application　　　**documentation**　　　**cover letter**

CV = curriculum vitae

When we submit a job application, what documentation do we usually send?

When …, we usually send our CV together with a cover letter

agenda　　　**ensure**　　　**issue**

focus　　　**circulate**　　　**item**

For a meeting at work, why is it useful to have an agenda?

For …, it's useful … to ensure that everything is discussed in a logical order, that important issues are not forgotten, and that people stay focused

Why is an agenda normally circulated to people a few days before a meeting takes place?

An agenda is … so that everyone can think about the items on the agenda, ask for other items to be added if necessary etc.

public sector　　　**private sector**

Do you personally believe it's better to build a career in the public sector or the private sector?

I personally believe …

Why?

sell like hot cakes

When a product is selling quickly and in large quantities, we can say that it's selling like hot cakes. This is quite an informal expression.

Name a company whose new products always sell like hot cakes.

... is a company whose ... sell like hot cakes

consumer spending   public spending

taxation

Consumer spending is the money the general public spend, for example on food, clothing, going out etc. Public spending, on the other hand, is the money the government spends, for example on education, health care and maintaining law and order. Most public spending is paid for by taxation.

What's the difference between consumer spending and public spending?

The difference ... is that consumer spending is the money that the general public spend ..., whereas public spending is the money that the government spends ...

How is most public spending paid for?

Most ... by taxation

target   achieve

Why do some parents get upset when television commercials deliberately target young children?

Some parents ... because ...

Give me an example of the word "target" used as a noun, please.

In June last year, we achieved sales of £152,000, which was £12,000 above our target