

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ЧЕРНІГІВСЬКИЙ НАЦІОНАЛЬНИЙ ТЕХНОЛОГІЧНИЙ УНІВЕРСИТЕТ

**АНГЛІЙСЬКА МОВА
В ГАЛУЗІ ПУБЛІЧНОГО УПРАВЛІННЯ
ТА АДМІНІСТРУВАННЯ**

МЕТОДИЧНІ ВКАЗІВКИ
до практичних занять
для студентів денної форми навчання
спеціальності 281 “Публічне управління та адміністрування”

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Англійська мова в галузі публічного управління та адміністрування. Методичні вказівки до практичних занять для студентів денної форми навчання спеціальності 281 «Публічне управління та адміністрування» / Укл. Кормільцина С.Ю. – Чернігів : ЧНТУ, 2019. – 65 с.

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Відповідальна за випуск: ЛИТВИН СВІТЛАНА ВОЛОДИМИРІВНА, завідувач кафедри іноземних мов професійного спрямування, кандидат педагогічних наук, доцент

Рецензент: БАРАНЕНКОВА НАТАЛІЯ АНАТОЛІЇВНА, кандидат філологічних наук, доцент, доцент кафедри іноземних мов професійного спрямування

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Передмова

Методичні вказівки з англійської мови призначені для проведення практичних занять зі студентами денної форми навчання спеціальності 281 «Публічне управління та адміністрування», які продовжують вивчення англійської мови на базі знань, отриманих в середній школі та укладені відповідно до вимог Програми викладання англійської мови професійного спілкування (Київ, 2005).

Головна мета методичних вказівок – розвиток вмінь розуміння й аналізу оригінальних текстів, розвиток лексичних навичок, удосконалення вмінь вести бесіду, брати участь у дискусіях англійською мовою, формувати соціально-комунікативну позицію фахівця в галузі публічного управління та адміністрування.

Методичні вказівки включають 30 тематичних розділів, які містять професійно-орієнтовані тексти для читання, до текстові завдання та завдання на перевірку прочитаного, лексичні та граматичні вправи та завдання на розвиток вмінь усного мовлення.

Підібраний текстовий матеріал є органічним компонентом професійної підготовки студентів. Фахові тексти та система вправ допоможуть майбутнім спеціалістам оволодіти термінологічною лексикою, підготують їх до спілкування іноземною мовою у професійному середовищі.

Unit 1

1. Match the words with the definitions.

- | | |
|------------------|---|
| 1. government | a. connected with the government and the services it provides for the people. |
| 2. public | b. the state of being equal, especially in status, rights, or opportunities. |
| 3. civil servant | c. the state of being free from danger or threat. |
| 4. legislation | d. fairness in protection of rights and punishment of wrongs. |
| 5. citizen | e. a law or set of laws. |
| 6. equality | f. a group of people that governs a state or nation. |
| 7. justice | g. a person who works in the civil service. |
| 8. security | h. a person who belongs to a particular country. |

2. Read and translate the article.

PUBLIC ADMINISTRATION



Public administration has two meanings. First, it is the implementation of government policy. Second, it is an academic discipline that studies this implementation and prepares civil servants for working in the civil service.

Public administration improves management of the government and improves policies so that government can function better. Public administrators are civil servants working in public departments and agencies at all levels of government.

They perform a wide range of functions, including managing city budgets, developing policy and legislation, implementing policies, and analyzing data to determine public needs. These

functions provide for the well-being of citizens. In universities, professors of public administration study government decision making, analyze policies, and think about how to improve policies and programs.

The goals of public administration are related to the democratic values of improving equality, justice, security, efficiency and effectiveness of civil services.

3. Decide True or False. Correct false sentences.

1. Public administration has three meanings.
2. Public administration is the implementation of government budget.
3. Public administration as an academic discipline prepares civil servants for working in the civil service.
4. Public administrators are civil servants working in public departments and agencies.
5. University professors of public administration study government decision making and analyze policies.
6. The goals of public administration are related to the democratic parties.

4. Choose where the words best fit the gaps. Then translate the sentences.

1. government/justice

- a. The _____ is planning to implement a new tax system.
- b. The police do all they can to bring criminals to _____.

2. citizen/equality

- a. They are fighting for _____ of women.
- b. She is a British _____, but lives in India.

3. service/budget

- a. The President didn't approve the _____ for the next year.
- b. American civil servants and academics promoted civil _____ reform in 19th century.

4. administration/administrators

- a. Public _____ is both an academic discipline and a field of practice.
- b. Public _____ are public servants working in public departments and agencies.

5. decisions/ policies

- a. Public administration attempts to explain how _____ in government are made.
- b. A public administrator manages public agencies, sets budgets, and creates government _____.

6. career/nonprofit

- a. Public administration courses teach a range of skills that are essential for a _____ in public service, policy or government.
- b. Public administration trains people to become managers in government and _____ organizations.

7. internship/participants

- a. Public administration professionals are the _____ in the creation and implementation of public policy.
- b. The government _____ makes civil servants more effective public sector leaders.

8. private/management

- a. Policy analysis and _____ are the basic areas in public administration.
- b. After graduation you can work in the public sector or for _____ organizations.

5. Complete the gaps and then translate the words and phrases.

- 1. _u_li_ a_mi_is_r_ti_n
- 2. c_v_l se_v_c_
- 3. _i_i _er_an_s
- 4. g_v_rm_e_t
- 5. b_d_e_
- 6. p_l_c_
- 7. _e_is_a_io_
- 8. _u_li_ needs
- 9. c_ti_en_
- 10. _qu_li_y
- 11. j_st_c_
- 12. s_c_r_t_

Unit 2

1. Complete the article with the phrases from the box.

<i>a large employer in public administration departments and non-profit organizations</i>	<i>individuals to plan and oversee various the day-to-day activities of local governments within government</i>
---	---

JOBS IN PUBLIC ADMINISTRATION

Most public administration positions are found 1) _____ at all levels. Individuals who want to work in public administration have a wide range of jobs from which they can choose.

Federal Government Jobs (EC)



The federal government is 2) _____. Some of the most common choices are in management, business and financial occupations:

- Financial manager
- Human resources manager
- Labor relations adviser
- Tax analyst
- Budget analyst

Local and State Government Jobs (EC)



In local and state governments, you can find a variety of public administration jobs. These positions involve monitoring 3) _____, including long-term project planning. The most common jobs are in business and financial areas:

- City Manager
- Chief administrative officer
- Human services director
- Urban planner

Non-Profit Jobs



Non-profit organizations hire 4) _____. Non-profit institutions encompass a wide variety of organizations, including hospitals, environmental or human rights advocacy organizations, charities and arts organizations:

- Fundraising manager
- Program director
- Marketing executive
- Advertising director

2. Match.

- | | |
|---------------------------------|---|
| 1. Financial manager | a. радник з питань відносин з профспілками |
| 2. Human resources manager | b. головний адміністратор |
| 3. Labor relations adviser | c. представник міської адміністрації |
| 4. Budget analyst | d. керівник служби соціального забезпечення |
| 5. Tax analyst | e. директор служби реклами |
| 6. Chief administrative officer | f. директор з персоналу |
| 7. City manager | g. керівник програми |
| 8. Human services director | h. керівний працівник служби маркетингу |
| 9. Advertising director | i. керуючий фондом збору коштів |
| 10. Program director | j. фінансовий менеджер |
| 11. Marketing executive | k. податковий аналітик |
| 12. Fundraising manager | l. фахівець з аналізу бюджету та управління |
| 13. Urban planner | m. планувальник міст |

3. Match the job titles with their descriptions.

- A. Marketing executive
- B. Financial managers
- C. Tax analysts
- D. Human resources managers
- E. Chief administrative officers
- F. Budget analysts

1. _____ are responsible for providing financial advice and undertaking related accounts administration. They advise on business planning and help in decision making processes to ensure that businesses are financially successful.

2. _____ are responsible for leading an organization's Human Resources programs and policies as they apply to employee relations, compensation, benefits, safety, performance and staffing levels.

3. _____ are top executives who supervise the daily operations of a business and are ultimately responsible for its performance. They are in charge of administrative management of private, public or governmental corporations and the de facto heads of the organization.

4. _____ help public and private institutions organize their finances. They prepare budget reports and monitor institutional spending. They work in government agencies and companies.

5. _____ ensure that the organization that employs them is paying the correct amount of taxes. They are responsible for collecting and preparing tax data, reviewing returns, performing tax research, and maintaining records.

6. _____ are responsible for maximizing profits through developing sales strategies that match customer requirements and by promoting products, services or ideas.

Unit 3

1. Complete the article with the following words: *hire, familiar, take action, involved, prepare, employed.*

CITY MANAGERS

City managers are professional administrators who try to make city governments operate with the efficiency of successful businesses. However, they are not authorized to 1) _____ on their own. Their work is directed by elected officials, such as mayors and city councils, who 2) _____ them.

City managers 3) _____ budgets, hire administrative officers, oversee record keeping, and supervise the heads of such departments as law enforcement, fire protection, and sanitation. Because many cities employ great numbers of unionized teachers, police officers, firefighters, and refuse workers, city managers are usually 4) _____ in labor relations and contract negotiations. They often meet with business and community groups to explain city policies and hear citizens' demands.

City managers must be 5) _____ with all aspects of government and public works. However, they cannot take sides publicly in political disputes.

Most city managers are 6) _____ by governments of small and medium-size cities - generally those with populations of ten thousand to five hundred thousand people. Smaller cities may only have a city manager and one administrative assistant. In larger cities a manager may have an assistant manager for each department, such as transportation or education.



2. Decide True or False. Correct false sentences.

1. City managers are hired by mayors and city councils.
2. City managers are authorized to take action on their own.
3. Refuse workers are involved in labor relations and contract negotiations.
4. City managers often meet with business and community groups.
5. It is not necessary for city managers be familiar with all aspects of government and public works.
6. Larger cities may only have a city manager and one administrative assistant.

3. Match.

- | | |
|------------------------------|--|
| 1. an elected official | a. вимоги громадян |
| 2. a mayor | b. що складається в профспілці |
| 3. to oversee record keeping | c. конфлікт |
| 4. a dispute | d. освіта |
| 5. education | e. перемовини |
| 6. a city council | f. мер |
| 7. law enforcement | g. виборна посадова особа |
| 8. citizens' demands | h. трудові відносини між адміністрацією і профспілками |

- | | |
|---------------------|--|
| 9. unionized | i. муніципальна рада, міська дума |
| 10. negotiations | j. сміттяр |
| 11. a refuse worker | k. правоохоронні органи |
| 12. labor relations | l. здійснювати нагляд за діловодством. |

4. Choose the correct alternative. Then translate the sentences.

1. City managers are in charge of implementing policies adopted by the city's elected *officers/officials*.
2. City managers supervise city departments, maintain the city *dispute/budget* and represent the municipality in a variety of settings.
3. They research issues important to the city and advise the *mayor/education* and council on the best course of action.
4. City managers working for larger municipalities usually have a *citizen/staff* to help them with their workload.
5. Managers of smaller cities perform a wider variety of *tasks/departments*.
6. They work with the mayor and heads of each *department/enforcement* to make sure that city finances remain balanced.
7. City managers deliver information to city leaders and *public/policies*.
8. The leader of each city department reports to the *refuse worker/city manager*.
9. In many cases, city managers appoint the head of each *negotiation/department*.
10. City managers are responsible for hearing the concerns and requests of their *community/unionized* and bringing them to the government.

5. Read and translate.

WHAT KNOWLEDGE IS NEEDED TO BE A CITY MANAGER?

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiations.

Law and Government - Knowledge of laws, legal codes, court procedures, government regulations, and executive orders.

Economics and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Public Safety and Security - Knowledge of policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Psychology - Knowledge of human behavior and performance; individual differences in ability, interests, personality and motivation.

Sociology and Anthropology - Knowledge of social behavior, trends, human migrations, ethnicity, cultures and their history and origins.

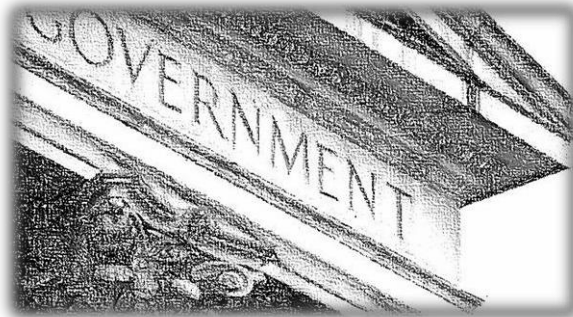
Unit 4

1. Translate the words and phrases.

- | | |
|-------------------|--------------------|
| 1. government (n) | 7. force (n) |
| 2. rule (v) | 8. disagreement(n) |
| 3. law (n) | 9. knowledge(n) |
| 4. tax (n) | 10. military(adj) |
| 5. justice (n) | 11. advisor(n) |
| 6. punishment (n) | 12. invade(v) |

2. Read the article.

WHAT IS GOVERNMENT



A government is a group of people that have the power to rule in a territory, according to the law. This territory may be a country, a state or province within a country, or a region. Governments make laws, rules, and regulations, collect taxes and print money. Governments have systems of justice that contain the acts or activities that are against the law and describe the punishments for breaking the law. Governments have a police force to make sure people follow the laws. Governments have diplomats who communicate with the governments of other countries. Diplomats try to solve problems or disagreements between two countries, which can help countries to avoid a war, make commercial agreements, and exchange cultural or social experiences and knowledge. Governments have a military force such as an army that protects the country if other countries attack or which can be used to attack and invade other countries. The leader of a government and his or her advisors are called the administration.

3. Decide True or False. Correct false sentences.

1. A government is a group of people that rule in a country.
2. Governments can't make laws.
3. Governments have systems of justice that collect taxes.
4. If somebody breaks the law, he or she gets a punishment.
5. A police force prints money.
6. Governments have diplomats who communicate with the administration of other countries.
7. Governments have a military force such as diplomats.
8. A military force protects the country if other countries attack it.

4. Answer the questions.

1. What is a government?
2. What are government's responsibilities?
3. What does a police force do?
4. Who communicates with the governments of other countries?
5. What do diplomats try to do?
6. What does a military force do?

5. Match.

- | | |
|----------------------|-------------------------|
| 1. to contain | a. вирішувати |
| 2. to break the law | b. уникати |
| 3. to collect | c. обмінювати |
| 4. to make sure | d. захищати |
| 5. to solve | e. дотримуватись закону |
| 6. to exchange | f. порушувати закон |
| 7. to follow the law | g. описувати |
| 8. to protect | h. переконатися |
| 9. to describe | i. збирати |
| 10. to avoid | j. містити, мати |

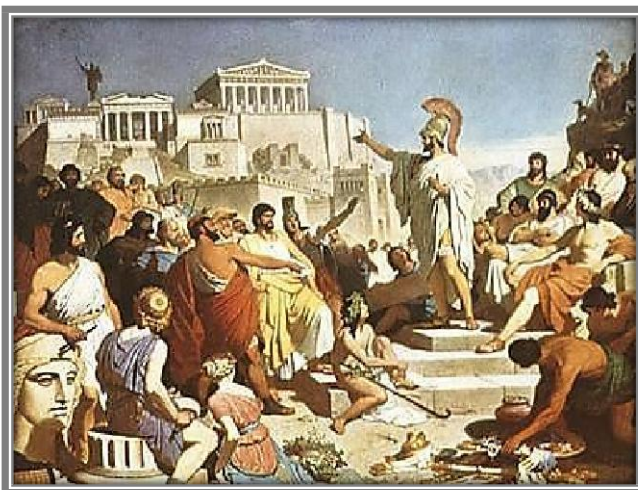
6. Read and translate the article.

ANCIENT GREECE GOVERNMENT

The Ancient Greeks are most famous for their ideas and philosophies on government and politics. The first democracy ideas were first developed and used as a primary form of government in Greece.

A concept of a city-state was introduced there. It made a city-state a major city in the surrounding areas. Each city-state had its own rule and government. Sometimes the city-states fought with each other. Athens and Sparta were the two largest city-states and they had many wars and battles.

There were three main types of government. Democracy is a government ruled by the people, or assembly. Officials and leaders were elected and all citizens had a say. Monarchy is a single ruler like a king. In Athens this ruler was called a Tyrant. Oligarchy is when the government is ruled by a small group of people. Over time some city-states, like Athens changed governments. Sometimes they were ruled by Tyrants and, at other times, they were a democracy. Democracy in Ancient Greece was very direct. The Greeks had officials to run the government, however, most of these officials were chosen by a lottery. So every citizen had a chance, regardless of their popularity or wealth, to become an official.



Unit 5

TYPES OF GOVERNMENTS

1. Match the types of governments with the key words. If necessary use a dictionary.

- | | |
|-----------------|--|
| 1. Democracy | a. a king, a queen, to inherit, royal |
| 2. Oligarchy | b. a small group of powerful people |
| 3. Monarchy | c. one ruler, a dictator |
| 4. Dictatorship | d. to vote, elections, political parties, people |

2. Read the article and check your ideas from exercise 1.



Democracy. The most common type of government in the Western world is called democracy. In democracies, people in a country can vote during the elections. Political parties are organizations of people with similar ideas about how a country should be governed. Democracy is the government of the people, by the people and for the people.

Monarchy. A monarchy is a government ruled by a king or a queen who inherits their position from their family, which is often called the "royal family." There are two types of monarchies: absolute monarchies and constitutional monarchies. In an absolute monarchy, the ruler has no limits on their powers. In a constitutional monarchy a ruler's powers are limited by a document called a constitution.

Dictatorship. Under a dictatorship, the government is run by one person who has all the power over the people in a country. Originally, the Roman Republic made dictators to lead during a war. In modern times, a dictator's rule is not stopped by any laws, constitutions, or other social and political institutions.

Oligarchy. An oligarchy is a government ruled by a small group of powerful people. An oligarchy is different from a true democracy because very few people are given the chance to change things. An oligarchy does not have to be hereditary. An oligarchy does not have one clear ruler, but several powerful people.

3. Answer the questions.

1. What is a political party?
2. What are the two types of monarchies?
3. In what type of government are ruler's powers limited by a constitution?
4. Who has all the power over the people in a country?
5. Can a dictator's rule be stopped by laws?
6. How is an oligarchy different from a true democracy?

4. Match the words from the article with their definitions.

1. An election
2. A king
3. A ruler
4. A constitution
5. A war
6. Hereditary

- A. A male monarch who rules a kingdom
- B. Something inherited through the family
- C. A choice, particularly a voting
- D. A person who rules or governs
- E. An armed conflict within a country or between countries
- F. A system of laws and principles

5. Complete the sentences with the words from the article in exercise 2.

1. Democracy is the _____ of the people.
2. A monarchy is a government ruled by a _____ or a _____.
3. An oligarchy does not have to be _____.
4. The Roman Republic made _____ to lead during a war.
5. Political parties are _____ of people with _____ ideas about how a country should be governed.
6. An oligarchy does not have one clear _____.
7. Under a _____, the government is run by one person.
8. In democracies, people in a country can _____ during the _____.

6. Read and translate the article.

CONSTITUTION

The constitution of a country (or a state) is a special type of law document that tells how its government has to work. It tells how the country's leaders have to be chosen and how long they stay in office, how laws are made, and what rights are people guaranteed.

The concept of a constitution dates to the city-states of ancient Greece. In modern Europe, written constitutions came into greater use during the eighteenth and nineteenth centuries. Constitutions such as that of the United States, created in 1787, were influenced by the ancient Greek models. During the twentieth century, an increasing number of countries around the world concluded that constitutions are a necessary part of democratic or republican government. Many countries adopted their own constitutions.

Unit 6

1. Translate the words and phrases.

1. Govern (v)	9. Welfare (n)
2. Behavior (n)	10. Inhibit (v)
3. Court (n)	11. Freedom (n)
4. Judicial (adj)	12. Contribute (v)
5. Coercive (adj)	13. Enforce (v)
6. Unacceptable (adj)	14. Facilitate (v)
7. Penalty (n)	15. Prohibit (v)
8. Remedy (n)	16. Improve (v)

2. Read the article.

LAW



Law is the body of official rules and regulations, generally found in **constitutions**, legislation, judicial opinions which are used to govern a **society** and to control the behavior of its members. The nature and functions of law have varied throughout history. In modern societies, some authorized bodies such as a legislature or a court makes the law. It is ensured by the coercive power of the state, which enforces the law by means of appropriate penalties or remedies.

Formal legal rules and actions are usually distinguished from other means of social control and guides for behavior such as **morality**, public opinion, and custom or tradition. Of course, a **lawmaker** may respond to public opinion or other pressures, and a formal law may prohibit what is morally unacceptable.

Law serves a variety of functions. Laws against crimes, for example, help to maintain a peaceful, orderly, relatively stable society. Courts contribute to social stability by resolving **disputes** in a civilized way. Property law and **contract law** facilitate business activities and private planning. Laws limiting the powers of government help to provide some degree of freedom that would not otherwise be possible. Law has also been used as a mechanism for social change; for instance, at various times laws have been passed to inhibit social **discrimination** and to improve the quality of individual life in matters of health, education, and welfare.

3. Translate the text and answer the questions.

1. What is law?
2. Who makes law in modern societies?
3. What are the functions of law?

4. Complete the definitions with the underlined words from the article in exercise 2.

1. _____ is the branch of civil law that deals with oral and written agreements.
2. A _____ is an argument or quarrel.
3. A _____ is a legislator.
4. _____ is a system or collection of ideas of right and wrong conduct.
5. _____ is a treatment based on class or category, such as race or gender.
6. A _____ is the system of fundamental laws and principles of a government.
7. A _____ is a community of interdependent individuals.

5. Complete the sentences with the following words: *penalty, freedom, government, prohibit, crime, court.*

1. We have a police force and a _____ system to apply the laws equally to all.
2. People can come together and choose a form of _____ suitable to them.
3. He is paying the _____ for the loss of a hundred thousand innocent lives.
4. A bill he introduced to _____ the importation of slaves was passed in 1778.
5. _____ of speech and assembly can be threatening to government officials.
6. He tried to commit the _____, and only an accident prevented him from doing it.

6. Translate.

- | | |
|---------------------------|-----------------|
| a. Authority | g. Legal action |
| b. Court | h. Legal system |
| c. Govern | i. Legislation |
| d. Judge | j. Rule |
| e. Law enforcement agency | k. Judiciary |
| f. Lawyers | l. Tribunal |

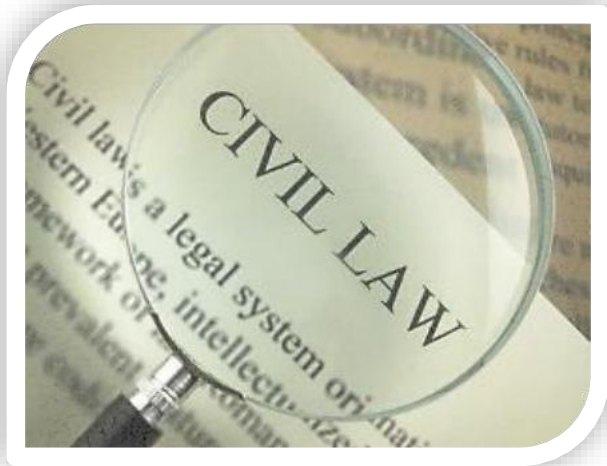
7. Match the words from exercise 6 with the definitions. Then translate them.

1. A body that is appointed to make a judgment or inquiry *t* _____
2. A country's body of judges *j* _____
3. An act or acts passed by a law-making body *l* _____
4. Behavior recognized by a community as binding or enforceable by authority
r _____
5. Legal proceedings *l* _____ *a* _____
6. An official body that has an authority to try criminals, resolve disputes, or make other legal decisions *c* _____
7. An organization responsible for enforcing the law, especially the police *l* _____
e *a* _____
8. A senior official in a court of law *j* _____
9. The body or system of rules recognized by a community which is enforceable by established process *l* _____ *s* _____
10. The control resulting from following a community's system of rules *a* _____
11. Members of the legal profession *l* _____
12. To rule a society and control the behavior of its members *g* _____

Unit 7

1. Read and translate the article.

CIVIL LAW SYSTEM



Civil law system is one of the two major legal systems of the modern world which is different from common law system. The origin of the civil law system is ancient Rome. Civil law concepts come from Roman law. An important feature of Roman law was that it did not depend on legal precedent by earlier cases but on the facts and merits of the current case. The civil law system is used in countries such as Germany, France, in many countries which were colonies of European countries and in some Asian countries. It has also been adopted in Latin America as well as in some parts of Asia and some African

countries. There are about 150 countries worldwide that use mainly civil law systems. About 80 countries use the common law system.

Civil law developed in Europe during the middle ages, at the same time common law developed in England. The rules and principles of civil law are found in codes which are available to both citizens and legal professionals. These codes clearly explain everyone's rights and duties.

Civil law deals with civil relationships such as citizenship, marriage, divorce, and certain contractual arrangements from other codes such as those dealing with criminal law. Civil law involves cases where there are private disputes between individuals or parties that cannot be resolved outside the court system. Torts, contracts and negligence are integral parts of civil law.

2. Decide True or False. Correct false sentences.

1. Civil law system is one of the two major social systems of the modern world.
2. The origin of the civil law system is ancient Rome.
3. Roman law depended on legal precedent by earlier cases.
4. The civil law system is used in countries such as Germany and France.
5. There are about 160 countries worldwide that use mainly civil law systems.
6. About 180 countries use the common law system.
7. Civil law developed in Europe in the 21st century.
8. Civil law deals with disputes between individuals in such areas as contracts, property, etc.

3. Choose the correct alternative.

1. Civil law system is one of the two *merits/major* legal systems of the modern world which is different from common law system.

2. The origin of the civil law system is ancient *Greece/Rome*.

The civil law system is used in many countries which were *colonies/codes* of European countries.

3. Civil law *developed/dispute* in Europe during the middle ages.



4. The rules and principles of civil law are found in codes which are available to both *relationships/citizens* and legal professionals.

5. Civil law deals with civil relationships such as *citizenship/citizens*, marriage, divorce, and certain contractual arrangements.

6. Civil law involves cases where there are private disputes between individuals or parties that cannot be resolved outside the *contract/court* system.

7. Torts, contracts and *negligence/ precedent* are integral parts of civil law.

4. Match the words with their definitions. Then translate them.

- | | |
|--------------------|--|
| 1. Legal precedent | a. an action or suit at law or something that forms sufficient grounds for bringing an action. |
| 2. Case | b. a union established between a man and to form a legal familial bond. |
| 3. Merit | c. the ending of a marriage by a legal process |
| 4. Citizenship | d. something a person is allowed to have or do |
| 5. Marriage | e. a set of laws or regulations |
| 6. Divorce | f. a legal term used in deciding a legal case, meaning a trait or ability |
| 7. Code | g. the fact or status of being a citizen of a particular place |
| 8. Court system | h. something that a person is expected or required to do by moral or legal obligation |
| 9. Negligence | i. an action that wrongly causes harm to someone but that is not a crime and that is dealt with in a civil court |
| 10. Rights | j. failure to use the degree of care appropriate to the circumstances, resulting in an unintended injury to another. |
| 11. Duties | k. a court decision that is cited as an example or analogy to resolve similar questions of law in later cases |
| 12. Tort | l. a system of courts of law for the administration of justice |

Unit 8

1. Read and translate the article.

COMMON LAW SYSTEM



The term common law can refer to two things. The common law is the body of law formed through court decisions, as opposed to law formed through statutes or written legislation. A common law system is the system of jurisprudence that is based on the doctrine of judicial precedent.

English law, also called English Common law, is the legal system developed in England in about 1066 and is still in use today. As a legal system it has

spread to former English colonies including Australia, Canada, the United States and New Zealand, as well as many other countries. English law is unique as it is based on applying legal precedent to pre- sent and future decisions made by judges. A judge must follow past legal decisions made by higher courts but not necessarily those made by lower courts. English law is not based on a constitution and there is no codification of laws. However, there are unofficial publications that provide organized lists of current laws. The Parliament has the power to create laws which are automatically considered valid and may not be reviewed by the courts. Only the Parliament has the power to change a law.

Democratic countries that have adopted the common law system have legislative bodies at the center of their democracies, and these bodies regularly pass new legislation. This legislation is then interpreted and applied by the judiciary during trials; these rulings are applied in future cases. Large bodies of law, for example those relating to property, contracts and torts, are traditionally part of the common law. More modern areas of law such as employment law, intellectual property law and health and safety tend to be based on statute rather than on common law.

2. Decide True or False. Correct the false statements.

1. The term common law can refer to the body of law.
2. English Common law is the legal system developed in France in about 1066.
3. English Common law system is still in use today.
4. Australia, Canada, the United States and New Zealand have Common law system.
5. English law is based on applying legal precedent to past decisions made by judges.
6. A judge follows past legal decisions made by lower courts but not those made by higher courts.
7. The Parliament has the power to create laws which are automatically considered valid.
8. No entity has the power to change a law in England.
9. Democratic countries have legislative bodies, and these bodies pass new legislation.

Employment law, intellectual property law and health and safety are based on common rather than on statute law.

3. Complete the sentences with the words from the article in exercise 1.

1. The common law is the body of law formed through court _____, as opposed to law formed through statutes or written _____.

2. A common law system is the system of _____ that is based on the doctrine of judicial _____.
3. English law is based on applying legal precedent to present and future decisions made by _____.
4. A judge must follow past legal decisions made by _____ courts but not necessarily those made by _____ courts.
5. English law is not based on a _____ and there is no _____ of laws.
6. The Parliament has the _____ to create laws which are automatically considered _____.
7. Only the Parliament has the power to change a _____.
8. Democratic countries have _____ bodies at the center of their democracies, and these bodies regularly pass new legislation.
9. This legislation is then interpreted and applied by the _____ during _____.
10. Large bodies of law relating to _____, _____ and _____, are traditionally part of the common law.
11. More modern areas of law such as _____ law, _____ property law and health and safety tend to be based on _____ rather than on common law.

4. Study the differences between Common law and Civil law systems. Translate.

_____	Common law is not codified	Civil law is a codified set of laws	_____
_____	Judicial precedents are binding	Judicial precedents are not binding	_____
_____	Judges make rulings, set precedent, and moderate between the conflicting parties	Judge's role is to establish the facts of the case and to apply the provisions of the applicable code	_____
_____	Main source is judicial precedents or case law	Statutes and other subsidiary legislations are the main sources	_____
_____	An adversarial system	An inquisitorial system	_____

Unit 9

1. Read and translate the article.

ADMINISTRATIVE LAW IN CIVIL LAW COUNTRIES

Administrative law is the body of law that governs the activities of administrative agencies of government. Government agencies regulate social, economic and political spheres of human interaction in such areas as police law, international trade, manufacturing, environment, taxation, immigration and transport.

In Brazil, unlike most Civil-law jurisdictions, there is no specialized court or section to deal with administrative cases. In 1998 a constitutional reform introduced

regulatory agencies as a part of the executive branch. Since 1988 Brazilian administrative law has been strongly influenced by the judicial interpretations of the constitutional principles of public administration: legality, publicity of administrative acts, morality and efficiency.

In France most claims against the national or local governments as well as claims against private bodies providing public services are handled by administrative courts. The main administrative courts are the *Tribunaux Administratifs* and appeal courts.

Administrative law in Germany generally rules the relationship between authorities and the citizens. It establishes citizens' rights and obligations. It is a part of the public law, which deals with organization and acting of the public administration. It also contains rules, regulations, orders and decisions created by and related to administrative agencies, such as federal agencies, federal state authorities, and urban administrations.

Administrative law in Italy is a branch of public law. It governs the organization of the public administration and the relationship between the administration and the citizens. The administrative power in Italy is used to organize resources and people in order to achieve the public interest objectives.



In

2. Complete the sentences with the correct countries: Brazil, France, Germany, or Italy.

1. The main administrative courts in _____ are the *Tribunaux Administratifs* and appeal courts.

2. In 1998 a constitutional reform introduced regulatory agencies as a part of the executive branch in _____.

3. Administrative law in _____ governs the organization of the public administration and the relationship between the administration and the citizens.

4. Administrative agencies, such as federal agencies, federal state authorities, and urban administrations can be found in _____.

5. In _____ there is no specialized court or section to deal with administrative cases.

6. Most claims against the national or local governments as well as claims against private bodies are handled by administrative courts in _____.

Constitutional principles of public administration in _____ are legality, publicity of administrative acts, morality and efficiency.

3. Match.

- | | |
|------------------------|-------------------------------------|
| 1. government agency | a. міжнародна торгівля |
| 2. manufacturing | b. регулюючий орган |
| 3. international trade | c. юридична правомірність |
| 4. taxation | d. публічне висвітлення |
| 5. regulatory agency | e. урядова установа |
| 6. executive branch | f. вимога |
| 7. legality | g. апеляційний суд |
| 8. publicity | h. приватна організація |
| 9. claim | i. представник влади |
| 10. private body | j. оподаткування |
| 11. appeal court | k. система органів виконавчої влади |
| 12. authority | l. виробництво |

4. Complete the sentences with the following words: *agencies, cases, executive, administrative, interest, citizens, law, judges, regulatory, relationship, court, human.*

1. It is important to control government according to the interests of both state and _____.
2. In France, Italy, Germany and a number of other countries, there is a system of administrative court that deals with administrative _____.
3. As a natural consequence, _____ law develops on its own independent lines.
4. Administrative law encompasses laws and legal principles governing the administration and regulation of government _____.
5. Generally, administrative agencies are created to protect a public _____.
6. Administrative law _____ hear cases, find the facts and apply the law.
7. The _____ branch can afford fair procedures to the people of Florida through administrative law.
8. Professional associations, government boards and _____ agencies make rules that affect our daily lives.
9. The resolution of disputes involving government laws and how they are applied is called administrative _____.
10. Administrative _____ deals with administrative cases.
11. Administrative law establishes the _____ between authorities and the citizens.
12. Government agencies regulate social, economic and political spheres of _____ interaction.

Unit 10

1. Read and translate the article.

ADMINISTRATIVE LAW IN COMMON LAW COUNTRIES

Most countries that follow the principles of common law have developed procedures for judicial review that limit the reviewability of decisions made by administrative law bodies. American administrative law often involves independent agencies. Many independent agencies of the United States government are created by statutes enacted by Congress. People often deal with administrative agencies when they apply for government benefits, for example to create and enforce workplace safety regulations.

United Kingdom administrative law is a branch of public law concerned with the composition, procedures, powers, duties, rights and liabilities of public bodies that administer public policies. The general principle is that a public official must act fairly, reasonably and according to the law.

Canadian administrative law is the body of law that addresses the actions and operations of governments and governmental agencies. The administrative law concerns the manner in which courts can review the decisions of administrative decision-makers such as boards, tribunals, commissions, or agencies.

Administrative law in Singapore is a branch of public law that is concerned with the control of governmental powers. Administrative law requires administrators - ministers, civil servants and public authorities to act according to the law. Singapore administrative law is based on English administrative law, which was inherited in 1965.

Australian administrative law defines the powers and responsibilities held by administrative agencies of Australian governments. It is basically a common law system, with an increasing statutory overlay that has shifted its focus toward codified judicial review and to tribunals with extensive jurisdiction.



2. Complete the sentences with the correct countries: *the USA, the UK, Canada, Singapore, or Australia.*

1. Administrative law in _____ is a branch of public law that is concerned with the control of governmental powers.

2. In _____ administrative law defines the powers and responsibilities held by administrative agencies.

3. Many independent agencies of _____ government are created by statutes enacted by Congress.

4. The administrative law in _____ concerns the manner in which courts can review the decisions of administrative decision-makers.

5. The general principle of _____ administrative law is that a public official must act fairly, reasonably and according to the law.

6. _____ administrative law is based on English administrative law, which was inherited in 1965.

7. People often deal with administrative agencies when they apply for government benefits in _____.

8. Administrative law in _____ is basically a common law system, with an increasing statutory overlay.

3. Match.

- | | |
|------------------------------|--------------------------------------|
| 1. a judicial review | a. законоположення; статут |
| 2. a statute | b. конгрес |
| 3. Congress | c. державна посадова особа |
| 4. government benefits | d. державний службовець |
| 5. a public official | e. техніка безпеки на робочому місці |
| 6. a civil servant | f. судовий перегляд; судовий нагляд |
| 7. a tribunal | g. судова або арбітражна установа |
| 8. an extensive jurisdiction | h. державні пільги та допомоги |
| 9. codified | i. розширена юрисдикція |
| 10. workplace safety | j. кодифікований |

4. Complete the sentences with the following words: *industry, laws, security, departments, non-profit, benefits, state*. Then translate the sentences.

1. Administrative law may also apply to review of decisions of so-called semi-public bodies, such as _____ corporations.

2. Administrative law is the body of law created by the agencies and _____ of the government.

3. People often deal with administrative agencies and administrative law when they apply for government _____.

4. Congress has passed _____ that allow disabled individuals to receive government assistance.

5. The Social Security Administration is created to implement Congress's social _____ and disability laws.

6. Administrative agencies also implement federal and state laws affecting almost every _____.

7. States have their own administrative agencies to implement and execute laws passed by their _____ legislatures.

Unit 11

1. Match. Then read the article and check.

- | | |
|-----------------------|---------------------------------|
| 1. Executive Branch | a. headed by Congress. |
| 2. Legislative Branch | b. headed by the president. |
| 3. Judicial Branch | c. headed by the Supreme Court. |

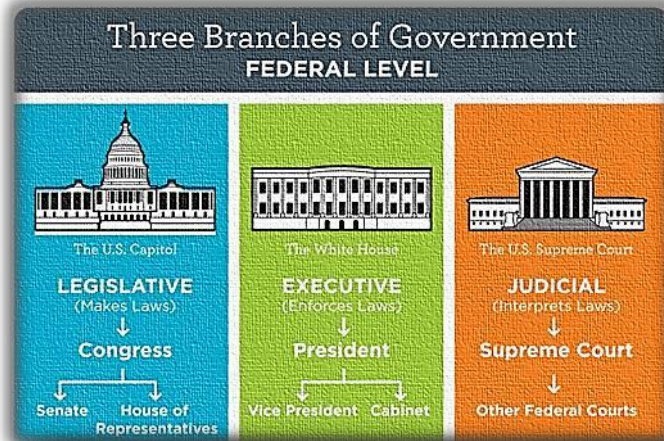
THREE BRANCHES OF THE USA GOVERNMENT

In 1787 the leaders of American states gathered to write the Constitution - a set of principles that told how the new nation would be governed. The leaders of the states wanted a strong and fair national government. But they also wanted to protect individual freedoms and prevent the government from abusing its power. They believed they could do this by having three separate branches of government: the executive, the legislative and the judicial.

Executive branch: Headed by the president. The president carries out federal laws and recommends new ones, directs national defense and foreign policy, and performs ceremonial duties. Powers include directing government, commanding the Armed Forces, dealing with international powers, acting as chief law enforcement officer, and vetoing laws.

Legislative branch: Headed by Congress, which includes the House of Representatives and the Senate. The main task of these two bodies is to make the laws. Its powers include passing laws, originating spending bills (House), impeaching officials (Senate), and approving treaties (Senate).

Judicial branch: Headed by the Supreme Court. Through court cases, the judicial branch explains the meaning of the Constitution and laws passed by Congress. The Supreme Court rules whether something is constitutional or unconstitutional - whether or not it is permitted under the Constitution.



2. Answer the questions.

1. When did the leaders of American states gather to write the Constitution?
2. What is a constitution?
3. Who is the head of the executive branch?
4. What does the president do?
5. What do presidential powers include?
6. Who is the head of the legislative branch?
7. What does Congress consist of?
8. What are the functions of the House of Representatives and the Senate?
9. Who is the head of the judicial branch?
10. What is the function of the judicial branch?

3. Choose the correct alternative.

1. In 1787 the leaders of American states gathered to write the *Constitution/Congress*.
2. The leaders of the states identified three branches of *enforcement/government*: the executive, the legislative and the judicial.
3. The executive branch is headed by the *parliament/president*.
4. The president carries out *federal/family* laws and recommends new ones.
5. The president directs national *defense/development* and foreign policy.
6. Powers include directing government, commanding the Armed *Forces/Fights*, dealing with international powers, etc.
7. The legislative branch is headed by *The Senate/Congress*.
8. The judicial branch is headed by the *Supreme Court/Armed Forces*.

4. Choose the correct answer. Then translate the article.

THREE BRANCHES OF GOVERNMENT IN THE UK

In the majority of modern democracies power is divided among three branches of government: executive, legislative and judicial. This is done to support 1) _____ and as a result provide equality and right protection for citizens.

British Parliament is the legislative 2) _____ of government. It is made up of two parts - elected House of Commons and partly elected House of Lords. Any Bill passed by the Parliament gains legitimate 3) _____ only when the Queen approves. Judiciary is often considered the most efficient check on the Parliament, because any 4) _____ of parliament can be called to the court to respond for their actions.

The 5) _____ branch is made up of the government machine itself, starting with the 6) _____ minister and their office and down to the local branches of government such as city 7) _____. They are the ones 8) _____ for implementing the Bills produced by the Parliament. Their actions are mainly limited by the judiciary and publicity.

Judiciary is the last branch of power in the UK and it is made up of the 9) _____ system with the Supreme Court on top. Its members have a great power because they are the ones who 10) _____ what the law actually implies in any given case. The power of judges in the UK is even higher because UK does not have a written 11) _____ and therefore there is no supreme set of laws collected in one place to be available for the 12) _____.

Due to this enormous power judiciary has a large amount of checks and balances.

- | | | |
|---------------------|--------------|-----------------|
| 1. a. demonstration | b. domestic | c. democracy |
| 2. a. branch | b. majority | c. bill |
| 3. a. elected | b. branch | c. power |
| 4. a. member | b. check | c. citizen |
| 5. a. exercise | b. executive | c. execute |
| 6. a. power | b. prime | c. modern |
| 7. a. masters | b. monarchy | c. majors |
| 8. a. responsible | b. judge | c. court |
| 9. a. court | b. country | c. Congress |
| 10. a. enormous | b. available | c. decide |
| 11. a. office | b. members | c. constitution |
| 12. a. citizens | b. imply | c. amount |

Unit 12

1. Match the occupations on the left with the job descriptions.

- a. mechanic
- b. real estate agent
- c. accountant
- d. secretary
- e. tailor
- f. plumber
- g. nanny
- h. carpenter

OCCUPATIONS



- i. receptionist
- j. architect
- k. waiter
- l. journalist
- m. social worker
- n. teller
- o. electrician

- | | |
|-------------|---|
| 1. An _____ | designs houses and buildings. |
| 2. A _____ | writes for magazines and newspapers. |
| 3. A _____ | helps people with family problems. |
| 4. An _____ | installs and fixes lights, wiring, etc. |
| 5. A _____ | sells houses, property, and buildings. |
| 6. A _____ | builds furniture and houses. |
| 7. An _____ | keeps financial records and does tax forms. |
| 8. A _____ | looks after children. |
| 9. A _____ | works as a cashier in a bank. |
| 10. A _____ | repairs car engines. |
| 11. A _____ | answers the phone and greets people in an office. |
| 12. A _____ | takes orders and serves people in restaurants. |
| 13. A _____ | makes and alters clothes. |
| 14. A _____ | fixes water pipes, toilets, and sinks. |
| 15. A _____ | types letters and files office information. |

2. Read the sentences below and write the name of the described occupation.

- | | |
|---|-------------------|
| 1. This person works in a courthouse | A j _____ |
| 2. This person works in a hospital, looks after patients, and helps the doctors | A n _____ |
| 3. This person fights fires | A f _____ |
| 4. This person maintains and enforces order, and arrest criminals | A p _____ o _____ |
| 5. This person operates a farm or cultivates land | A f _____ |
| 6. This person is elected to be the head of the government of a city or town | A m _____ |

3. Match each quality with the correct definition.

WHAT MAKES A GOOD EMPLOYEE?

- | | |
|-------------------------|--|
| 1. responsible/reliable | a. is on time |
| 2. punctual | b. doesn't tire easily |
| 3. energetic | c. acts like an adult, not a child |
| 4. mature | d. does what he/she says |
| 5. honest | e. has good manners |
| 6. conscientious | f. works well with others |
| 7. polite | g. tell the truth, doesn't lie or steal |
| 8. cooperative | h. takes the job seriously |
| 9. thorough | i. orderly, works according to plans |
| 10. patient | j. can accept new or different ideas |
| 11. organized | k. can wait, doesn't give up easily |
| 12. open-minded | l. pays attention to details |
| 13. neat | m. correct |
| 14. flexible | n. can accept change easily |
| 15. accurate | o. clean and tidy |
| 16. motivated | p. pushes himself/herself to do a good job |
| 17. creative | q. not lazy |
| 18. hardworking | r. can control himself/herself |
| 19. resourceful | s. talented for making new ideas, things |
| 20. disciplined | t. can solve problems and make decisions |

4. Make a list of ten occupations and write two qualities that you feel are most important for each job.

5. Complete the sentences with correct words from the box.

reliable, motivated, flexible, punctual, creative, organized, cooperative, energetic, resourceful, strengths

1. A person who can adapt to change easily is_____.
2. Mary is a very _____ person. I can always depend on her.
3. Artists and musicians are usually _____ very people.
4. An_____person plans things carefully and keeps things in order.
5. She is a very_____cook. If she doesn't have one of the ingredients, she just substitutes something else.
6. He is not very_____. He doesn't work well with his coworkers.
7. When an interviewer asks you about your_____he wants to know about your good qualities.
8. A_____student likes to learn and doesn't have to be pushed to do it.
9. He is rarely on time. He is not a very_____person.
- 10.He is a very_____ person. He can work long hours without getting tired.

Unit 13

1. Match the words with their definitions. Then translate.

- | | |
|--------------------------|--|
| 1. job advertisement | a. a short document that describes your education, skills, work experience |
| 2. cover letter | b. a special skill or type of experience or knowledge that is needed to do a particular job |
| 3. curriculum vitae (cv) | c. someone who applies for a job |
| 4. qualification | d. an announcement in a newspaper about a job vacancy |
| 5. requirement | e. an official document that employers ask all applicants for a position to fill in |
| 6. applicant | f. a special skill or type of experience or knowledge that makes someone suitable to do a particular job |
| 7. job application form | g. a letter that is sent with CV to explain the reason for applying for a job |

2. Read and translate the article.

A PUBLIC ADMINISTRATION CAREER

A public administration career is a good choice for people who are interested in administration but also in communications. As a public administrator you can expand your knowledge in administration by focusing on leadership and problem solving cases for the sake of the company's organization.

To be a public administrator you must have a degree in public administration; such degree is designed to teach students about governance and public management. As a result of these studies, the professional will be able to work in government institutions as a legislator, a city manager, or a court clerk. He/she can take up many other public and private management- related jobs.

The salaries on this career can vary depending on the position, although it is known that there is a bigger chance to find a job in the public sector where the salary always rely on the state funds. On the other hand, working for the public sector is a good option because it usually gives benefits to the employee that the private sector does not offer.

A public administrator CV should be complete and contain your whole professional experience.

3. Complete the sentences.

1. A public administration_____is a choice for people interested in public sector.
2. As a public administrator you can expand your_____in administration.
3. To be a public administrator you must obtain a_____in public administration.
4. The professional can work in government institutions as a_____or a city manager.
5. The_____on this career can vary depending on the position.

A public administrator_____should contain your whole professional experience.

4. Complete the job advertisement with the following words: *budget, implementation, talented, master's degree, support, salary.*

JOB ADVERTISEMENT



The City of Topeka is seeking a 1)_____ individual for the position of Assistant City Manager. Topeka is the capital city of Kansas and has a population of 127,000, employs 1,200, and has an annual operating 2)_____ of \$ 270 million.

Applicants will perform administrative work in analyzing, controlling, recommending and supervising the 3)_____ of policy concerning managerial, operational, and financial matters. Applicants are also

responsible for coordinating city services and activities and providing complex administrative 4)_____ to the City Manager.

The successful applicant will hold a 5)_____ in public administration or related field; have five years experience in public administration, including supervisory responsibility; possess extensive knowledge of the principles and practices of public administration and management; public policy development; community relations; governmental finance and budgeting; public planning; and project management. 6) _____ range: \$ 50000-75000, depending on qualifications.

2. Answer the questions.

1. What job position is advertised?
2. What are the responsibilities of applicants?
3. What degree is required?
4. What other qualifications are required?
5. How much will applicants earn?

3. Read the cover letter. Choose the correct alternative.

Dear Sir/Madam,

I am interested in the *position/applicant* of Assistant City Manager of Topeka, Kansas. I learned about the job posting in the *CV/job advertisement* and found my talents and experience to match your *requirements/qualifications* for the position.

I have an extensive *knowledge/application* on the day-to-day operations related to administrations. I can prepare a city budget which is effective, monitor it and execute it in the proper manner. Furthermore, I am capable of conducting public meetings with all types of groups of people such as stakeholders, businessmen and the general crowd. My past *experiences/cover letters* will indicate my leadership qualities and how I have handled difficult situations. My experience and knowledge to carry out the responsibilities makes me an ideal *candidate/degree* for the position.

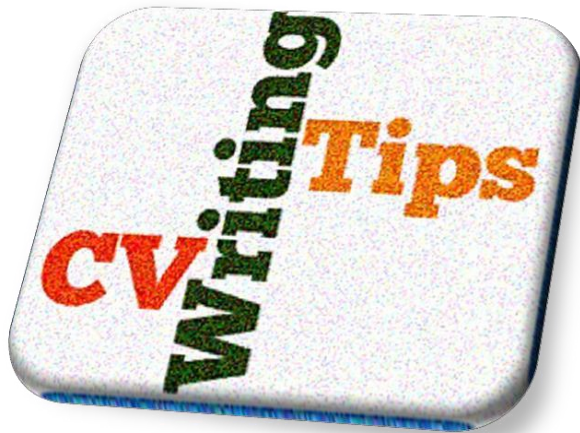
Best regards, *John Smith* Enclosure: CV.

Unit 14

1. Match the headings with the paragraphs. Translate the article.

- A. Presentation is the key
- B. Making the most of skills
- C. Get the basics right
- D. Including references
- E. Tailor the CV to the role
- F. Understand the job description
- G. Making the most of experience

CV (CURRICULUM VITAE)



CV stands for curriculum vitae which is Latin for “course of life”. When it comes to applying for a job, a CV is the first thing you do.

Writing a successful CV is easy when you know how. It's a case of taking all your skills and experience and tailoring them to the job you're applying for.

1. _____ There is no right or wrong way to write a CV but there are some basic sections you should cover. These include: personal and contact information; education and qualifications; work experience; skills, achievements,

interests, hobbies; and some references.

2. _____ A successful CV is always carefully and clearly presented, and printed on clean, crisp white paper. The layout should always be clean and well structured and CVs should never be crumpled or folded. A good CV presentation is clear and concise. You don't need pages and pages of paper - you just keep things short.

3. _____ The clues are in the job advertisement, so read the details from start to finish. Take notes and create bullet points, highlighting everything you can satisfy and all the bits you can't.

4. _____ When you've established what the job entails and how you can match each requirement, create a CV specifically for that role. Remember, there is no such thing as a generic CV. Every CV you send to a potential employer should be tailored to that role so don't be lazy and hope that a general CV will work. Create a unique CV for every job you apply for.

5. _____ Under the skills section of your CV don't forget to mention key skills that can help you to stand out from the crowd. These could include: communication skills; computer skills; team working; problem solving or speaking a foreign language. Include anything that shows how diverse, interested and skilled you are.

6. _____ Use positive language under the work history and experience sections, such as "developed", "organized" or "achieved". Try to relate the skills you have learned to the job role you're applying for.

7. _____ References should be from someone who has employed you in the past and can prove your skills and experience. If you've never worked before you can use a teacher or tutor as a referee.

2. Complete the CV with the following information: education, qualifications and skills, experience, objective, references, John Smith.

1. _____

1652 Garden Street

Houston, TX 77032

Telephone (832)2332144 J.smith@gmail.com

2. _____

To obtain a government administrator position where I can put all my experience in public administration.

3. _____

Designer of new organizational systems to optimize productivity. Excellent oratory skills and presentation abilities.

Capable of developing a strong empathy for people. Knowledge about all computer operating systems. Fluent Spanish.

4. _____

Leeding Engines Ltd. Office of Public Policy - Houston, TX Public Administrator, 2015 - Present

Provided public administration management support to Project Managers to facilitate strategies and to enhance the company's image.

Petrox Oil Company Office of Urban Development - Houston, TX Service Representative, 2012 - 2015

Provided assistance to the public about housing programs.

5. _____

University of Houston. Houston, TX Master of Public Administration 2012 MBA, 2010

6. _____

Professional and personal references are available on request.

3. Decide True or False.

1. John wants to obtain a government administrator position.

2. John speaks Chinese fluently.

3. He has worked for four different companies.

4. He is responsible for enhancing the company's image.

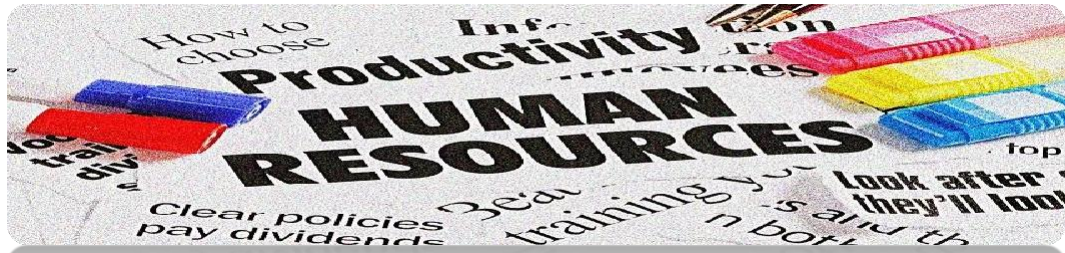
5. John studied in Spain.

John is good at presentation abilities.



Unit 15

1. Match each group of Human Resources terms with an appropriate heading. Translate the terms.



- A. retire, portable, period of service, contribution
- B. accident, warning, inspector, first aid
- C. strike, deal, dispute, agree
- D. contract, tribunal, dismissal, union rights
- E. time management, leadership, team building, assertiveness training
- F. course, role-play, visual aid, self study
- G. interview, objectives, performance, review
- H. wages, bonus, commission, incentive
- I. interview, apply, CV, headhunt
- J. returner, flexible hours, homeworking
- K. duties, hours, holidays, full-time

- 1. working conditions _____
- 2. recruitment _____
- 3. training _____
- 4. management development _____
- 5. equal opportunities _____
- 6. pay _____
- 7. health and safety _____
- 8. employees relations _____
- 9. employment law _____
- 10. appraisal _____
- 11. pensions _____



2. The words below relate to the functions of Human Resources Management. Complete the chart and translate the words.

Noun: thing	Noun: person	Verb
Analysis	Analyst	
	Appraiser	Appraise
Compensation		
	Developer	
	Employer/employee	
	Interviewer/interviewee	
	Recruiter	
	Trainer/	

3. Read the article.

PERSONNEL MANAGEMENT

Personnel management is the field of management which has to do with planning, organizing, and controlling various operative activities of a labor force.

The main objective of personnel management is to have a desirable working relationship between employer and employees.

Planning, organizing, motivating and controlling are basic functions of personnel management.

The planning function of a personnel manager is to determine a course of action. This involves developing a personnel programme and specifying what and how operative personnel functions are to be performed.

After plans have been developed, the personnel manager must establish an organization to carry them out. This function, therefore, calls for groupings of personnel activities, assignment of different activities to different individuals, delegation of authority to carry them out and provision for coordination of authority relationships horizontally and vertically in the organization structure.

Motivation involves guiding and supervising the personnel. Personnel managers must develop in the workers a keen appreciation of the organization policies and motivate them to improve performance.

Control involves measuring performance and correcting negative decisions through direct observation, direct supervision, as well as reports, records and audit.



4. Choose the correct alternative.

- Personnel management is the field of a _____ management.
a. people force b. union c. labor force
- The main goal of personnel management is to establish a desirable working _____ between employer and employees.
a. relationship b. personnel c. objective
- Planning, organizing, motivating and controlling are basic _____ of _____ personnel management.
a. motivation b. controls c. functions
- The planning function of a personnel manager is to determine a _____ of action.
a. structure b. delegation c. course
- _____ involves guiding and supervising the personnel
a. record b. motivation c. audit
- Personnel managers must develop in the workers a keen _____ of the organization policies and motivate them to improve performance.
a. appreciation b. audit c. provision
- Control involves measuring performance and correcting negative _____.
a. a. observation b. decisions c. supervision.

Unit 16

1. Complete the article with the following words: *occasions, councillor, maintenance, supply, taxes, auditors.*

THE LOCAL AUTHORITY

The local authority comprises local governments, parish councils, boroughs and municipal corporations. These bodies are set up to deal with matters of local concern. The 1) _____ is elected at local government elections, by those who live in the area. Councillor's powers, duties and functions are defined by an Act of Parliament.

Each local government has a council with a chairman or mayor at its head. This chairman or mayor presides over the meetings of the council. He or she also represents the town or district on important civic 2) _____.

The power of the local authority differs from country to country. However, in most countries, they are responsible for such things as water 3) _____, drainage, sewerage, waste disposal, street cleaning, community health services, the 4) _____ of roads, parks, markets and gardens, cleaning of drains, bushing of roads, provision of fire services and the maintenance of sports facilities.

The local authority is financed through central government grants, property 5) _____ and loans. The central government ensures that the money is properly spent by employing 6) _____ whose job it is to examine and check the accounts of the local authorities.

Local authorities play an important role in the commercial, social and economic development of the country.



2. Answer the questions.

1. What does the local authority comprise?
2. How is the councillor elected?
3. What defines councillor's powers, duties and functions?
4. What are chairman or mayor's functions?
5. What are the local authorities in most countries responsible for?
6. How is the local authority financed?

3. Match the words to make phrases from the article in exercise 1.

- | | |
|--------------|--------------|
| a. local | e. waste |
| b. parish | f. street |
| c. civic | g. community |
| d. municipal | h. property |

1. _____ cleaning
2. _____ authority
3. _____ disposal
4. _____ taxes
5. _____ council
6. _____ corporations
7. _____ health service
8. _____ occasions

4. Complete the sentences with the phrases from exercise 3.

1. For over 40 years, _____ has been recognized as one of the most respected health systems in the region.
2. _____ will be conducted from March 1 to December 15 to eliminate litter, and leaves from the streets.
3. _____ includes collection, transport, treatment and disposal of waste together with monitoring and regulation.
4. A _____ is an organization that is officially responsible for all the public services and facilities in a particular area.
5. He was often called upon to take part in _____ such as opening a new football stadium.
6. _____ has a variety of powers and duties, all of which impact directly on the community.
7. As a taxpayer, you have online access to the information about your _____.
8. In Brazil, _____ are called municípios and are created by means of local legislation at the state level.

5. Choose the correct alternative. Then translate the article.

A local government is an administrative 1) *body/county* for a small geographic area, such as a city, town, county, or state. Local governments can elect 2) *officials/offices*, enact taxes, and do many other things that a national government would do, just on a smaller scale.

Common names for local governments include state, province, region, department, county, prefecture, district, city, township, town, borough, parish, municipality, shire and village. Local authorities are responsible for a wide range of 3) *environmental/public* services in a particular area. Local authorities promote the interests of the local 4) *commerce/community*, including the social, economic, environmental, recreational, cultural, community or general development of the area.

Responsibilities of local authorities are broken down into the following categories: housing, planning, roads, development incentives and controls, environmental 5) *protection/property*, recreation facilities. One of fundamental roles of *elected/election* local government is the representation of local communities, voicing local concerns and responding to local needs.



Unit 17

1. Match. Then read the article.

- A. County council
- B. District council
- C. Unitary authorities
- D. Metropolitan district
- E. London Borough

- 1. рада округу
- 2. рада графства
- 3. округ Лондона
- 4. столичний округ
- 5. унітарні освіти (елемент системи місцевого управління)

LOCAL GOVERNMENT STRUCTURE IN THE UK

Local government in England operates under a one tier system - unitary authorities, or a two tier system - county and district councils. There are five types of local authority in England: county councils, district councils, unitary authorities, metropolitan districts and London boroughs.

County councils cover the whole of the county and provide the majority of public services in their particular area. County councils are responsible for: education, highways, transport planning, passenger transport, social care, libraries, waste disposal and strategic planning.

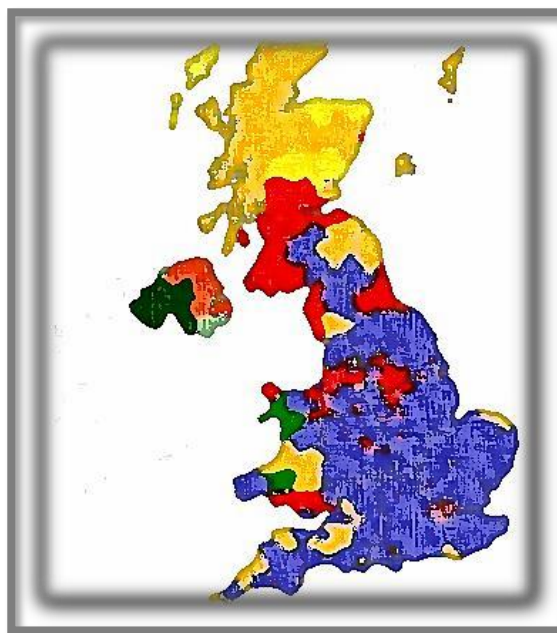
Each county is divided into several districts. District councils cover a much smaller area and provide more local services.

Many large towns and cities and some small counties are unitary authorities. They are local authorities that are responsible for the provision of all local government services. Unitary authorities are responsible for: education, social care, housing, leisure and recreation, environmental health, waste collection, waste disposal, planning applications, strategic planning and local taxation collection.

Metropolitan districts are unitary authorities; and they perform the same functions.

London is divided into 32 London boroughs and the City of London. Each London borough is a unitary authority.

In both Wales and Scotland there is a single tier system of local government. In Northern Ireland there are elected local boroughs, city and district councils that provide services such as waste disposal, street cleaning and recreation.



2. Choose the correct answer.

1. There are five types of _____ in England.
a. executive authority b. social care c. local authority
2. County councils provide the majority of _____.
a. public services b. public leisure c. education
3. Each county is divided into several _____.
a. districts b. authorities c. boroughs
4. District councils cover a much smaller area and provide more local _____.
a. services b. districts c. recreation
5. Many large towns and cities and some small counties are unitary _____.
a. education b. waste collection c. authorities
6. London is divided into 32 London _____ and the City of London.
a. councils b. boroughs c. counties
7. In Wales and Scotland there is a single _____ system of local government.
a. tier b. taxation c. health
8. In Northern Ireland there are _____ local boroughs, city and district councils.
a. elected b. environmental c. cleaning

3. Match the words with the definitions. Then translate them.

- | | |
|-------------------------------|---|
| 1. Education | a. the provision of what is necessary for the health and welfare of a person or group of people. |
| 2. social care | b. includes things involving travel, recreational activities, and restaurants, etc. |
| 3. housing | c. the collection and transportation of waste to the place of treatment or discharge by municipal services. |
| 4. leisure and recreation | d. utilization of waste. |
| 5. environmental health | e. a formal request to a local authority for permission to build something new or to add something to an existing building. |
| 6. waste collection | f. the action or process of teaching someone especially in a school, college, or university. |
| 7. waste disposal | g. a systematic process of planning a desired future, and transforming it into goals or objectives. |
| 8. planning application | h. the collection of money people pay to the government by local authorities. |
| 9. strategic planning | i. the branch of public health that is concerned with all aspects of the natural and built environment. |
| 10. local taxation collection | j. buildings or structures that individuals and their family may live in. |

Unit 18

1. Translate the words and phrase in the box.

Greater London Authority Mayor of London London Assembly London borough councils
City of London City of London Corporation the Lord Mayor of the City of London

2. Read the article.

LONDON LOCAL GOVERNMENT

Local government in London takes place in two tiers; a citywide, strategic tier and a local tier. Citywide administration is coordinated by the Greater London Authority, while local administration is carried out by 33 smaller authorities.

The Greater London Authority consists of two elected parts. They are the Mayor of London, who has executive powers, and the London Assembly, which examines the Mayor's decisions. The Greater London Authority is responsible for strategic planning, policing, the fire service, most aspects of transport and economic development. The current Mayor of London is Sadiq Khan who was elected in 2016.

Health services in London are managed by the national government.

The 33 local authorities are the 32 London borough councils and the City of London Corporation. They are responsible for local services not overseen by the Greater London Authority, such as local planning, schools, social services, and local roads. The London boroughs have a council made up from representatives from political parties. The City of London does not have a conventional local authority, but is governed by the historic City of London Corporation which is elected by both residents and businesses, and which has existed since the Middle Ages. The head of the Corporation is the Lord Mayor of the City of London, which is a different position from Mayor of London. The City of London also has its own police force.



3. Complete the sentences.

1. Local government in London takes _____.
2. Citywide administration is coordinated by the _____.
3. Local administration is carried out by _____.
4. The Greater London Authority consists of _____.
5. The Mayor of London has _____.
6. Health services in London are managed _____.
7. The 33 local authorities are _____.
8. The head of the Corporation is _____.

4. Match the underlined words from the article with their Ukrainian equivalents.

1. діючий в даний момент _____
2. середньовіччя _____
3. представники _____
4. виконавчі повноваження _____
5. у масштабах міста _____
6. охорона правопорядку _____
7. поліція, поліцейські сили _____
8. загальноприйнятий, заснований на договорі _____
9. рішення _____
10. жителі і представники комерційних організацій _____

5. Complete with the correct preposition. Then make your own sentences using the phrases.

1. To take place _____
2. To be carried _____ by
3. To be coordinated _____
4. To be responsible _____
5. To be made _____ from
6. To be governed _____
7. To be different _____

6. Choose where the words best fit. Then translate the sentences.

1. services/duty

a. The City of London provide the majority of day-to-day _____ for their local residents.

b. The Mayor has a _____ to develop strategies on culture and tourism, economic development, and transport.

2. disabled/salary

a. Unlike officers, who are paid employees of the council, councillors are not paid a _____.

b. They repair and maintain 95 per cent of London's roads, deal with parking enforcement, and pay £260 million a year to allow older and _____ Londoners free travel on buses.

3. boroughs/councillors

a. Each of the 32 London _____ are divided into wards.

b. Each ward is usually represented by three elected _____.

4. members/traditions

a. The City of London has retained its very strong _____.

b. It is run on a non-party political basis through its Lord Mayor and _____ of the Court of Common Council.

5. mayor/force

a. Since 1839 it has also run its own police _____, the City of London Police.

b. The _____ is elected directly by Londoners.

6. separation/executive

a. There is a clear _____ of powers between the Mayor and the Assembly.

The Mayor has an _____ role, setting an overall vision for London and defining clear strategies on a range of issues.

Unit 19

1. Complete the article with the phrases from the box.

from state to state	such special purpose districts	tiers of local government:
counties and municipalities	single municipal government	

LOCAL GOVERNMENT IN THE UNITED STATES

Local government in the United States refers to governmental jurisdictions below the level of the state. Most states have at least two 1)_____ . In some states, counties are divided into townships. There are several different types of jurisdictions at the municipal level, including the city, town, borough, and village. The types and nature of these municipal entities varies 2)_____ .

Many rural areas and even some suburban areas of many states have no municipal government below the county level. In other places consolidated city-county jurisdictions exist, in which city and county functions are managed by a 3)_____ . In some states, towns are the primary unit of local government and counties have no governmental function but exist in a purely perfunctory capacity.

In addition to general-purpose local governments, there may be local or regional special-purpose local governments, such as school districts and districts for fire protection, sanitary sewer service, public transportation, public libraries, or water resource management. 4)_____ often encompass areas in multiple municipalities.



2. Translate the article.

3. Answer the questions.

1. How many tiers of local government do most states in the USA have?
2. What are the types of jurisdictions at the municipal level?
3. How do the types and nature of the municipal entities vary in the USA?
4. What are the examples of local or regional special-purpose local governments?

4. Match.

1. county	a. формальна функція
2. public transportation	b. ряд
3. perfunctory capacity	c. обслуговування господарсько-побутової каналізації
4. water resource management	d. район округу штату
5. school district	e. особливе призначення
6. sanitary sewer service	f. округ
7. township	g. шкільний округ
8. tier	h. єдиний орган місцевого самоврядування
9. special-purpose	i. управління водними ресурсами
10. single municipal government	j. громадський транспорт

5. Complete the paragraphs of the article with the correct words below.

Local governments generally include two 1) _____: counties, also known as boroughs in Alaska and parishes in Louisiana, and municipalities, or cities/towns. In some states, counties are divided into townships. Municipalities can be structured in many ways, as defined by state 2) _____, and are called townships, villages, boroughs, cities, or towns. Various kinds of districts also provide functions in local government outside county or municipal boundaries, such as school 3) _____ or 4) _____ protection districts.

(constitutions, districts, tiers, fire)

Municipal 5) _____ - those defined as cities, towns, boroughs (except in Alaska), villages, and townships - are generally organized around a 6) _____ center and in most cases correspond to the geographical designations. Municipalities vary greatly in size, from the millions of 7) _____ of New York City and Los Angeles to the 287 people who live in Jenkins, Minnesota.

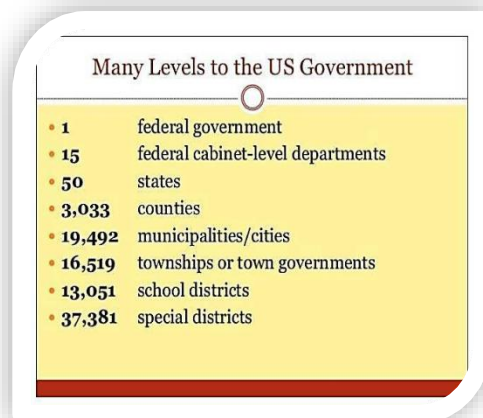
(population, governments, residents)

Municipalities generally take responsibility for parks and 8) _____ services, police and fire 9) _____, housing services, emergency 10) _____ services, municipal courts, transportation services, including 11) _____ transportation, and public works (streets, sewers, snow removal, signage, etc.).

(recreation, medical, public, departments)

Whereas the federal government and state governments share 12) _____ in countless ways, a local government must be 13) _____ power by the state. In general, mayors, city councils, and other governing bodies are directly 14) _____ by the people.

(granted, elected, power)



Unit 20

1. Choose the correct words to complete the gaps. Then translate the article.

TOWN AND TOWNSHIP GOVERNMENT IN THE UNITED STATES



Town and township government is the oldest 1)_____ form of government in the United States. Today, 20 states have the town or township form of local government. In many rural areas, towns or townships are the only unit of local government that serves the basic 2)_____ of the community.

Towns and townships are governed by a 3)_____ of three, five or seven elected members. The board serves as the legislative body, setting policy, adopting budgets, and levying 4)_____. The board also performs a number of executive functions.

Small towns and townships may have no formal department structure and only one or two full- or part-time 5)_____. Larger towns and townships may have separate departments for police, 6)_____ protection, finance, community services, and parks and recreation.

The responsibilities and form of town or township government are specified by the state 7)_____. State laws authorize towns and townships to perform a wide variety of functions. The most common duties of towns and townships include: • road and bridge maintenance • property tax administration • fire and police protection • emergency medical services • land use planning and zoning • garbage collection and recycling • cemetery management • elections administration • environmental protection • parks and recreation facilities.

Towns and townships are funded through property taxes. Other sources of financial 8)_____ include state shared revenues, user and administrative fees and special assessments.

- | | | |
|--------------------|----------------|--------------|
| 1. a. exciting | b. existing | c. including |
| 2. a. needs | b. fees | c. units |
| 3. a. budget | b. board | c. property |
| 4. a. towns | b. townships | c. taxes |
| 5. a. needs | b. departments | c. employees |
| 6. a. tax | b. fire | c. community |
| 7. a. legislatures | b. perform | c. recycling |
| 8. a. emergency | b. cemetery | c. support |

2. Decide True or False. Correct false sentences.

1. Town and township government is the most modern form of government in the USA.
2. Today, 30 states have the town or township form of local government.
3. In many rural areas, towns or townships are the only unit of local government.
4. Towns and townships are governed by a city manager.
5. The board performs a number of executive functions.
6. Small towns and townships may have a formal department structure.
7. The responsibilities of town or township government are specified by the state legislatures.
8. Towns and townships are funded through transport taxes.

3. Choose the correct alternative. Then translate the phrases.

1. road and bridge *magazine/maintenance*
2. *property/town* tax administration
3. fire and police *protection/property*
4. *emergency/legislature* medical services
5. land *use/tax* planning and zoning
6. garbage collection and *recycling/rural*
7. cemetery *management/government*
8. *levying/elections* administration
9. *environmental/elected* protection
10. parks and recreation *executive/facilities*

4. Read and translate the article.

THE DEFINITION OF A TOWN IN THE USA

In the United States of America, the meaning of the term town is different in each state. In some states it is a town. In other states, like Wisconsin, a town is a subdivision of a county. In other states, like Michigan, the name "town" has no official meaning. People use it to describe any place with a lot of people.

In the six New England states, a town is a smaller part of the county. In many of these towns, town meetings are the main form of government. In these states, the towns are really more important than the county. In Connecticut and Rhode Island, for example, counties are only on the map and have no power.

In New York, a town is also a smaller part of the county, but it is less important than in New England. In New York, a town gives people more direct power than its county. In New York, a town usually has some hamlets and villages. Villages have power without towns and they are independent.

In Virginia, a town is similar to a city, but it can have a smaller number of people in it.

In Virginia cities are independent of counties and towns are part of a county.



Unit 21

1. Match.

- | | |
|----------------------------|----------------------|
| 1. revenues and expenses | обмежені ресурси |
| 2. index | державне споживання |
| 3. income tax | показник |
| 4. scarce resources | інвестиційні витрати |
| 5. government consumption | податок на прибуток |
| 6. investment expenditures | профіцитний бюджет |
| 7. surplus budget | доходи і витрати |
| 8. government receipts | бюджетні надходження |

2. Read the article.

A GOVERNMENT BUDGET

A government budget is an annual financial statement presenting the government's revenues and spending for a financial year that is often passed by the legislature, approved by the chief executive or president. Only certain types of revenue may be imposed and collected to form a budget. Property tax is frequently the basis for municipal and county revenues, while income tax is the basis for state revenues.



The two basic elements of any

budget are the revenues and expenses. In the case of the government, revenues are derived primarily from taxes. Government expenses include spending on current goods and services, which economists call government consumption; government investment expenditures such as infrastructure investment or research expenditure.

Government budgets have economic, political and technical basis. Unlike a pure economic budget, they are not entirely designed to allocate scarce resources for the best economic use. They also have a political basis to obtain benefits and avoid burdens. The technical element is the forecast of the likely levels of revenues and expenses.

A budget can be of three types:

Balanced Budget: When government receipts are equal to the government expenditure, it is called a balanced budget.

Deficit Budget: When government expenditure exceeds government receipts, the budget is said to be deficit. A deficit budget can be of three types, Revenue, Fiscal and Primary deficit.

Surplus Budget: When government receipts are more than expenditure.

Government budget is an important instrument of economic policy and an index of government's functioning.

3. Translate the article.

4. Answer the questions.

1. What is a government budget?
2. What are the two basic elements of any budget?
3. What do government expenses include?
4. What are three basis of a government budget?
5. What are three budget types?

5. Complete the sentences.

1. A government budget is an _____ financial statement presenting the government's revenues and spending for a financial year.
2. A government budget is often passed by the _____, approved by the _____ or president.
3. Certain types of _____ are imposed and collected to form a budget.
4. The basis for municipal and county revenues is _____ tax.
5. _____ tax is the basis for state revenues.
6. The _____ and _____ are the two basic elements of any budget.
7. Government expenses include spending on current _____ and _____.
8. Government budgets have economic, political and technical _____.
9. When government receipts are _____ to the government _____, it is a balanced budget.
10. When government expenditure exceeds government _____, the budget is _____.

6. Choose the correct alternative. Then translate the article.

BUDGET TYPES

Union Budget: The union budget is the budget prepared by the central government for the 1) **country/surplus** as a whole.

State Budget: In countries like India, there is a federal system of 2) **government/income** thus every state prepares its own 3) **deficit/budget**.

Plan Budget: It is a 4) **document/expense** showing the budgetary provisions for important projects, programmes and schemes included in the central plan of the country. It also shows the central 5) **scarce/assistance** to states and union territories.

Performance Budget: The central ministries and 6) **departments/sales** dealing with development activities prepare performance budgets, which are circulated to 7) **property/members** of parliament. These performance budgets present the main projects, programmes and activities of the government in the light of specific objectives and previous years' budgets and 8) **achievements/derived**.

Supplementary Budget: This budget 9) **index/forecasts** the budget of the coming year with regards to revenue and expenditure.

Zero-Based Budget: This type of budget is defined as the budgetary process which requires each ministry or department to justify its entire budget in detail. It is a system of budget in which all government expenditures must be 10) **justified/receipt** for each new period.

Unit 22

1. Read the article.



TAXES

Tax is money that people pay to the government. In ancient times, people from one city or region attacked people from another place, and made them pay tribute. Tribute meant that the conquered people had to pay money or things like fur or gold, and then the conqueror stopped attacking them.

Nowadays, the government makes its citizens pay money. Then the money goes to pay people who work for the government and to pay for things that the government does, such as building roads and bridges.

There are many different kinds of taxes. Some taxes are based on how much money a person earns. The more money is earned, the more a person must pay. This is called an income tax. There are three different types of income taxes: flat income tax, progressive income tax, regressive income tax.

Other taxes are based on how much a person buys. This is a sales tax or value added tax (VAT).

There are also taxes based on how much a person owns, called property tax. Things like houses have a property tax on them.

Paying taxes should be done in a way that is comfortable to the tax-payer. Collecting taxes should be as cheap as possible to the government.

The government uses the money collected from taxes to pay for things. For example, people who work for the government must be paid, so some taxes are used to pay these people. Taxes are also used to pay for education, health care, and to maintain things like roads, bridges, sewers, and buildings.

Type of Tax	National or Federal	Provincial or State	County or Municipal
Income	✓	✓	✓
Sales		✓	✓
VAT or GST	✓	✓	
Excise	✓	✓	✓
Property	✓	✓	
Estate	✓		

2. Match the terms with their definitions.

- Income tax
- Property tax
- A taxpayer
- Sales or value added tax

- _____ is based on how much a person owns.
- _____ is a type of tax based on how much money a person earns.
- _____ is a tax based on how much a person buys.
- _____ is someone who pays taxes.

3. Match the sentence halves.

- | | |
|--|---|
| 1. The tax money goes | a. from taxes to pay for things. |
| 2. Paying taxes should be done in a way | b. education, health care, and to maintain things like roads. |
| 3. The government uses the money collected | c. how much money a person earns |
| 4. Taxes are also used to pay for | d. to pay people who work for the government. |
| 5. Property taxes based on | e. money that people pay to the government. |
| 6. Income taxes are based on | f. are based on how much a person buys. |
| 7. Tax is | g. that is comfortable to the taxpayer. |
| 8. Value added taxes | h. how much a person owns. |

4. Choose the correct alternative. Then translate the article.

DEPARTMENT OF TAXATION AND FINANCE IN NEW YORK STATE



The mission of 1) _____ of taxation and finance in New York State is to efficiently collect tax revenues in support of state services and programs while acting with 2) _____ and fairness in the administration of the tax laws of New York State.

The department 3) _____ more than 40 state and local taxes and fees, including more than \$14 billion in local sales tax and \$8 billion in local income tax. In regard to real 4) _____ taxes, the department oversees the administration of more

than \$50 billion 5) _____ and works directly with nearly 1,000 local governments.

A key department focus is the balance of efforts to promote voluntary compliance - the cornerstone of New York State's system of taxation - with the duty to 6) _____ New York's tax laws.

- | | | |
|-------------------|------------------|-------------------|
| 1. a. department | b. depart | c. departure |
| 2. a. integral | b. integrity | c. internal |
| 3. a. administers | b. administrator | c. administration |
| 4. a. proper | b. properly | c. property |
| 5. annually | b. annual | c. annulation |
| 6. forceful | b. enforce | c. enforcement |

Unit 23

1. Match the words with the definitions.

- A. Public Finance
- B. Public Expenditure
- C. Public Revenue
- D. Public Debt
- E. Public Budgeting

1. A plan for financing a government during a definite period.
2. A total income of a government
3. The total of all borrowing of a government, minus repayments denominated in a country's home currency.
4. The branch of economics which assesses the government revenue and government expenditure.
5. Spending made by the government of a country on collective needs and wants such as pension, provision, infrastructure.

2. Read the article.

PUBLIC FINANCE



Public finance, according to the traditional definition of the subject is that branch of economics which deals with the income and expenditure of a government. According to Adam Smith, public finance is "The investment into the nature and principles of state expenditure and state revenue is called public finance".

The scope of the science of public finance nowadays has widened. Modern governments have to perform multifarious functions to promote the welfare of its citizens. In addition to maintaining law and order within the country and provision of security from external aggression, it has to perform many economic and commercial functions.

Today, an increase in the expenditure of the public authorities has taken place because of the increased activities of the government. The sources of revenue have also increased. Taxes are levied not only for raising the revenue but are used as an important instrument of economic policy.

Public finance includes the study of financial administration and control as well. The study of public finance is split up into four parts; Public Expenditure, Public Revenue, Public Debt and Budgeting.

3. Complete the sentences.

1. Public finance deals with the _____ and _____ of a government.
2. Modern governments have to perform multifarious functions to promote the _____ of its _____.
3. Governments have to perform many _____ and _____ functions.
4. Today, the _____ of the public _____ has increased activities.
5. The sources of _____ have also increased.
6. _____ are levied not only for raising the _____ but are used as an important instrument of _____ policy.
7. Public finance includes the study of _____ administration and _____ as well.
8. Public finance is divided up into four parts; Public _____, Public _____, Public _____ and Budgeting.

4. Choose the correct word. Then translate the article.

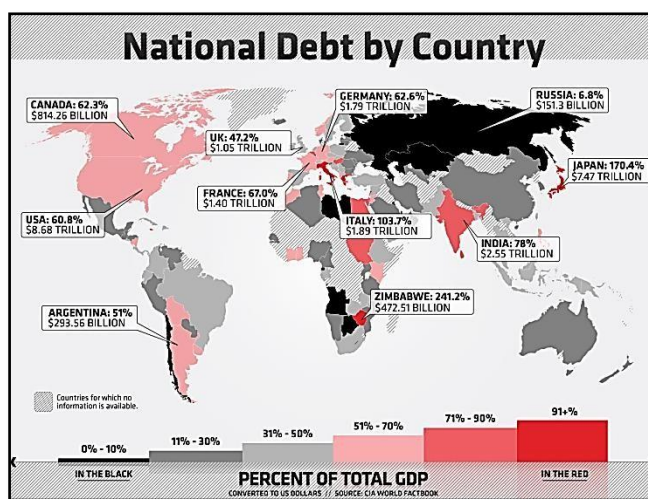
GOVERNMENT DEBT

Governments take loans, issue bonds and make financial 1) _____. Government debt (also known as public debt or national debt) is 2) _____ owed by any level of government: central or federal government, 3) _____ government or local government. Some local governments issue bonds based on their taxing authority, such as tax increment bonds or revenue bonds.

As the government represents the people, government debt can be seen as an indirect debt of the 4) _____.

Government debt can be categorized as 5) _____ debt, owed to lenders within the 6) _____, and external debt, owed to foreign lenders.

Governments usually borrow by issuing securities such as government bonds and bills. Less creditworthy countries sometimes borrow directly from commercial 7) _____ or international institutions such as the International Monetary Fund or the World Bank.



- | | | |
|-----------------|---------------|----------------|
| 1. a. price | b. lender | c. investments |
| 2. a. bank | b. money | c. borrow |
| 3. a. monetary | b. commercial | c. municipal |
| 4. a. taxpayers | b. bills | c. debt |
| 5. a. internal | b. monetary | c. represent |
| 6. a. world | b. bonds | c. country |
| 7. a. credit | b. banks | c. external |

5. Find the English equivalents to the words in the box. Use exercise 4.

податкові органи, цінні папери, державні облигації і векселі, кредитоспроможний, міжнародний валютний фонд, іноземні кредитори.

Unit 24

1. Match.

1. remedying market failure	a. нести покарання
2. public statutes	b. відповідність стандарту
3. sale and consumption of alcohol	c. рецептурні лікарські засоби
4. standard compliance	d. усунення неефективності ринку
5. prescription drugs	e. патронажна служба
6. personal or residential care	f. загальний закон
7. licensing process	g. процес ліцензування
8. suffer a penalty	h. продаж і споживання алкоголю

2. Read the article. Then translate.

REGULATORY ECONOMICS

Regulatory economics is the application of law by government or independent administrative agencies for various purposes, including remedying market failure, protecting the environment, planning an economy, etc.

Economic regulation is generally defined as legislation imposed by a government on individuals and private sector firms in order to regulate and modify economic behavior. Most governments have some form of regulation to manage possible conflicts between public services and commercial organizations. The ideal goal of economic regulation is to ensure the delivery of a safe and appropriate service, not discouraging the effective functioning and development of businesses. For example, in most countries, regulation controls the sale and consumption of alcohol and prescription drugs, as well as food business, provision of personal or residential care, public transport, construction, film and TV, etc.

Regulation can have several elements:

A licensing process is approving and permitting the operation of a service, usually by a named organization or person; an inspection process means ensuring standard compliance, including reporting and management of non-compliance; a de-licensing process through which an organization or person, is ordered to stop or suffer a penalty.



3. Decide True or False. Correct false sentences.

1. Regulatory economics is the application of law by commercial organizations.
2. Economic regulation is defined as legislation imposed by a government on individuals and private sector firms.
3. Economic regulation regulates and modifies economic behavior.
4. The minority of governments have some regulation to manage possible conflicts.
5. The ideal goal of economic regulation is to ensure the development of a safe and appropriate service.
6. Economic regulation can control the sale and consumption of alcohol.
7. A de-licensing process is approving and permitting the operation of a service.
8. An inspection process includes reporting and management of non-compliance.

4. Choose the correct alternative.

1. Regulatory economics is the application of *law/sale* by government.
2. Economic regulation recovers *residential/market* failure, protects the environment, plans an economy, etc.
3. Economic regulation is legislation *provision/imposed* by a government on individuals and private sector firms.
4. Most governments apply regulation to manage possible conflicts between *personal/public* services and commercial organizations.
5. The objective of economic regulation is to ensure the *compliance/delivery* of a safe and appropriate service.
6. Economic regulation can control the sale and *consumption/care* of alcohol and *prescription/compliance* drugs, as well as food business.
7. A *de-licensing/licensing* process is approving and permitting the operation of a service, usually by a named organization or person.
8. A *de-licensing/licensing* process through which an organization or person, is ordered to stop or suffer a penalty.

5. Complete the article with the following words: *efficiency, microeconomic, outcomes, taxes, public, governments, water, expenditure*. Then translate the article.

ECONOMICS OF THE PUBLIC SECTOR

Economics of the 1) _____ sector is the study of government policy through economic 2) _____ and equity. Public sector economics is directly relevant to our everyday lives. It affects the 3) _____ we pay, the buses and trains on which we travel, the workers who empty our bins, the gas and electricity delivered to our homes, and even the 4) _____ coming out of our taps!

Public sector economics is concerned with justifying the existence of 5) _____ and explaining how they can affect economic activity. Traditionally, public-sector economics has been concerned with the study of how governments can deal with the failure of markets to achieve efficient 6) _____. Possible remedies which are considered include using public _____ and taxation, taking some firms into state ownership and introducing regulation. These are all areas of 8) _____ theory, policy and practice.

Unit 25

1. Translate the words and phrases.

1. birth 2. migration 3. aging 4. death 5. to inhabit	6. birth rate 7. life expectancy 8. to tackle 9. reliable data 10. to contribute
---	--

2. Read the article.

WHAT IS DEMOGRAPHY?



Demography is the science of populations. Demographers seek to understand population dynamics by investigating three main demographic processes: birth, migration, and aging, including death. All three of these processes contribute to changes in populations, including how people inhabit the earth, form nations and societies, and develop culture.

Today, there is growing interest among the public in demography, as “demographic change” has become the subject of political debates in many developed countries. Most of these countries have birth rates below the replacement level of 2.1 children per woman, and, at the same time, life expectancy has been rising considerably and continues to rise - a development sometimes called “the aging of societies.”

While demography cannot offer political advice on how to tackle demographic change, demographers seek to describe the phenomena related to this change, and to understand their causes. Using reliable data and the statistical processing of these data, modern demographic research embraces many scientific disciplines, including mathematics, economics and other social sciences, geography or biology.

3. Complete the sentences.

1. Demography is the science of_____.
2. Demographers try to understand population_____by investigating three main demographic processes: birth,_____, and aging, including_____.
3. These processes_____to changes in populations.
4. Today, there is growing__among the_____in demography.
5. “Demographic change” has become the_____of political_____in many developed countries.

6. Most of these countries have _____ rates below the replacement level of 2.1 children per woman.
7. Life _____ has been rising considerably and continues to rise.
8. Demographers seek to describe the _____ related to this change, and to understand their causes.
9. Using _____ data and the _____ processing of these data, modern demographic _____ embraces many scientific disciplines.

4. Choose the correct alternative. Then translate the article.

SCIENCE OF POPULATION

1) _____ can change through three processes: fertility, mortality, and migration. Fertility 2) _____ the number of children that women have. Mortality is the study of the causes, consequences, and 3) _____ of processes affecting death to members of the population. Demographers most commonly study mortality using the Life Table, a statistical device which provides information about the mortality 4) _____ in the population.

Migration refers to the 5) _____ of people from a locality of origin to a destination place across some political boundary.

Demography is widely taught in many universities across the world. The discipline attracts students with initial training in 6) _____ sciences, public administration, statistics or 7) _____ studies. Being at the crossroads of several disciplines such as sociology, economics, epidemiology, geography, anthropology and history, demography offers tools to approach a large range of population issues. It combines a technical quantitative approach with many methods borrowed from social or other 8) _____.

- | | |
|-------------------|---------------|
| 1. a. populations | b. popular |
| 2. a. involvement | b. involves |
| 3. a. measurement | b. measure |
| 4. a. conditional | b. conditions |
| 5. a. movement | b. move |
| 6. a. society | b. social |
| 7. a. healthy | b. health |
| 8. a. sciences | b. scientific |

5. Match the terms with the definitions. Then translate.

The total fertility rate	The Birth Rate	Doubling time
Natural change	The Crude Life expectancy	Death Rate

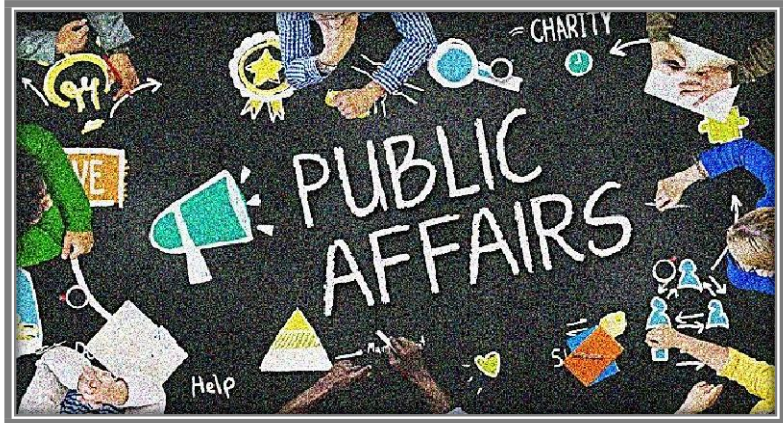
1. _____ represents births in a given year for every 1000 persons.
2. _____ represents deaths in a given year per 1000 people.
3. _____ in population is the difference between births and deaths.
4. _____ is the average number of children that would be born to a woman during her lifetime.
5. _____ is the number of years it will take to double the present population given its present rate of growth.
6. _____ is a statistical measure of the average time an organism is expected to live.

Unit 26

1. Read the article.

PUBLIC AFFAIRS IN GOVERNMENT SECTOR

Government relations and public affairs are the types of public relations that deal with how an organization interacts with the government, with governmental regulators, and the legislative and regulatory arms of government. Government relations are the branch of public relations that helps an organization communicate with governmental publics.



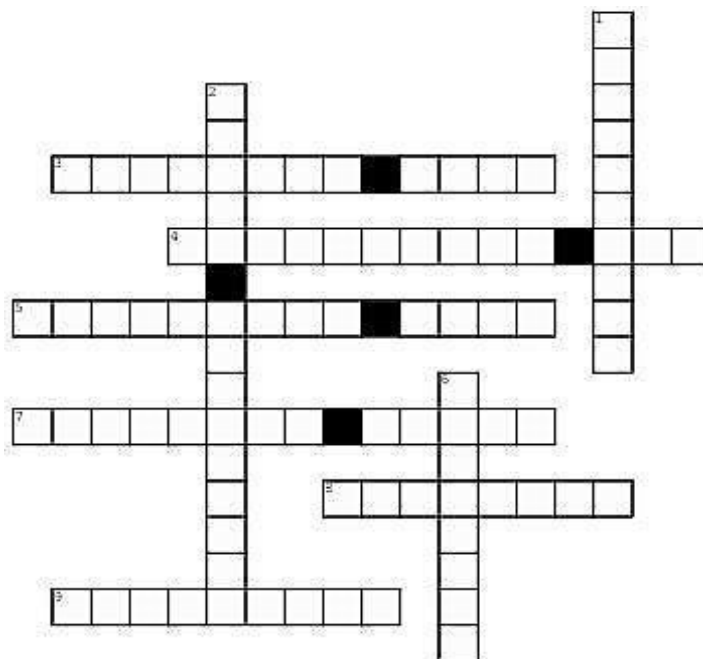
Public affairs are the type of public relations that helps an organization interact with the government, legislators, interest groups, and the media. Public affairs are often issues of public concern that involve grassroots initiatives, meaning that everyday citizens organize and create a movement in favor of a certain issue or perspective. In that case, public affairs specialists would work to resolve conflict or negotiate on behalf of an organization, working with these groups to create an inclusive solution to problems. Public affairs specialists might focus on a particular area of public policy, such as international trade agreements or exchange rates, security and terrorism, equitable wages and working conditions. Public affairs are also used to communicate about policy and procedures with investors, employees as well as communities.

2. Choose the correct answer.

- Government relations and public affairs are
 - the types of public relations.
 - the types of public administration.
- Government relations help an organization
 - communicate with business entities.
 - communicate with governmental publics.
- Public affairs help an organization interact
 - with public concern.
 - with the government, legislators, interest groups, and the media.
- Public affairs are issues of public concern
 - that involve grassroots initiatives.
 - that involve district councils.
- Public affairs specialists might focus on
 - a particular area of public policy.
 - a particular area of agricultural sector.
- Public affairs are used to communicate about policy and procedures
 - with local taxation collection.
 - with investors, regulatory publics, employees.

3. Complete the crossword with the English equivalents of the words in the box. Use the underlined words in exercise 1 to help you.

справедлива заробітна плата, нормативно-правовий важіль, рішення, вести перемовини, курс обміну валют, законодавець, безпека, група осіб, що мають спільні інтереси, торгівельна угода



4. Choose the correct alternative. Then translate the article.

GOVERNMENT AFFAIRS MANAGERS

Government affairs managers are public relations 1) *community/specialists* who coordinate legislative efforts by working with state, local, and federal governments as well as the 2) *minority/media*. They help meet legislative goals by creating policy proposals and working with government agencies and 3) *citizens/civilization*. Government affairs managers are generally responsible for a group of staff 4) *members/trade*. As part of their jobs, government affairs managers may perform 5) *research/objective*, manage internal and external communication. To ensure message continuity, they work internally with other management staff members and oversee 6) *legislation/employees*. They may also participate in financial matters including 7) *publicity/budgeting* and management. Externally, they work with government officials, including 8) *senators/security*, advocacy groups and citizens to convey their legislative goals.



As part of their job, government affairs managers 9) *prepare/provision* reports and presentations. They write talking points and often serve as a point of contact for the

10) *security/media*. They must also be present at forums and events. They may be required to travel in order to fulfill this job duty.

Unit 27

1. Read the article.

WHAT IS PUBLIC POLICY?

Public policy is the means by which a government maintains order or addresses the needs of its citizens through actions defined by its constitution. Public policy is a term used to describe a collection of laws, mandates, or regulations established through a political process.

In the United States, for example, there have been recent changes to the health care system that now require every citizen to have health insurance. After a series of debates, evaluations, and analysis, the federal government arrived at the conclusion that this would be in the best interest of citizens and began crafting bills, insurance mandates, and other pieces of legislation to establish a system for how Americans receive health care treatment.

Imagine a jigsaw puzzle that contains 250 pieces. Now pretend that each of those 250 puzzle pieces represents a law. When you put all the pieces together properly, you arrive at your complete picture, which, in the case of this metaphor, would be the public policy.

Because public policies are in place to address the needs of people, they are often broken down into different categories as they relate to society. Looking at some examples of these categories should give you an idea of how public policy fits into each area of society.

Another important type of public policy in a society is its legal policy. Legal policy covers the laws used to determine, among other things, what will be considered a crime, how that crime will be punished, and who will be responsible for handing out the punishment. For example, in most cases, the act of murder is a crime that is often punished with a prison sentence or even the death penalty. The classification of murder as a crime and the common punishment for the crime are both examples of how a government responds to a problem using public policy.



2. Complete the sentences.

1. Public policy is defined as a way government maintains _____ or addresses the needs of its _____.
2. Public policy is a term used to describe a _____ of laws, mandates, or _____ established through a political process.
3. In the United States, there have been recent changes to the _____ care system that now require every citizen to have health _____.
4. After a series of _____, _____, and _____, the federal government arrived at the conclusion that this would be in the best _____ of citizens.
5. The government began crafting _____, insurance _____, and other pieces of legislation to establish a system for how Americans receive health care _____.
6. _____ policy covers the laws used to _____, among other things, what will be considered a _____, how that crime will be punished, and who will be responsible for handing out the _____.

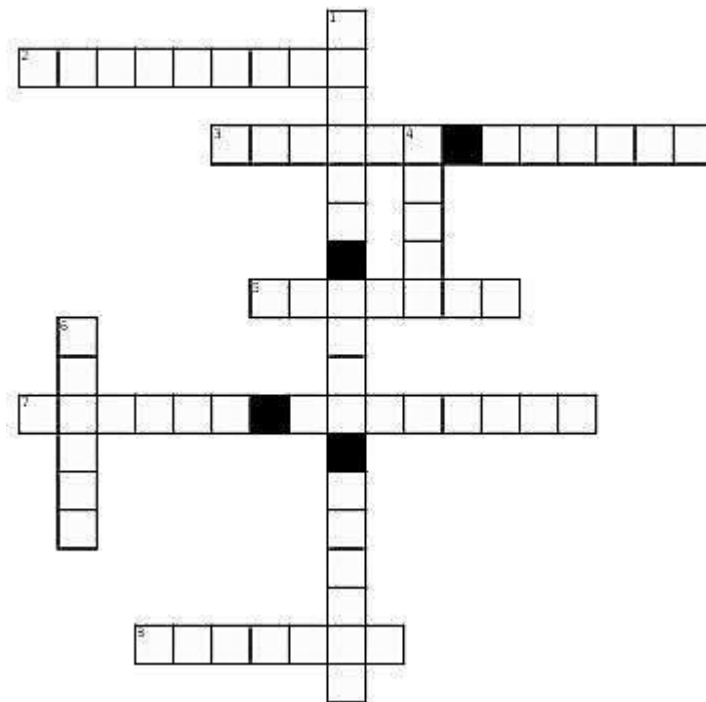
3. Complete the crossword.

Across

2. Risk-transfer mechanism that ensures full or partial financial compensation for the loss or damage.
3. The laws, priorities and governmental actions that reflect the attitudes and rules selected for the public.
5. An organized group of people associated together for religious, cultural, scientific, political, patriotic purposes.
7. Confinement in prison as a punishment imposed on a person who has been found guilty of a crime.
8. A person who legally belongs to a country and has the rights and protection of that country.

Down

1. Complex of facilities, organizations, and trained personnel engaged in providing medical service within a geographical area.
4. An illegal act for which someone can be punished by the government.
6. The unlawful killing of another human being without justification or excuse.



4. Complete the sentences with the following words: *composed, constitutions, account, problems, level, supports*. Then translate the sentences.

1. The foundation of public policy is _____ of constitutional laws and regulations.
2. Public policy is considered strong when it solves _____ efficiently and effectively.
3. Public policy _____ governmental institutions, and encourages active citizenship.
4. Public policy is embodied in _____, legislative acts, and judicial decisions.
5. Public problems can originate on the local, national, or international _____.
6. Government officials are expected to meet public sector ethics and take the needs of all stakeholders into _____.

Unit 28

1. Read the paragraphs and match them with the headings. Then translate the article.

- a. Professions
- b. Who we are
- c. What we do

THE CIVIL SERVICE IN THE UK

1. _____. The Civil Service helps the government develop and implement its policies as effectively as possible. It provides services directly to people all over the country, including:

- paying benefits and pensions
- running employment services
- running prisons
- issuing driving licenses

The Civil Service also has staff working on policy development and implementation, including analysts, project managers, lawyers and economists.



2. _____. The Civil Service in the UK is politically impartial and independent of government and work in central government departments, agencies, and non-departmental government bodies (NDPBs). The Civil Service does not include government ministers, members of the British Armed Forces, the police, officers of local government or NDPBs of the Houses of Parliament, employees of the National Health Service (NHS), or staff of the Royal House- hold.

The British Civil Service is co-ordinated and managed by the Prime Minister. The most senior civil servant in a department is a permanent secretary. As the Civil Service is ac- countable to the public it needs to meet the highest possible standards.

- integrity - putting the obligations of public service above personal interests.
- honesty - being truthful and open.
- objectivity - basing advice and decisions on rigorous analysis of the evidence.
- impartiality - acting according to the merits of the case and serving governments of different political parties equally well.

3. _____. The Civil Service is made up of 25 professions. Each profession has developed its own competency framework, which supports the wider civil service framework. The Civil Service is made up of a wide range of professional roles – from communicators and engineers, to procurement managers and lawyers. In most cases membership of professions is open to anyone working in government departments, agencies or non departmental public bodies. Some professions also permit membership to professionals outside of government.

2. Decide True or False. Correct false sentences.

1. The Civil Service of the UK helps the Armed Forces develop and implement its policies.
2. The Civil Service is politically dependent on government.

3. Civil servants work in central government departments, agencies, and non-departmental government bodies (NDPBs).
4. The Civil Service includes the staff of the Royal Household.
5. The British Prime Minister coordinates and manages the Civil Service.
6. The Civil Service meets such standards as integrity, honesty, objectivity, impartiality.
7. The Civil Service is made up of 35 professions.
8. The Civil Service isn't made up of a wide range of professional roles.

3. Translate. Use the article in exercise 1.

- | | |
|---------------------------------|-------------------------------------|
| 1. Державний службовець | 6. Компенсаційні виплати та пенсії |
| 2. Королівський двір | 7. Тюрми |
| 3. Менеджери із закупівель | 8. Державна служба охорони здоров'я |
| 4. Муніципальна влада | 9. Трудова зайнятість |
| 5. Позавідомчий правлячий орган | 10. Збройні сили |

4. Match the words to make phrases from the article in exercise 1. Then translate them.

- | | |
|---------------|----------------|
| 1. Personal | a. Minister |
| 2. Government | b. development |
| 3. Civil | c. interests |
| 4. Political | d. parties |
| 5. Permanent | e. service |
| 6. Competency | f. forces |
| 7. Policy | g. bodies |
| 8. Prime | h. secretary |
| 9. Health | i. servant |
| 10. Armed | j. framework |

5. Complete the article with the following words: *resources, services, individual, area, environment, government, data.*

A CIVIL SERVANT

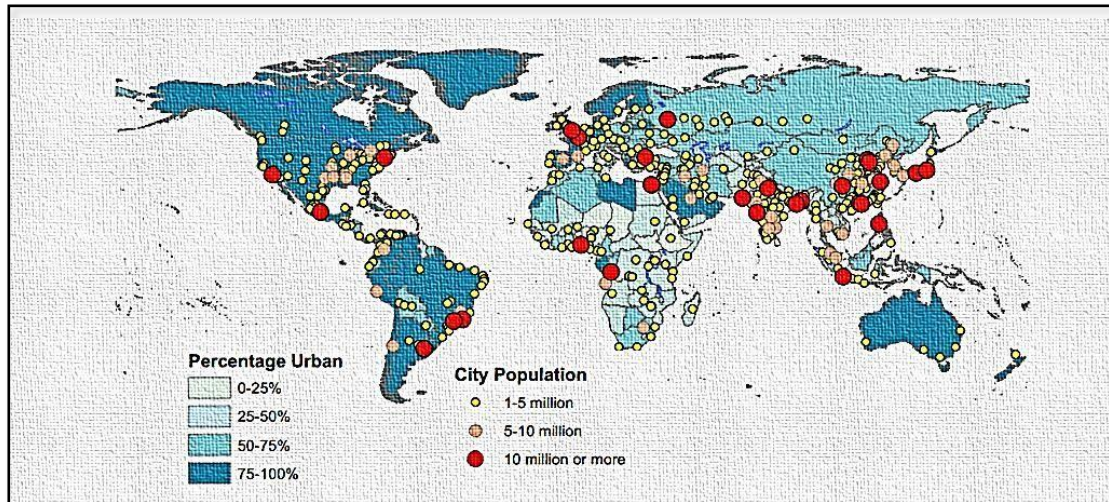
A Civil Servant is an 1)_____who works in numerous departments and agencies of the Civil Service which provide 2)_____directly to the public and to the government. The various departments and agencies of the Civil Service work with the 3)_____to create and implement policies which will impact upon the lives of people living in the United Kingdom. The particular roles of each department vary greatly and Civil Servants often specialize in a specific 4)_____. The tasks performed by a senior Civil Servant include: formulating policies and overseeing the implementation of them in practice; interpreting complex written information; interpreting complex statistical 5)_____; managing 6)_____; keeping up to date with political issues and the economy.

Most Civil Servants work in an office 7)_____ but this depends upon which department an individual is employed in. For example, some Civil Servants work at airports or at ferry terminals.

Unit 29

1. Read the article.

URBANIZATION



Urbanization refers to the population shift from rural to urban areas and the ways how society adapts to the change. It is the process when towns and cities are formed and become larger as more people begin living and working there. It is predicted that by 2050 about 64% of the developing world and 86% of the developed world will be urbanized.

Urbanization is relevant to a range of disciplines, including geography, sociology, economics, urban planning and public health. Urbanization creates enormous social, economic and environmental changes. There are some causes of urbanization:

Industrialization is a trend representing a shift from the old agricultural economy to non-agricultural economy, which creates a modernized society and attract people to move from rural to urban areas to have better employment opportunities.

Commerce and trade play a major role in urbanization. The distribution of goods and services and commercial transactions in the modern era has developed modern marketing institutions and exchange methods that have given rise to the growth of towns and cities.

There are numerous social benefits attributed to life in the cities and towns. Examples include better educational facilities, better living standards, better sanitation and housing, better health care, better recreation facilities, and better social life in general.

Modernization plays a very important role in the process of urbanization. As urban areas become more technologically advanced and offer highly sophisticated communication, infrastructure, medical facilities, liberalization, and other social amenities.

2. Decide True or False. Correct false sentences.

1. Urbanization is a movement of the population from rural to urban areas.
2. Urbanization is the process when towns and cities are formed and become bigger.
3. By 2150 about 64% of the developing world and 86% of the developed world will be urbanized.
4. Urbanization creates minor social, economic and environmental changes.
5. Industrialization is the balance between the old agricultural economy and non-agricultural economy.

6. The distribution of goods and services and commercial transactions in the modern era has given rise to the growth of towns and cities.

7. Social benefits include better educational facilities, better living standards, better sanitation and housing, better health care, etc.

3. Choose the correct alternative.

1. Urbanization is **relevant/relation** to a range of disciplines, including geography, sociology, economics, urban planning and public health.

2. Urbanization creates enormous social, economic and environmental **shift/changes**.

3. Industrialization creates a **facility/modernized** society and attracts people to move from rural to urban areas.

4. There are numerous social **benefits/communication** attributed to life in the cities and towns.

5. Urban areas become more **commerce/technologically** advanced and offer highly sophisticated communication, infrastructure, medical **facilities/education**, liberalization, etc.

4. Find the English equivalents to the words in the box.

соціально-побутове обслуговування, країни, що розвиваються, розвинені країни, медичні установи, освітні установи, сільська місцевість, можливості працевлаштування, товари і послуги, комерційні операції, соціальні пільги, санітарні умови, торгівля

5. Match the words to make phrases about the negative effects of urbanization. Then match the phrases with the Ukrainian equivalents: *завантаженість доріг, житлові проблеми, незадовільний стан здоров'я і поширення хвороб, поява нетрів, проблема безробіття, проблеми водопостачання і відведення, перенаселеність.*

1. Housing	a. spread of diseases
2. Over	b. of slums
3. Development	c. Unemployment
4. Problem of	d. Crowding
5. Traffic	e. sanitation problems
6. Water and	f. Problems
7. Poor health and	g. Congestion

6. Read and translate the article about solutions to the problems of urbanization.

To lessen the negative effects of rapid urbanization while at the same time conserving natural ecosystems, private investments should be encouraged so as to utilize natural resources and create more job opportunities. Tourism promotion and the sustainable exploitation of natural resources can create more jobs for the urban populations. Subsidies and grants may as well be provided to foreign and private investment in environmentally friendly development projects that encourage job creation. Key stakeholders in urban areas must provide campaigns and counseling for effective medical health clinics and family planning to help reduce the high rates of population growth. Medical health clinics oriented towards family planning options must be made accessible across the entire urban area with the objective of controlling diseases and population growth.

Unit 30

1. Read the article.

RURAL AREAS IN THE UNITED STATES



Rural areas have few people and businesses spread out over a large area. In the United States, a rural area is a town with fewer than 1,000 people per 2.6 square kilometers.

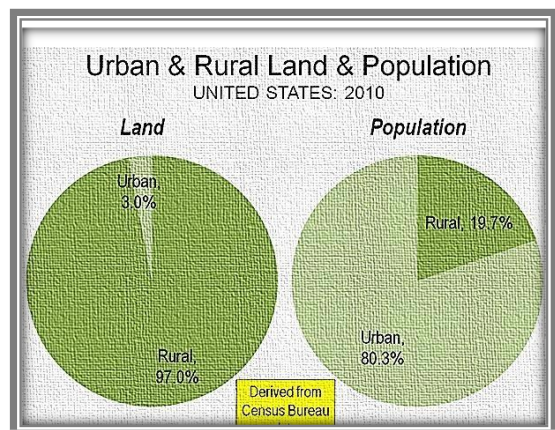
A rural areas population density is very low. Agriculture is the primary industry in most rural areas. Most people live or work on farms or ranches.

Throughout the world, more people live in rural areas than in urban areas. However, this has been changing rapidly. In Asia, for example, the urban population will increase by almost 2 billion by 2050.

People are migrating to urban areas for many reasons, including agricultural technology, industrial technology, and the hope of changing their economic circumstances. Agricultural technology has decreased the need for agricultural workers. Industrial technology has created many jobs in urban areas. Universities, hospitals, and regional government, are usually located in urban areas. Many rural residents travel to cities to take advantage of economic opportunities there.

The cost of living in urban areas is usually much higher than in rural areas. It costs more to rent a house, buy food, and use transportation. For this reason, wages are usually higher in urban areas. The search for higher wages is another reason why people migrate from rural areas.

In the United States, rural areas take up about 98 percent of the country but are home to only 25 percent of the population. By contrast, in Ethiopia, a less-developed country where agricultural jobs are much more common, 87 percent of the people live in rural areas.



2. Complete the sentences with the correct number.

1. In the United States, a rural area is a town with fewer than _____ people per _____ square kilometers.
2. In Asia, for example, the urban population will increase by almost _____ billion by _____.
3. In the United States, rural areas take up about _____ percent of the country but are home to only _____ percent of the population.
4. In Ethiopia, a less-developed country where agricultural jobs are much more common, _____ percent of the people live in rural areas.

3. Translate the article.

4. Match the words and phrases with their definitions.

- | | |
|---------------------------|---|
| 1. Industry | community or village. |
| 2. Settlement | condition or situation. |
| 3. Circumstance | activity that produces goods and services. |
| 4. Urban area | settlement larger than a village and smaller than a city. |
| 5. Town | job or work. |
| 6. Employment | developed, densely populated area. |
| 7. Farm | large settlement with a high population density. |
| 8. City | land cultivated for crops, livestock, or both. |
| 9. Cost of living | money needed to maintain life. |
| 10. Wage | an increase in the number of people living in a city. |
| 11. Transportation | money paid to a person for providing goods or services. |
| 12. Urbanization | movement of people or goods from one place to another. |
| 13. Rural area | regions with low population density. |
| 14. Economic opportunity | small human settlement found in a rural setting. |
| 15. Village | situation for a person to improve the standard of living. |
| 16. Industrial technology | to move from one place to another. |
| 17. Population density | the art and science of performing manufacturing tasks. |
| 18. Migrate | the number of people living in a set area. |

5. Choose the correct answer. Then translate the article.

IMMIGRATION CONTROL

1)_____ control and management is a central activity of all sovereign states. This activity goes beyond the control of borders: it includes the 2)_____ of immigrants, the management of periods of 3)_____, the implementation of policies to support 4)_____ as well as the design of operations to deport or detain individuals. Despite a growing 5)_____ of market actors in this vast policy sector, public administrations remain dominant actors when it comes to the design, 6)_____ and steering of public policies related to immigration.

The current refugee "crisis" showed that it is of great 7)_____ to design and implement immigration policies. Immigration is the object of public policies and political administrative processes. Because of this, it is crucial to 8)_____ the role of public administrations in policy genesis, development and implementation.

- | | |
|---------------------|-------------------|
| 1. a. migrate | b. immigration |
| 2. a. selection | b. selective |
| 3. a. residence | b. residential |
| 4. a. integration | b. integrate |
| 5. a. involve | b. involvement |
| 6. a. implement | b. implementation |
| 7. a. importance | b. important |
| 8. a. consideration | b. consider |

Рекомендована література

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