its advantages and drawbacks ?
- B. Read the title and synopsis of the video and try to guess the answers.  
« Lisa Kimmel of Edelman Toronto joins Affan Chowdhry to discuss their after-work email policy, which bans the sending of emails between the hours of 7 p.m. and 7 a.m. »
- a) What could a ban mean ?  
☐ a veto                      ☐ a prohibition
- b) This recording could be about :  
☐ companies deciding to stop sending emails when people are not at work  
☐ companies deciding to stop sending emails at work


## 2. Listen to the video document

- A. Introduce the document using the following elements.  
*Globe and Mail – 14 April 2014 – video – extract – interview – Canadian newspaper website – broadcast.*
- B. Vocabulary search : match the words with their definition.
- |                |   |                                       |
|----------------|---|---------------------------------------|
| seniority      | • | (to) put something in place           |
| self-policed   | • | rule                                  |
| (to) implement | • | superior rank / position in a company |
| policy         | • | (to) engage in                        |
| significant    | • | important                             |
| (to) commit to | • | self-controlled                       |
| regardless     | • | in spite of                           |
- C. First watching : watch the video and take notes. Write down all the words and numbers you can hear.
- D. Second listening : complete the information you already have and fill in this spidergram.



### 3. Write

*You are the communication director of a firm and your CEO has heard about the initiative of Lisa Kimmel of Edelman Toronto. She asks you to write a memo aimed at all the staff explaining the benefits of reducing the number of internal emails sent every day.*

 Pensez à vous servir de votre fiche méthodo « Rédiger une note de service » (distribuée en classe)

1. situation (intro : problème, information, objectifs, ...)
2. solution (en entonnoir : du plus général au plus détaillé)
3. action proposée (étapes, bénéfices)
4. conclusion (contact, remerciements, formules d'usage, ...)