

★ 2.1 Sectors and industries

1 Complete the sentences using the words in the box.

automotive agriculture card drilling
extraction financial manufacturing primary
retail secondary tertiary

- Alia works in _____ services and has a job in a credit _____ company. This kind of business is in the _____ sector.
- Most economic activity is in the _____ sector with most of the population working in _____ (animal farming, crop growing, etc.).
- We make furniture in our factory, which means that we're in the _____ industry. Therefore our business is part of the _____ sector.
- The Japanese _____ industry is strong, with their vehicles sold worldwide.
- That supermarket chain is one of the most successful companies in the _____ industry.
- The _____ of raw materials is part of the primary sector and includes things such as coal mining, and gas and oil _____.

★ 2.2 Past Simple and Past Continuous

2 Complete the text with the Past Simple or Past Continuous form of the verbs in brackets.

A few years ago, while I ¹ _____ (study) engineering at university, I ² _____ (have) to spend three months as an intern in a large engineering company. One day, I ³ _____ (work) in the office when I ⁴ _____ (meet) someone who changed my life. While I ⁵ _____ (explain) one of the projects I ⁶ _____ (be) responsible for to a visitor who ⁷ _____ (own) a company, he suddenly ⁸ _____ (offer) me a job with his company. At first I ⁹ _____ (not hear) what he said, so he ¹⁰ _____ (repeat) the offer. He ¹¹ _____ (wait) for me to reply when my manager ¹² _____ (interrupt) us and asked the visitor, 'What are you doing?' 'I've just offered your intern a job!' he replied. I'm now Senior Engineer in a very successful company.

★ Functional language

2.3 Interrupting and dealing with interruptions

3 Complete the conversation using the phrases in the box.

before we speak can I for interrupting
going back to I was making just say something
sorry to interrupt

- Anna:** Let's look at the new project in Paraguay first.
Benito: I'm ¹ _____, but I think we should discuss the construction project in Rio first.
Anna: Well, ² _____ about that, let me just say that Paraguay is the most urgent item on the agenda.
Carlos: Can I ³ _____ here? Benito's right. Rio's more urgent at the moment.
Anna: ⁴ _____ what I was saying, I know Rio's important, but if we don't finalise Paraguay first ...
Dina: Excuse me ⁵ _____ but ...
Anna: ⁶ _____ just finish my point? The point ⁷ _____ was that Paraguay is really urgent at the moment.

★ 2.4 Leaving a voicemail message

4 Choose the correct option in italics to complete the text.

Hello, ¹*this / here* is Johannes Marks from JOHAMA Supplies. This is a ²*phone / message* for David Kiteman. I'm ³*returning / getting back* your call. Please ⁴*call back to me / call me back* so we can discuss the contract in more detail. And, er, can you call me on my mobile please as I'm away from the office all day? Could you ⁵*get / call* back to me by the end of the day? I look forward to ⁶*hearing / returning* from you.

★ 2.5 Emails - Action points

5 Complete the email using the words in the box. There are three extra words you do not need to use.

aware by decision decide involve know
organise meeting with

As you ¹ _____, we're going to build a new factory. The project will ² _____ a lot of planning, so we had a ³ _____ to discuss the next stages. Here are the key action points:

- ⁴ _____ on location for factory
- choose construction company
- ⁵ _____ permissions (Barbara)
- plan schedule (Juan ⁶ _____ end of month)