



**ХМЕЛЬНИЦЬКА ОБЛАСНА РАДА  
ХМЕЛЬНИЦЬКИЙ УНІВЕРСИТЕТ УПРАВЛІННЯ ТА ПРАВА  
ІМЕНІ ЛЕОНІДА ЮЗЬКОВА**

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**ЗАТВЕРДЖЕНО**

Рішення методичної ради університету  
25 листопада 2021 року,  
протокол № 3 .

Перша проректорка, голова методичної  
ради університету, кандидатка наук з  
державного управління, доцентка

\_\_\_\_\_ Ірина КОВТУН

25 листопада 2021 року

м.п.

**НАВЧАЛЬНО-МЕТОДИЧНІ МАТЕРІАЛИ  
з навчальної дисципліни  
«ІНОЗЕМНА МОВА В ПУБЛІЧНОМУ  
УПРАВЛІННІ ТА АДМІНІСТРУВАННІ  
(Англійська мова)»  
для підготовки на першому освітньому рівні  
здобувачів вищої освіти ступеня бакалавра  
за спеціальністю 074 Публічне управління та адміністрування  
галузі знань 07 Управління та адміністрування  
за денною формою навчання**

м. Хмельницький  
2021

**РОЗРОБНИК:**

Старша викладачка кафедри мовознавства

13 жовтня 2021 року

\_\_\_\_\_ Ольга Гуменчук

**СХВАЛЕНО**

Рішення кафедри мовознавства

13 жовтня 2021 року, протокол № 3 .

Завідувачка кафедри, докторка філологічних наук, доцентка

13 жовтня 2021 року

\_\_\_\_\_ Ольга Нагорна

Деканеса факультету управління та економіки,  
кандидатка економічних наук, доцентка

18 жовтня 2021 року

\_\_\_\_\_ Тетяна ТЕРЕЩЕНКО

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# 1. Структура вивчення навчальної дисципліни

## 1.1. Тематичний план навчальної дисципліни

№ теми	Назва теми	Кількість годин											
		Денна форма навчання						Заочна форма навчання					
		Усього	у тому числі					Усього	у тому числі				
			Лекції	Практ.	Лабор.	Ін.зав.	СРС		Лекції	Практ.	Лабор.	Ін.зав.	СРС
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Public Administration System vs. Public Management System / Система публічного адміністрування та система публічного управління	20	4	4	–	–	12	20	2	–	–	–	18
2.	Administrative Decision Making in Public Service/ Прийняття адміністративних рішень у сфері державного управління	22	4	6	–	–	12	21	2	1	–	–	18
3.	Levels and Forms of Government / Рівні та форми управління державою	20	4	4	–	–	12	23	2	1	–	–	20
4.	Objectives of National, Public and Social Security / Основні цілі національної, громадської безпека та соціального забезпечення	24	6	6	–	–	12	23	2	1	–	–	20
5.	Information and Communication Technologies. Electronic government/ Інформація та комунікаційні технології. Електронне урядування	19	4	4	–	–	11	18	–	1	–	–	17
	Всього годин:	105	22	24	–	–	59	105	8	4	–	–	93

### 1.2. Лекції

№ з/п	Назва і план теми	Кількість годин
1	2	3
1.	<b>Тема 1.</b> Public Administration System vs. Public Management System / Система публічного адміністрування та система публічного управління	4
1.1.	Role and scope of Public Administration in the society. / Роль та сфера діяльності Публічного адміністрування в суспільстві.	
1.2.	Objectives, principles, and functions of Public Administration. / Мета, принципи та функції дисципліни Публічне адміністрування.	
1.3.	Public Management vs. Public Administration: similarities and differences. / Публічне управління та публічне адміністрування: подібність та відмінності.	

2.	<b>Тема 2. Administrative Decision Making in Public Service/</b> Прийняття адміністративних рішень у сфері державного управління	4
2.1.	Preparing, enacting, implementation and enforcement of administrative decisions. / Підготовка, ухвалення, втілення та спостереження за впровадженням у життя адміністративних рішень.	
2.2.	Control over implementation of administrative acts. / Контроль за виконанням адміністративних актів.	
2.3.	Standards placed upon a civil servant's conduct. / Норми поведінки державного службовця.	
3.	<b>Тема 3. Levels and Forms of Government /</b> Рівні та форми управління державою	4
3.1.	Contemporary division of government. / Сучасний розподіл управління державою.	
3.2.	Unitary, federal, and regionalist systems and contemporary forms of government. / Унітарні, федеральні регіоналістичні системи управління та сучасні форми управління.	
3.3.	Role and scope of central government vs. local governments / Роль та сфера діяльності центрального уряду та органів місцевого самоврядування.	
3.4.	European regional policies. / Європейська регіональна політика. Reform processes in Ukraine. Principles of decentralization. / Процеси реформування в Україні. Принципи децентралізації.	
4.	<b>Тема 4. Objectives of National, Public and Social Security /</b> Основні цілі національної, громадської безпеки та соціального забезпечення	6
4.1.	Priorities of the National Security policy of Ukraine. / Пріоритети забезпечення <i>національної безпеки</i> України.	
4.2.	Current threats to the National Security of Ukraine. / Сучасні загрози <i>національній безпеці</i> України.	
4.3.	Public Security on regional / territorial and local levels. / <i>Громадська безпека</i> на регіональному/ територіальному та місцевому рівнях.	
4.4.	Objectives of Social Security. / Основні цілі <i>соціального забезпечення</i> .	
4.5.	Social Security Programmes in Ukraine. / Програми соціального забезпечення в Україні.	
	<b>Тема 5. Information and Communication Technologies. Electronic government/</b> Інформація та комунікаційні технології. Електронне урядування	4
5.1.	The synergy of information and communication technology. / Спільні зусилля <i>інформаційних та комунікаційних технологій</i> .	
5.2.	Communication and negotiation. / Передача інформації та правила ведення переговорів.	
5.3.	Electronic government. / Електронне урядування.	
5.4.	The role of mass media in public administration. / Роль засобів масової інформації в публічному адмініструванні.	
	Усього	22

## **1.2. Практичні заняття**

### **Практичне заняття 1-4**

#### **Тема 1. Public Administration System vs. Public Management System / Система публічного адміністрування та система публічного управління**

##### *Питання для усного опитування та дискусії*

- 1.1. Role and scope of Public Administration in the society. / Роль та сфера діяльності Публічного адміністрування в суспільстві.
- 1.2. Objectives, principles, and functions of Public Administration. / Мета, принципи та функції дисципліни *Публічне адміністрування*.
- 1.2. Public Management vs. Public Administration: similarities and differences. / Публічне управління та публічне адміністрування: подібність та відмінності.
- 1.3. Частини мови. Морфологічна характеристика. Синтаксична характеристика. Класифікація. Лексичний характер.
- 1.4. Nouns. Articles. Word Formation. / Іменник. Артикль. Словотворення.
- 1.5. Adjective. Adverb. Comparisons. / Прикметник. Прислівник. Ступені порівняння.
- 1.6. Modal Verbs. / Модальні дієслова.

##### *Аудиторна робота*

Виконання студентами усних та письмових завдань з питань теми:

1. Лещёва Л.М., Володько С.М., Бондарик Т.В. Английский язык для студентов, изучающих государственное управление: учебное пособие на англ. яз. / Под ред. д.филол.н., профессора Л.М. Лещёвой. – Мн.: Академия управления при Президенте Республики Беларусь, 2006. – С.7-40.
2. Danko Manica, Arčnik Zavašnik Mihaela. English in Public Administration. Part I. / M.Danco, M.Zavašnik Arčnik – Slavica Čeron, University of Ljubljana, 2009. – P.3-10, 17-18.

##### *Методичні рекомендації*

**З метою глибокого засвоєння навчального матеріалу при вивченні теми студенту варто особливу увагу зосередити на таких аспектах:**

##### ***Лексичний мінімум, який необхідно засвоїти для обговорення теми:***

an administrative certification, administered society, administrative process, administrative apparatus, administrative law, to govern, government, governmental agency, government policy, planning/organizing/directing/coordinating/controlling of government operations, to determine policy, central/intermediate/local level, to refer to, government management, local agency, the public, public administration, a public administrator, an elected official, to criticize government bureaucrats, a policy maker, policy-making activity, policy formulation, legitimated policy, to implement a decision, profit/nonprofit agency, macro/micro-administration, development, implementation, authoritative implementation, to be accountable to citizens, to subvert an intension, to be cogs in the machinery of government, an anonymous specialist, effective/ ineffective, efficient/inefficient, to depend on, to rely on, personal loyalty, a subordinate, personal support, an underling, rank-and-file personnel, to carry work load, to read/listen to a petition, a policy argument, a judicial claim, an appeal, a system of favoritism/patronage, to base on personal preferment, to disrupt, to be in favor/out of favor, a weak/strong ruler, to endure, to be based on objective norms, a law, a rule, a regulation, a system of offices, loyalty, resignation, or for other reasons, non-governmental organization, implementation of law/order, to set up, a defensive structure, the need for, an expert, civil servant/ public servant, taxes, statistics, sociology, political sciences, public finance, to consider the science of public administration, utmost possible efficiency, to establish

##### ***Граматичний мінімум, яким необхідно оперувати:***

1. Частини мови. Морфологічна характеристика. Синтаксична характеристика. Класифікація. Лексичний характер. Верба Г.В., Верба Г.Г. Верба Л.Г. Довідник з граматики англійської мови (з вправами): навчальний посібник / Г.В. Верба, Г.Г. Верба, Л.Г.Верба. – К.: ТОВ «ВП Логос-М», 2011, с. 4-6.

2. Nouns. Articles. Word Formation. Виконання граматичних вправ. Dooley Jenny, Evans Virginia. Grammarway 4 / Dooley J., Evans V. – Newbury, Express Publishing, 2014 – P. 58-70, ex. 1-23.
3. Adjective. Adverb. Comparisons. Виконання граматичних вправ. Dooley Jenny, Evans Virginia. Grammarway 4 / Dooley J., Evans V. – Newbury, Express Publishing, 2014 – P. 42-54, ex. 1-27.
4. Modal Verbs. Виконання граматичних вправ. Dooley Jenny, Evans Virginia. Grammarway 4 / Dooley J., Evans V. – Newbury, Express Publishing, 2014 – P. 70-83, ex. 1-30.

### **Практичне заняття 5-10**

#### **Тема 2. Administrative Decision Making in Public Service/**

#### **Прийняття адміністративних рішень у сфері державного управління**

- 2.5. Preparing, enacting, implementation and enforcement of administrative decisions. / Підготовка, ухвалення, втілення та спостереження за впровадженням у життя адміністративних рішень.
- 2.2. Control over implementation of administrative acts. / Контроль за виконанням адміністративних актів.
- 2.3. Standards placed upon a civil servant's conduct. / Норми поведінки державного службовця.
- 2.4. Tenses in the Active Form (Present, Past, Future Forms). / Часи активного стану (теперішні, минулі та майбутні часові форми).
- 2.5. Tenses in the Passive Form (Present, Past, Future Forms). / Часи активного стану (теперішні, минулі та майбутні часові форми).

#### *Аудиторна робота*

Виконання студентами усних та письмових завдань з питань теми:

1. Шатух Л.Л. Англійська мова у сфері державного управління (English for Public Administration) (опорний конспект дистанційного курсу навчальної дисципліни): Навчальний посібник. / Л.Л. Шатух. – К.: Центр навчальної літератури, 2004. – С. 33-34.
2. Danko Manica, Arčnik Zavašnik Mihaela. English in Public Administration. Part II. / M. Danco, M. Zavašnik Arčnik – Slavica Čepon, University of Ljubljana, 2009. – P.3-7.

#### *Методичні рекомендації*

***З метою глибокого засвоєння навчального матеріалу при вивченні теми студенту варто особливу увагу зосередити на таких аспектах:***

#### ***Лексичний мінімум, який необхідно засвоїти для обговорення теми:***

civil service, to be employed in, to select, to promote, on the basis of a merit, to include examinations, to decline the powers, to make an appointment, lower/middle/high rank, recruitment, to bring into, competition, to measure competence, to dispense, to ensure, an equitable distribution of posts, to place standards upon a civil servant's conduct, to engage in political activity, to prohibit from, prohibition, highly trained administrative/executive class, a professional adviser, to formulate state policy, to provide, an executive, to perform a wide range of tasks, to collect/analyze data (statistics), to monitor budgets, to draft legislation, to develop policy, to execute legally mandated government activities, personnel, staffing, training, recruiting, selecting, promoting, terminating, employee training, a rotation, a merit system, to keep out the grossly incompetent, a competent applicant, a competitive wage, merit entrance examination, references, communication skills, a probationary period, removal, to dismiss, employee performance, a rating scheme, a feedback, performance, a supervisor, a leave, a dual educational system, elaborate selection system, senior appointment, educational qualifications, written competitive tests, extensive interviews, psychological tests, public personnel management, to realize full potential, commensurate with, performance appraisals, to discord, virtue, to avoid favoritism, the principle of seniority, an indicator of productivity, incompetence, indolent, insolent, competence/ incompetence, Administrative law, administrative agency, a regulatory agenda, an administrative court, to review administrative decisions, to differ from an appeal, unreasonable/arbitrary/capricious review, the writ of mandamus, the writ of certiorari

***Граматичний мінімум, яким необхідно оперувати:***

1. Tenses in the Active Form (Present Forms). Tenses in the Active Form (Past Forms). Tenses in the Active Form (Future Forms). Виконання граматичних вправ:  
Dooley Jenny, Evans Virginia. Grammarway 4 / Dooley J., Evans V. – Newbury, Express Publishing, 2014 – P. 6-30, ex. 1-42.  
Evans Virginia. Round-Up 6. / V. Evans. – Madrid, Pearson Education Limited, 2018 – P.3-15, ex.2, 5, 7-15, 17, 19-24, 26-32.
2. Tenses in the Passive Form. Виконання граматичних вправ:  
Dooley Jenny, Evans Virginia. Grammarway 4 / Dooley J., Evans V. – Newbury, Express Publishing, 2014 – P.86-98, ex. 1-29.  
Evans Virginia. Round-Up 6. / V. Evans. – Madrid, Pearson Education Limited, 2018 – P.108-119, ex.198-215, 216-222.

**Практичне заняття 11-14**

**Тема 3. Levels and Forms of Government / Рівні та форми управління державою**

- 3.1. Contemporary division of government. / Сучасний розподіл управління державою.
- 3.2. Unitary, federal, and regionalist systems and contemporary forms of government. / Унітарні, федеральні регіоналістичні системи управління та сучасні форми управління.
- 3.3. Role and scope of central government vs. local governments / Роль та сфера діяльності центрального уряду та органів місцевого самоврядування.
- 3.4. European regional policies. / Європейська регіональна політика.
- 3.5. Reform processes in Ukraine. Principles of decentralization. / Процеси реформування в Україні. Принципи децентралізації.
- 3.6. Indirect Speech. The Sequence of Tenses in the Indirect Speech. Indirect Commands. Indirect Questions.

***Аудиторна робота***

Виконання студентами усних та письмових завдань з питань теми:

1. Лещёва Л.М., Володько С.М., Бондарик Т.В. Английский язык для студентов, изучающих государственное управление: учебное пособие на англ. яз. / Под ред. д.филол.н., профессора Л.М. Лещёвой. – Мн.: Академия управления при Президенте Республики Беларусь, 2006. – С.80-119.
2. Шатух Л.Л. Англійська мова у сфері державного управління (English for Public Administration) (опорний конспект дистанційного курсу навчальної дисципліни): Навчальний посібник. / Л.Л. Шатух. – К.: Центр навчальної літератури, 2004. – С. 114-150.

***Методичні рекомендації***

***З метою глибокого засвоєння навчального матеріалу при вивченні теми студенту варто особливу увагу зосередити на таких аспектах:***

***Лексичний мінімум, який необхідно засвоїти для обговорення теми:***

levels of government, central government, intermediate governments, local governments, distribution of powers, local selfgovernment, local authorities, unitary/federal/ decentralized or “regionalist” state, to delegate/reserve powers, forms of government, traditional/modern, autocracy (totalitarianism or authoritarianism), oligarchy, democracy, direct/indirect elections, republic/ monarchy, constitutional monarchy, absolute monarchy, majority government, coalition government, parliamentary, presidential, semi-presidential, confederation, federation, unitary, fiscal, recall, to supervise administration, impeachment of executive/judicial officials, to debate/vote upon bills, a unicameral/bicameral legislature, a vote of (no) confidence, to be dissolved, to act by/with the advice/consent of the legislative, a political executive, to resolve disputes, to enact the legislature, levels of local government, taxation, to raise taxes, to be funded by subventions, a legal local government entity, state, province, region, department, county, prefecture, district, city, town, borough, parish, municipality, village, community, a tier of government, division, to abolish, to run, unitary authority, an elected representative, a councilor, social services, to put out to tender, compulsory competitive tendering, to collect taxes to share money out, to charge a council tax, the actual value of a



person's house, to serve an urban area, law enforcement, fire prevention, welfare services for the needy, environmental services, cultural/ recreation facilities, to supply, the decentralized system, the supervisory system, largescale services, public amenities

***Граматичний мінімум, яким необхідно оперувати:***

1. Sequence of Tenses. / Узгодження часів. Виконання граматичних вправ:

Dooley Jenny, Evans Virginia. Grammarway 4 / Dooley J., Evans V. – Newbury, Express Publishing, 2014 – P.102-118, ex. 1-32.

Evans Virginia. Round-Up 6. / V. Evans. – Madrid, Pearson Education Limited, 2018 – P.127-138, ex.229-250.

**Практичне заняття 15-20**

**Тема 4. Objectives of National, Public and Social Security /**

**Основні цілі національної, громадської безпеки та соціального забезпечення**

- 4.1. Priorities of the National Security policy of Ukraine. / Пріоритети забезпечення *національної безпеки* України.
- 4.2. Current threats to the National Security of Ukraine. / Сучасні загрози *національній безпеці* України.
- 4.3. Public Security on regional / territorial and local levels. / *Громадська безпека* на регіональному/ територіальному та місцевому рівнях.
- 4.4. Objectives of Social Security. / Основні цілі *соціального забезпечення*.
- 4.5. Social Security Programmes in Ukraine. / Програми соціального забезпечення в Україні.
- 4.6. Conditional Mood, Suppositional Mood, Imperative Mood. Wishes.

***Аудиторна робота***

Виконання студентами усних та письмових завдань з питань теми:

1. National security strategy of ukraine [Електронний ресурс]. – Режим доступу: [http://www.niss.gov.ua/public/File/2015\\_table/Draft\\_strategy.pdf](http://www.niss.gov.ua/public/File/2015_table/Draft_strategy.pdf)
2. Добролет О.В., Жорова А.Р. English Public Administration: учеб.-методич. пособие / сост. О.В. Добролет, А.Р. Жорова. – Мн.: Акад. Упр. При Президенте Респ. Беларусь, 2008. – С.96-103.

***Методичні рекомендації***

***З метою глибокого засвоєння навчального матеріалу при вивченні теми студенту варто особливу увагу зосередити на таких аспектах:***

***Лексичний мінімум, який необхідно засвоїти для обговорення теми:***

national security, universally recognized norms/borders, to declare multi-vector foreign policy, defence industry, to penetrate, to distort, to violate principles of international law, bilateral agreements, the Dignity Revolution, fundamentals of good neighbourhood/partnership, to occupy, to launch an aggression against, to undermine unity of the democratic world, self-determination, to revise the world order, external/internal security environment, rule of law, to restore territorial integrity, internationally recognized borders, to strengthen democracy, defence/security sector, to stable socio-political/socio-economic development, separatist movement, to undermine political/economic/social stability, human life loss, refugee, temporarily occupied/uncontrolled territory, the rights of indigenous people of Crimea, to aggravate, to puts obstacle, to build up military formation, reconnaissance, to provoke, to destabilize, sociopolitical situation, military support, to escalate the armed conflict, negotiation, to wage a hybrid war against, to deplete economic/military resources, to stipulate, the UN Charter, the Budapest Memorandum, embezzlement of public funds, to interfere, obsolete weapons/military equipment, intelligence, counterintelligence, inviolability of borders, mercenary, to pocket public resources, unemployment, poverty, social injustice, to ruin energy infrastructure, deterioration of fuel/energy facilities, energy consumption, targeted information, a distorted picture of the world, race/religious/social hatred, cyber-attack, anthropogenic impact, communal utilities, accumulation of industrial/household wastes, social security, social security benefits, the International Labour Organization (ILO), to maintain income, supplementary

income, social protection, social insurance system, reduction of poverty, level of living, standard of living, to erode, social/economic eventuality, to make adjustment, proportional contributions of earnings, social security schemes, social assistance schemes, to provide benefits, the vulnerable, indexation of public benefits, legal framework, to ensure compliance, social safeguards, to be below the minimum subsistence level, NGO, the Ministry of Social Policy, Councils for disabled people at Cabinet of Ministers of Ukraine, Department of Social Policy at Cabinet of Ministers of Ukraine, collective labor agreement, Labour Code of Ukraine, Law of Ukraine "On Principles of Social Protection of Disabled Persons", Law of Ukraine "On Indexation of cash income", Law of Ukraine "On Labour Protection"

***Граматичний мінімум, яким необхідно оперувати:***

1. Conditional Mood, Suppositional Mood, Imperative Mood. Wishes. / Способи дієслова. Правила утворення та вживання. Виконання граматичних вправ:

Dooley Jenny, Evans Virginia. Grammarway 4 / Dooley J., Evans V. – Newbury, Express Publishing, 2014 – P.126-140, ex. 1-22.

Evans Virginia. Round-Up 6. / V. Evans. – Madrid, Pearson Education Limited, 2018 – P.142-148, ex.257-264, 267-272.

**Практичне заняття 21-24**

**Тема 5. Information and Communication Technologies. Electronic government/  
Інформація та комунікаційні технології. Електронне урядування**

- 5.1. The synergy of information and communication technology. / Спільні зусилля Інформаційних та комунікаційних технологій.
- 5.2. Communication and negotiation. / Передача інформації та правила ведення переговорів.
- 5.3. Electronic government. / Електронне урядування.
- 5.4. The role of mass media in public administration. / Роль засобів масової інформації в публічному адмініструванні.
- 5.5. Infinitive. Gerund. Participle.

***Аудиторна робота***

Виконання студентами усних та письмових завдань з питань теми:

1. Шатух Л.Л. Англійська мова у сфері державного управління (English for Public Administration) (опорний конспект дистанційного курсу навчальної дисципліни): Навчальний посібник. / Л.Л. Шатух. – К.: Центр навчальної літератури, 2004. – С.107-110, С.210-226.
2. Danko Manica, Arčnik Zavašnik Mihaela. English in Public Administration. Part I. / M. Danco, M. Zavašnik Arčnik. – Slavica Čepon, University of Ljubljana, 2009. – P.10-16.

***Методичні рекомендації***

***З метою глибокого засвоєння навчального матеріалу при вивченні теми студенту варто особливу увагу зосередити на таких аспектах:***

***Лексичний мінімум, який необхідно засвоїти для обговорення теми:***

information and communication technology (ICT), novelty, to have access to information digitally, virtual office, virtual community, to reduce, tele-working, to substantiate, renewed/ up-dated information, to stay competitive, visual aids, electronic provision, governmental information/ services, electronic government/e-gov/digital government/online government, to provide/deliver public services, to exchange information, to transact with citizens/businesses/arms of government, to improve internal efficiency, democratic governance, to increase citizen access to government, to reduce government bureaucracy, to increase citizen participation, to enhance agency responsiveness, Government to Citizen (G2C)/Government-to-Business (G2B)/Government-to-Government (G2G)/Government-to-Employee (G2E) Portal, business process re-engineering (BPR), to cut down calls in state bodies, to reduce/speed up inquiries, to help with certificates/authorization documents, E-government development, E-government portal, informational stage, interactive stage, transactional stage, transformational stage, to adopt departmental information systems, government

databases, electronic licensing, E-government gateway, to pay state fees/charges/fines/community service, electronic public procurements, transparency of competitions, active penetration, to create the Mobile government, an electronic digital signature, to record on the SIM-card, "clever" /"proactive" government, ubiquitous participation, center/left-center/right-center/non-aligned, to watch/criticise the exercise of the authority, to conceal matters, embarrassing facts, abuse, to exercise a hold on the media, an accredited journalist, to make/prevent disclosure, in anonymous/deniable way, social media, social network, to network, interactive social networking sites, to produce/share/exchange ideas, virtual community, to market skills, cyber bullying, to perpetrate harassment, to become more socially capable, to create web content, social networking site, podcast, widget, to expand/broaden knowledge, to gain feedback, to elevate brand, to track information, accountability, to respect the right of media representatives, accurate/clear/timely/relevant information, to provide background information, to take a quote out of context, to lodge a complaint, government communicators.

***Граматичний мінімум, яким необхідно оперувати:***

1. Infinitive. The -ing form. Participle. Виконання граматичних вправ:

Dooley Jenny, Evans Virginia. Grammarway 4 / Dooley J., Evans V. – Newbury, Express Publishing, 2014 – P.30-9842, ex. 1-26.

Evans Virginia. Round-Up 6. / V. Evans. – Madrid, Pearson Education Limited, 2018 – P.19-35, ex.41-57.

***1.3. Самостійна робота студентів***

**Тема 1. Public Administration System vs. Public Management System / Система публічного адміністрування та система публічного управління**

***Завдання для перевірки знань лексики***

Для більш ґрунтовного вивчення НТ1 необхідно опрацювати зміст тексту *Business Management and Public Administration*. Лещёва Л.М., Володько С.М., Бондарик Т.В. Английский язык для студентов, изучающих государственное управление: учебное пособие на англ. яз. / Под ред. д.филол.н., профессора Л.М. Лещёвой. – Мн.: Академия управления при Президенте Республики Беларусь, 2006. – С.29-32.

Завдання до тексту:

1. Прочитайте та перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
2. Ознайомтесь та вивчіть нову лексику.
3. Дайте відповіді на запитання по тексту:
  - What principles were worked out in the studies of the 1880s?
  - What was seen as the model for the proper management of government?
  - What does management of all organisations involve?
  - What made scholars distinguish between business and public administration?
  - What is the difference between the two terms – business administration and public administration?
  - What was early public administration marked by?
  - What method was borrowed from business schools and applied to public administration?
  - What was comparative administration focused on?
  - What did writings on decision-making take into account?
  - What is the meaning of the word 'public' in 'public administration'?

***Завдання для перевірки знань граматики***

Task 1. Mann Malcolm, Taylore-Knowles Steve. Destination B2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.42-48, ex. A-J.

Task 2. Mann Malcolm, Taylore-Knowles Steve. Destination B2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.78-84, ex. A-J.

Task 3. Mann Malcolm, Taylore-Knowles Steve. Destination B2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.64-66, ex. A-J.

### **Завдання для перевірки розуміння прочитаного**

Текст №1: *Role and Scope of Public Administration in Society*. Danko Manica, Zavašnik Arčnik Mihaela. English in Public Administration. Part I. / M. Danco, M.Zavašnik Arčnik. – Slavica Čepon, University of Ljubljana, 2009. – P.3-4.

1. Прочитайте та перекладіть текст.
2. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
3. Ознайомтесь та вивчіть нову лексику.

Текст №2: *Management. Public Management. Strategic Planning and Management*. Danko Manica, Zavašnik Arčnik Mihaela. English in Public Administration. Part I. / M. Danco, M.Zavašnik Arčnik. – Slavica Čepon, University of Ljubljana, 2009. – P.16-20.

1. Прочитайте та перекладіть текст.
2. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
3. Ознайомтесь та вивчіть нову лексику.
4. Напишіть есе на тему 'Similarities and Differences of Public Administration and Public Management.'

### **Питання для самоконтролю**

1. Dwell on the historical overview of Public Administration.
2. What are the objectives, principles, and functions of Public Administration?
3. Speak on the role and scope of Public Administration in the society.
4. Compare Public Administration and Public Management. What are similarities and differences?

## **Тема 2. Administrative Decision Making in Public Service/ Прийняття адміністративних рішень у сфері державного управління**

### **Завдання для перевірки знань лексики**

Для більш ґрунтовного вивчення НТ2 необхідно опрацювати зміст текстів а саме:

Текст №1: *Personnel Administration: Staffing and Training the Agency*. Лещёва Л.М., Володько С.М., Бондарик Т.В. Английский язык для студентов, изучающих государственное управление: учебное пособие на англ. яз. / Под ред. д.филол.н., профессора Л.М. Лещёвой. – Мн.: Академия управления при Президенте Республики Беларусь, 2006. – С.80-119.

Завдання до тексту:

1. Прочитайте та письмово перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
2. Ознайомтесь та вивчіть нову лексику.
3. Дайте відповіді на запитання до тексту:
  - What is the first step that the management has to undertake when new jobs have been created?
  - What was the time of Andrew Jackson characterized by?
  - What attempts did the government make to attract especially competent applicants?
  - What kinds of examinations were mentioned in the text?
  - What is a "performance examination"?
  - What examination is considered to be of special importance?
  - What process is the evaluation of employee performance?
  - What programs have many universities developed for public employees?
  - What training does the Federal Executive Institute provide?
  - What time is given to public personnel to pursue a degree at the doctoral level?

Текст №2: *Personnel Administration: Staffing and Training the Agency*. Лещёва Л.М., Володько С.М., Бондарик Т.В. Английский язык для студентов, изучающих государственное управление: учебное пособие на англ. яз. / Под ред. д.филол.н., профессора Л.М. Лещёвой. – Мн.: Академия управления при Президенте Республики Беларусь, 2006. – С.97-99.

Завдання до тексту:

- Прочитайте та письмово перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
- Опишіть письмово:
  - Specific skills, education and experience are required to perform government jobs.
  - Some ideas of how to carry out the evaluation of employee performance.

### ***Завдання для перевірки знань граматики***

Task 1. Mann Malcolm, Taylore-Knowles Steve. Destination B2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.6-12, ex. A-J.

Task 2. Mann Malcolm, Taylore-Knowles Steve. Destination B2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.618-24, ex. A-J.

Task 3. Mann Malcolm, Taylore-Knowles Steve. Destination B2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.30-36, ex. A-J.

Task 4. Mann Malcolm, Taylore-Knowles Steve. Destination B2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.94-99, ex. A-J.

### ***Завдання для перевірки розуміння прочитаного***

Текст №1: Прочитайте та письмово перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом. Напишіть стислий виклад тексту.

## **Administrative Law**

Administrative law is the body of law that governs the activities of administrative agencies of government. Government agency action can include rulemaking, adjudication, or the enforcement of a specific regulatory agenda. Administrative law is considered a branch of public law. As a body of law, administrative law deals with the decision-making of administrative units of government (e.g., tribunals, boards or commissions) that are part of a national regulatory scheme in such areas as police law, international trade, manufacturing, the environment, taxation, broadcasting, immigration and transport. Administrative law expanded greatly during the twentieth century, as legislative bodies worldwide created more government agencies to regulate the increasingly complex social, economic and political spheres of human interaction.

Taxation decisions are the decisions based on administrative law that are most often contested in courts. Civil law countries often have specialized courts, administrative courts, that review these decisions.

Generally speaking, 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. Often these procedures are coupled with legislation or other common law doctrines that establish standards for proper rulemaking. Administrative law may also apply to review of decisions of so-called semi-public bodies, such as non-profit corporations, disciplinary boards, and other decision-making bodies that affect the legal rights of members of a particular group or entity.

While administrative decision-making bodies are often controlled by larger governmental units, their decisions could be reviewed by a court of general jurisdiction under some principle of judicial review based upon due process (United States) or fundamental justice (Canada). Judicial review of administrative decisions, it must be noted, is different from an appeal. When sitting in review of a decision, the Court will only look at the method in which the decision was arrived at, whereas in appeal the correctness of the decision itself will be under question. This difference is vital in appreciating administrative law in common law countries.

The scope of judicial review may be limited to certain questions of fairness, or whether the administrative action is ultra vires. In terms of ultra vires actions in the broad sense, a reviewing court may set aside an administrative decision if it is unreasonable (under Canadian law, following the rejection of the "Patently Unreasonable" standard by the Supreme Court in *Dunsmuir v. New Brunswick*), *Wednesbury* unreasonable (under British law), or arbitrary and capricious (under U.S. Administrative Procedure Act and New York State law). Administrative law, as laid down by the Supreme Court of India, has also recognized two more grounds of judicial review which were

recognized but not applied by English Courts viz. Legitimate expectation and proportionality. The powers to review administrative decisions are usually established by statute, but were originally developed from the royal prerogative writs of English law, such as the writ of mandamus and the writ of certiorari. In certain Common Law jurisdictions, such as India or Pakistan, the power to pass such writs is a Constitutionally guaranteed power. This power is seen as fundamental to the power of judicial review and an aspect of the independent judiciary.

### **Питання для самоконтролю**

1. Speak on the main steps in staffing and training of Public Administration Personnel:
  - recruiting,
  - examining,
  - selecting,
  - evaluation,
  - and promotion.
2. Dwell on preparing, enacting, implementation and enforcement of administrative decisions.
3. How is the control over implementation of administrative acts carried out?
4. Express your viewpoint on the following statements:
  - "Merit systems were designed for the most part to keep out the grossly incompetent, not to attract the highly qualified".
  - "By supplying a continuing record of performance, such evaluation can protect employees from capricious actions".

### **Тема 3. Levels and Forms of Government / Рівні та форми управління державою**

#### ***Завдання для перевірки знань лексики***

Для більш ґрунтовного вивчення НТЗ необхідно опрацювати зміст текстів, а саме:

Текст №1: *Forms of Government. Unitary, Federal, and Regionalist Systems.* Добролет О.В., Жорова А.Р. English Public Administration: учеб.-методич. пособие / сост. О.В. Добролет, А.Р. Жорова. – Мн.: Акад. упр. при Президенте Респ. Беларусь, 2008. –С.48-66.

Завдання до тексту:

1. Прочитайте та письмово перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
2. Ознайомтесь та вивчіть нову лексику.

Текст №2: *Local Government.* Шатух Л.Л. Англійська мова у сфері державного управління (English for Public Administration) (опорний конспект дистанційного курсу навчальної дисципліни): Навчальний посібник. / Л.Л. Шатух. – К.: Центр навчальної літератури, 2004. – С. 114-150.

Завдання до тексту:

1. Прочитайте та перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
2. Ознайомтесь та вивчіть нову лексику.

#### ***Завдання для перевірки знань граматики***

Task 2. Mann Malcolm, Taylore-Knowles Steve. Destination B2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.130-136, ex. A-J.

#### ***Завдання для перевірки розуміння прочитаного***

Текст №1: Прочитайте та перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом. Дайте письмово відповіді на запитання до тексту:

1. What is a unitary government? What is an example of a unitary government?
2. What is a federal government? What is an example of a federal government?
3. In a federal government, what is the relationship between the national and local governments?
4. What is a confederate government? What is an example of a confederate government?

5. What are two benefits for states in a confederate government?
6. What is a presidential government? What is an example of a presidential government?
7. In a presidential government, what separates the powers between the branches?
8. What is a parliamentary government? What is an example of a parliamentary government?
9. In a parliamentary government, how is the executive chosen?
10. What is one benefit of a parliamentary government over a presidential government?

In addition to the type, or form of government that exists in a society, there are other factors that play a role in the overall function of a government, including the geographic distribution of power, and the relationship between the legislative and executive branch.

**Geographic Distribution of Power** In every system of government the power to govern is located in one or more places geographically. From this standpoint, three basic structures exist: unitary, federal, and confederate.

**Unitary Government** A unitary government is often described as a centralized government. All powers held by the government belong to a single, central agency. The central (national) government creates local units of government for its convenience. Those local governments have only those powers that the central government chooses to give them. Most governments in the world are unitary in form. Great Britain is a classic example. It has a single central organization, the Parliament, holding all of the government's power. Local governments exist solely to relieve Parliament of the tasks that would be difficult or burdensome to do. Though unlikely, Parliament could get rid of those agencies of local government at any time if it wanted to. Be careful not to confuse a unitary government with a dictatorship. In the unitary government all forms of power are held by the central government, but that government can still be elected by the people, and if so, would only have the powers that the people allowed it to have. So, a government could be both unitary and democratic.

**Federal Government** A federal government is one in which the powers of government are divided between a central government and several local governments. An authority superior to both the central and local governments makes this division of powers on a geographic basis, which cannot be changed by either the local or national level alone. Both levels of government act directly on the behalf of the people through their own sets of laws, officials, and agencies. In the United States, for example, the Federal Government has certain powers, and the 50 individual states have others. This division of powers is set out in the Constitution. The Constitution stands above both levels of government and cannot be changed unless the people agree to that change. Australia, Switzerland, Canada, Mexico, Germany, India, and some 20 other states also have federal forms of government today. In the United States, the term 'Federal Government' is often used to refer to the National Government, but note that the 50 state governments are unitary in structure, not federal.

**Confederate Government** A confederation is an alliance of independent states. A central organization, the confederate government, only handles those matters that the state assigns to it. Typically, confederate governments hold limited powers in such fields as defense and foreign commerce. Most often, the confederacy has not had the power to make laws that apply directly to individuals, at least not without some further action by the member states. A confederate structure makes it possible for the several states to cooperate in matters of common concern and also retain their separate identities. Confederations are very rare in today's world. The Confederate States of America (1861-1865) are one example in past times. A possible modern example is the European Union (EU), which is an assembly of 28 nations, mostly in Europe. Through its institutions, the EU has established free trade among its members, launched a common currency (the Euro), and coordinates the foreign trade and defense policies of its members. Recently in news, United Kingdom voted to remove itself, or exit, from the EU for more independence, a situation which was often referred to as "Brexit".

**Relationship Between Legislative and Executive Branches** Governments are also classified based on the relationship between their legislative and executive agencies. From this standpoint, two basic structures exist: presidential and parliamentary.

**Presidential Government** In a presidential government, the executive and legislative branches of government are separate, independent of one another, and coequal. The chief executive (president) is chosen independently of the legislative branch, holds office for a fixed term, and has broad powers that are not subject to direct control of the legislative branch. The two branches regularly have several powers with which each can block actions by the other branch. Usually, as in the United States, a written constitution provides for the separation of power between the branches. The United States is the world's leading example of a presidential government.

In fact, the U.S. invented this form. Most of the other presidential structures of government are also found in the Western Hemisphere. Parliamentary Government In parliamentary government the executive and legislative branches are made up of the same elected officials. Once the legislative branch is elected, the leader of whichever political party earned the majority of votes becomes the executive leader, known as the prime minister. The prime minister then chooses the rest of executive team, known as the cabinet, from the other legislative branch members. Therefore, the prime minister and his cabinet are members of both the executive and the legislative branches. The executive branch is part of and subject to the control of the legislative branch, referred to as parliament. The prime minister and the cabinet remain in office only as long as their policies and administration have the confidence of a majority in parliament. A parliamentary government avoids one of the major problems of the presidential structure: prolonged conflict and sometimes deadlock between the executive and legislative branches of government (like the President and Congress). On the other hand, it should be noted that the checks and balances in the presidential structure are not a part of the parliamentary system. Nevertheless, Britain, Canada, Japan, and a majority of all other governments today have a parliamentary system.

Текст №2: Прочитайте та письмово перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом.

### **What is Decentralization?**

The term "decentralization" embraces a variety of concepts which must be carefully analyzed in any particular country before determining if projects or programs should support reorganization of financial, administrative, or service delivery systems. Decentralization—the transfer of authority and responsibility for public functions from the central government to subordinate or quasi-independent government organizations and/or the private sector—is a complex multifaceted concept. Different types of decentralization should be distinguished because they have different characteristics, policy implications, and conditions for success.

### **Types of Decentralization**

Types of decentralization include political, administrative, fiscal, and market decentralization. Drawing distinctions between these various concepts is useful for highlighting the many dimensions to successful decentralization and the need for coordination among them. Nevertheless, there is clearly overlap in defining any of these terms and the precise definitions are not as important as the need for a comprehensive approach. Political, administrative, fiscal and market decentralization can also appear in different forms and combinations across countries, within countries and even within sectors

### **Political Decentralization**

Political decentralization aims to give citizens or their elected representatives more power in public decision-making. It is often associated with pluralistic politics and representative government, but it can also support democratization by giving citizens, or their representatives, more influence in the formulation and implementation of policies. Advocates of political decentralization assume that decisions made with greater participation will be better informed and more relevant to diverse interests in society than those made only by national political authorities. The concept implies that the selection of representatives from local electoral jurisdictions allows citizens to know better their political representatives and allows elected officials to know better the needs and desires of their constituents.

Political decentralization often requires constitutional or statutory reforms, the development of pluralistic political parties, the strengthening of legislatures, creation of local political units, and the encouragement of effective public interest groups.

### **Administrative Decentralization**

Administrative decentralization seeks to redistribute authority, responsibility and financial resources for providing public services among different levels of government. It is the transfer of responsibility for the planning, financing and management of certain public functions from the central government and its agencies to field units of government agencies, subordinate units or levels of government, semi-autonomous public authorities or corporations, or area-wide, regional or functional authorities. The three major forms of administrative decentralization - deconcentration, delegation, and devolution - each have different characteristics.



**Deconcentration** which is often considered to be the weakest form of decentralization and is used most frequently in unitary states-- redistributes decision making authority and financial and management responsibilities among different levels of the central government. It can merely shift responsibilities from central government officials in the capital city to those working in regions, provinces or districts, or it can create strong field administration or local administrative capacity under the supervision of central government ministries.

**Delegation** is a more extensive form of decentralization. Through delegation central governments transfer responsibility for decision-making and administration of public functions to semi-autonomous organizations not wholly controlled by the central government, but ultimately accountable to it. Governments delegate responsibilities when they create public enterprises or corporations, housing authorities, transportation authorities, special service districts, semi-autonomous school districts, regional development corporations, or special project implementation units. Usually these organizations have a great deal of discretion in decision-making. They may be exempt from constraints on regular civil service personnel and may be able to charge users directly for services.

**Devolution.** A third type of administrative decentralization is devolution. When governments devolve functions, they transfer authority for decision-making, finance, and management to quasi-autonomous units of local government with corporate status. Devolution usually transfers responsibilities for services to municipalities that elect their own mayors and councils, raise their own revenues, and have independent authority to make investment decisions. In a devolved system, local governments have clear and legally recognized geographical boundaries over which they exercise authority and within which they perform public functions. It is this type of administrative decentralization that underlies most political decentralization.

### **Fiscal Decentralization**

Financial responsibility is a core component of decentralization. If local governments and private organizations are to carry out decentralized functions effectively, they must have an adequate level of revenues—either raised locally or transferred from the central government—as well as the authority to make decisions about expenditures. Fiscal decentralization can take many forms, including a) self-financing or cost recovery through user charges, b) co-financing or co-production arrangements through which the users participate in providing services and infrastructure through monetary or labor contributions; c) expansion of local revenues through property or sales taxes, or indirect charges; d) intergovernmental transfers that shift general revenues from taxes collected by the central government to local governments for general or specific uses; and e) authorization of municipal borrowing and the mobilization of either national or local government resources through loan guarantees. In many developing countries local governments or administrative units possess the legal authority to impose taxes, but the tax base is so weak and the dependence on central government subsidies so ingrained that no attempt is made to exercise that authority.

### **Economic or Market Decentralization**

The most complete forms of decentralization from a government's perspective are privatization and deregulation because they shift responsibility for functions from the public to the private sector. Privatization and deregulation are usually, but not always, accompanied by economic liberalization and market development policies. They allow functions that had been primarily or exclusively the responsibility of government to be carried out by businesses, community groups, cooperatives, private voluntary associations, and other non-government organizations.

**Privatization.** Privatization can range in scope from leaving the provision of goods and services entirely to the free operation of the market to "public-private partnerships" in which government and the private sector cooperate to provide services or infrastructure. Privatization can include: 1) allowing private enterprises to perform functions that had previously been monopolized by government; 2) contracting out the provision or management of public services or facilities to commercial enterprises indeed, there is a wide range of possible ways in which function can be organized and many examples of within public sector and public-private institutional forms, particularly in **infrastructure**; 3) financing public sector programs through the capital market (with adequate regulation or measures to prevent situations where the central government bears the risk for this borrowing) and allowing private organizations to participate; and 4) transferring responsibility for providing services from the public to the private sector through the divestiture of state-owned enterprises.

**Deregulation.** Deregulation reduces the legal constraints on private participation in service provision or allows competition among private suppliers for services that in the past had been provided by the government or by regulated monopolies. In recent years privatization and deregulation have become more attractive alternatives to governments in developing countries. Local governments are also privatizing by contracting out service provision or administration.

#### **Питання для самоконтролю**

1. Speak on the main functions of the central government and the local governments.
2. Dwell on the distribution of powers among different levels of government.
3. Describe unitary, federal, and regionalist systems and contemporary forms of government.
4. What is contemporary division of government?
5. Speak on the legal framework, organization and principles of local government.
6. Describe management in local government.
7. What are the main areas of European regional policies?
8. Describe reform processes in Ukraine. What are pros and cons of principles of decentralization?

#### **Тема 4. Objectives of National, Public and Social Security /**

##### **Основні цілі національної, громадської безпека та соціального забезпечення**

##### **Завдання для перевірки знань лексики**

Для більш ґрунтовного вивчення НТ4 необхідно опрацювати зміст тексту *National security strategy of Ukraine*. National security strategy of ukraine [Електронний ресурс]. – Режим доступу: [http://www.niss.gov.ua/public/File/2015\\_table/Draft\\_strategy.pdf](http://www.niss.gov.ua/public/File/2015_table/Draft_strategy.pdf)

Завдання до тексту :

1. Прочитайте та письмово перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
2. Ознайомтесь та вивчіть нову лексику.

##### **Завдання для перевірки знань граматики**

Task 1. Mann Malcolm, Taylore-Knowles Steve. Destination B 2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.54-60, ex. A-J.

Task 2. Mann Malcolm, Taylore-Knowles Steve. Destination B 2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.154-160, ex. A-J.

##### **Завдання для перевірки розуміння прочитаного**

Текст №1: Прочитайте та перекладіть текст. Опишіть головні пріоритети *National Security* Канади.

#### **National Security**

The first priority of the Government of Canada is to protect the safety and security of Canadians both at home and abroad. Public Safety Canada spearheads this effort by coordinating the activities of federal departments and agencies tasked with protecting Canadians and their communities, businesses and interests. Public Safety is also responsible for developing policies and providing advice to the Minister of Public Safety and Emergency Preparedness. The preservation of national security is a multi-faceted endeavor that requires cooperation across a diverse range of initiatives and programs. Public Safety Canada functions as a centralized hub for coordinating work in counter-terrorism, critical infrastructure, cyber security and transportation security. Additionally, Public Safety Canada engages with Canadian citizens to ensure that our country's national security efforts reflect and benefit the interests of all communities.

#### **Counter-Terrorism**

Protecting our communities from the threat of terrorism is of the utmost importance to the Government of Canada. Guided by Canada's Counter-terrorism Strategy, Public Safety Canada coordinates efforts to align government activities according to the four elements that underpin the Strategy aimed at preventing, detecting, denying and responding to terrorism.

The success of our counter-terrorism efforts depends on collaboration with all levels of government, including provincial and territorial governments, law enforcement and civil society.

### **Connecting with Canadian Communities**

Public Safety Canada created the Cross-Cultural Roundtable on Security in order to engage Canadian community leaders on matters related to national security. The group provides advice and perspectives to the Minister of Public Safety and Emergency Preparedness and the Minister of Justice, focusing on emerging developments in national security and their impact on Canada's diverse and pluralistic society

### **Counter Proliferation**

The Government of Canada is countering the spread – or proliferation – of chemical, biological, radiological and nuclear (CBRN) weapons by preventing the acquisition of related goods and technologies, advanced knowledge and expertise and financial support by illegal CBRN weapons proliferators.

### **Critical Infrastructure**

Disruptions of critical infrastructure could result in catastrophic loss of life or adverse economic effects, and significantly undermine the safety and wellbeing of Canadian communities. Public Safety Canada works with partners to strengthen the resilience of Canada's vital assets and systems such as our electricity grids, transportation, communications and public safety systems.

### **Cyber Security**

In order to embrace the full advantages of cyberspace, Canada must guard against those who would attack our digital infrastructure to undermine our national security, economic prosperity and quality of life. Public Safety Canada works closely with domestic and international partners as part of the global effort to protect critical assets and information and combat cyber crime.

### **Sharing National Security-Related Information**

The Government has created a clear authority for federal Government institutions to share national security-relevant information with other designated federal Canadian Government institutions that have national security responsibilities. This allows for faster access to critical information when swift action is required, while respecting Canadians' security and privacy.

Текст №2: Прочитайте та перекладіть текст. Випишіть лексику по темі Social Security.

### **Social Security in the USA and How It Works**

Social Security is a federal government program that provides a source of income for you or your legal dependents (spouse, children, or parents) if you qualify for benefits. You also need a Social Security number to get a job.

### **How Do Benefits Work and How Can I Qualify?**

While you work, you pay Social Security taxes. This tax money goes into a trust fund that pays benefits to those who are currently retired, to people with disabilities, and to the surviving spouses and children of workers who have died. Each year you work, you'll get credits to help you become eligible for benefits when it's time for you to retire.

There are four main types of benefits that the Social Security Administration (SSA) offers:

- Retirement benefits
- Disability benefits
- Benefits for spouses or other survivors of a family member who's passed
- Supplemental Security Income (SSI)

If you receive or will receive Social Security benefits, you may want to open a "my Social Security" account. This online account is a service from the SSA that allows you to keep track of and manage your SSA benefits, and allows you to make changes to your Social Security record.

### **Social Security Retirement Benefits Planner**

How much Social Security income you'll receive depends on:

- Your earnings over your lifetime
- The age at which you'll begin receiving benefits
- Whether you'll be eligible to receive a spouse's benefit instead of your own

You can use Social Security's retirement benefits planner to:

- Estimate your benefits at each age, from 62 (the earliest you can receive them) to 70 (when you hit your greatest amount)
- Apply for retirement benefits

- Learn about earning limits if you plan to work while receiving Social Security benefits

Your Social Security card is an important piece of identification that you'll need to get a job and collect Social Security and other government benefits. When you apply for a Social Security number (SSN), the Social Security Administration (SSA) will assign you a nine-digit number, which is the same number printed on the Social Security card that SSA will issue you. If you change your name, you will need to get a corrected card.

If you want to get a Security Card:

1. Gather your documents - Learn what documents you'll need to get an original, replacement, or corrected Social Security card, whether it's for a child or adult, U.S. citizen or noncitizen.
2. Complete your application - Read the instructions for and fill out an application (PDF, Download Adobe Reader) for a new, replacement, or corrected card.
3. Mail your application - Print your application and find out where to take it in person or mail it. Keep your Social Security card in a safe place to protect yourself from identity theft if it's lost or stolen. You are limited to three replacement cards in a year and 10 during your lifetime.

#### **Питання для самоконтролю**

1. What are the principles and strategy of National Security?
2. Compare the main institutions in charge of the National Security of the country.
3. What are the current threats to the National Security of Ukraine?
4. Describe priorities of the National Security policy of Ukraine.
5. What are the principles of and tasks in Public Security?
6. Dwell on Public Security on regional / territorial and local levels.
7. What is the fundamental purpose of social security?
8. What are the criteria defining a social security system?
9. Dwell on the sources of financing the cost of social security.
10. Describe the Social Security Programmes in Ukraine.

#### **Тема 5. Information and Communication Technologies. Electronic government/**

#### **Інформація та комунікаційні технології. Електронне урядування**

##### ***Завдання для перевірки знань лексики***

Для більш ґрунтовного вивчення НТ5 необхідно опрацювати зміст текстів, а саме:

Текст №1: *The Synergy of Information and Communication Technologies*. Шатух Л.Л. Англійська мова у сфері державного управління (English for Public Administration) (опорний конспект дистанційного курсу навчальної дисципліни): Навчальний посібник. / Л.Л. Шатух. – К.: Центр навчальної літератури, 2004. – С. 110.

Завдання до тексту:

1. Прочитайте та письмово перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
2. Ознайомтесь та вивчіть нову лексику.
3. Складіть діалог на тему ‘The Role of Information Technologies for Modern Society.’

Текст №2: *Government and the Media in Great Britain*. Шатух Л.Л. Англійська мова у сфері державного управління (English for Public Administration) (опорний конспект дистанційного курсу навчальної дисципліни): Навчальний посібник. / Л.Л. Шатух. – К.: Центр навчальної літератури, 2004. – С.215.

Завдання до тексту:

1. Прочитайте та письмово перекладіть текст. Випишіть незнайомі слова по темі з транскрипцією та перекладом.
2. Ознайомтесь та вивчіть нову лексику.

##### ***Завдання для перевірки знань граматики***

Task 1. Mann Malcolm, Taylore-Knowles Steve. Destination B2. / M.Mann, S. Taylore-Knowles. – Macmillan, London, 2020 – P.106-112, ex. A-J.

### *Завдання для перевірки розуміння прочитаного*

Текст №1: Прочитайте та перекладіть текст. Випишіть лексику по темі Information Technologies. Напишіть есе на тему *The Role of Information Technologies For Modern Society*.

There is a big influence of technique on our daily life. Electronic devices, multimedia and computers are things we have to deal with every day. Especially the Internet is becoming more and more important for nearly everybody as it is one of the newest and most forward-looking media and surely “the” medium of the future. The Internet changed our life enormously, there is no doubt about that. A few years ago, if someone wanted to know about a company’s products, he would call and say: “Can I have some brochures?” Today, he does it all on the Internet. It’s the most efficient way to do business. Although no one can predict the full effect of the current information revolution, we can see changes in our daily lives. The computer is an important component of every modern office. Companies already present their products, their services on the Internet and so they get more flexible. Furthermore, they are able to exchange experiences, novelties and often they start new projects together. They can also add files to their e-mail and that’s why a big data transfer is possible. They don’t have to send disks with information around the world anymore, having access to information digitally. Consequently, we may say that especially in the business sector, knowledge provided by the Internet is power.

Another advantage of the Internet is the e-mail that has replaced the traditional letter. You do not have to buy stamps anymore and it is much faster and also for free. But a question arises here: is electronic correspondence more valuable than meeting face-to-face? Some neighbours still stop by when a family crisis strikes but other people offer condolences via e-mail.

Whichever we prefer, the electronic seems to represent the future. The Internet pushes life beyond the old physical barriers of time and space. Here you can roam around the world without leaving home. Make new friends. Exchange the results of laboratory with a colleague overseas.

Read stock quotes. Buy clothes. Research a term paper. Stay out of the office, conducting business via a computer that becomes your virtual office. Virtual community. Virtual travel. Virtual love. A new reality. One example: for the women staying home and taking care of their own children tele-working (the work on computer at home) has become a current procedure. Also men take this opportunity. What are the consequences, the advantages of tele-working? If you have a family, you can spend more time at home, probably with your children. You can organise every day the way you want. Meetings at the company are reduced to a minimum. Tele-working is also an advantage for the owner of the company. Official studies substantiate that people who work at home are more motivated than their colleagues at the office.

The Internet can also help people who cannot go out to find friends in the real life because they are disabled. But they can chat with other people via the Internet. Sometimes it is also easier for shy people to chat with a person they do not know.

Additionally, another big advantage of the Internet is the easy access to information. Online reference books and dictionaries replace the real bookshop or the library. It is again cheaper to search for information on the Internet than buying a book. The Internet contains a lot of information which is renewed and up-dated. Moreover, you can read the daily newspapers from all over the world, sometimes for free. In addition, most newspaper sites have an archive in which you can search for old articles.

The Internet is also a big “advertising company” A lot of enterprises have a homepage with ads and support opportunities. To stay competitive in international economy corporations must open themselves to information and new ideas. Issues must be presented quickly with visual aids. Obviously, technology promises more and more information for less and less effort. As we hear these promises, we must balance faith in technology with faith in ourselves. Wisdom and insight often come not from keeping up-to-date or compiling facts, but from quiet reflection. What we hold most valuable – things like morality and compassion – can be found only within us. While embracing the future, we can remain loyal to our unchanging humanity.

Текст №2: Прочитайте і перекладіть текст. Поставте 10 запитань до тексту.

The media - the biggest medium through which information flows - is known as the Fourth Estate for a reason. Along with the executive, legislature, and judiciary, they wield so much power because of their influence and impact in the society. Power that evidently unsettles certain quarters. The media is so powerful that the negative reportage about an individual or organisation will affect their image or reputation. Conversely, positive reportage can also enhance the image and reputation of that organisation. The kind and amount of information disseminated by the media about an individual or organisation, brand, service or product would have a significant role in shaping perceptions. Information related to business is also a critical component for foreign businesses in deciding to invest in a country. Information related to business is also a critical component for foreign businesses in deciding to invest in a country.

The media presents a huge opportunity for the organisation to send certain messages about their organisation to the public and other stakeholders. As a result, developing good relations with the media becomes an essential activity. Paul Argenti, a public relations expert is quoted as saying that the media is both a constituency and a conduit through which investors, suppliers, retailers and consumers receive information about and develop images of the organisation.

Organisations use the media to gain “third-party endorsement”. The conventional wisdom is that information is more credible when conveyed by the media. This lies on the assumption that the media has no vested interest. Howes and Sallot assert that the “endorsement effect” is what has motivated public relations (PR) practitioners to consider when developing communication strategies.

There is a long-held view in PR practice that information published or broadcast in news media takes on an added value because it has been approved by an independent third party gatekeeper and conveyed by an independent, supposedly unbiased news medium. There is the assumption that organisations are biased and guided by a self-interested perspective it wishes to advance.

Coverage by an independent media has greater credibility because there is the possibility that it is fact-based, has been vetted and screened, and that it has not been paid for, which allows for balance and other voices in the story.

However, when talking to PR practitioners in the field, there are things about reporters that keep them up at night. These are reporters who “never let the facts get in the way of the story” through selectively including or excluding information or failing to check the facts.

The polarised and increasingly politicised media environment in Zimbabwe has led to growing mistrust between corporates and reporters. We can't ignore the fact that the poor working conditions of journalists has led to cases of unethical and downright unprofessional behaviour. According to one practitioner, there has been an increase in cases of inaccurate reporting, and retractions for lack of fact-checking which has diminished the credibility of media in general. Yet the fact remains that public relations practitioners cannot do without the media and vice-versa. The media is both an essential tactic and a tool in delivering their mandate.

PR is about creating, promoting and maintaining a favourable image of the organisation among its various audiences and the media becomes a useful ally. Media relations have over the years become a significant corporate activity and as such, have become a core activity among PR practitioners. It forms a significant component of the communications strategy and it makes a significant contribution to the bottom line through reputation management. New York Times publisher, Arthur Sulzberger has pointed out seven points for corporate PR practitioners and their executives to consider when dealing with the media. The first is that of honesty. This is important since it is all about winning trust. An organisation must work responsibly but it is not obliged to provide all the information. But what it does provide must be truthful. Appreciating the fact that there are many types of reporters is also paramount. One must always deal with a reporter who is experienced and knows your business. Not all of them are knowledgeable about your business and it is in your interest to help educate reporters.

Don't expect a reporter to write the story as you expect it to appear or as you have written it. Reporters are likely to include other views including those that you feel are destructive. But you should expect your message to be reported accurately, intelligently, and fairly.

If a story has its facts wrong, you have the right to ask for a correction. Don't call and shout at the reporter. Mistakes do happen and can't be avoided. However, reputable news organisations should be

willing to correct errors brought to their attention. When you are denied the right of reply, you can always refer your case to organisations such as the Voluntary Media Commission of Zimbabwe which will arbitrate your complaint. Handling a media crisis correctly is important. The rule of thumb is that one should not shoot the messenger for being the bearer of bad news. When a disaster strikes, be prepared to tackle the issue directly. You may present the information from the organisation's point of view, but do it truthfully and accurately. There is a natural tension between a reporter and the organisation he or she reports on. Be helpful to build relationships. One of the best ways to build relationships with reporters is simply to be helpful to them.

Take appropriate opportunities to send helpful materials or information, even if you don't have a story of your own to pitch. Be there when the reporters need you. Reporters need credible, reliable and responsive sources. If you cannot be these things, they will not come back. Be sensitive to news media deadlines by responding as quickly and as helpfully as possible when a reporter calls. Media coverage has become more vigorous, with the coming in of online and social media into the mix, which we will cover next. Enterprising journalism is exposing mismanagement and shady business deals are being unearthed, exposing official corruption. The organisation gains little by stonewalling itself against media attention. A more proactive approach works wonders. A media strategy that leads to a well-cultivated relationship with the media will come in handy when the chips are down.

### **Питання для самоконтролю**

1. Dwell on the role of Information and Communication Technologies.
2. Describe the main areas of electronic government and its importance for ordinary citizens.
3. What are the main communication tools?
4. Compare the role of communication and negotiation.
5. Speak on the synergy of information and communication technology.
6. What is the positive and negative influence of the media on the society?
7. Dwell on the public relations and the media.
8. Speak on relations between the media and public servants.
9. Describe the demands to the public servant when working with media.

### **1.4. Індивідуальні завдання**

Індивідуальні завдання передбачаються у формі рефератів-оглядів або у формі індивідуальних науково-дослідних завдань (ІНДЗ) (письмовий переклад професійно - спрямованого оригінального тексту, який містить 1000 слів; письмове висвітлення теми ситуативних творчих завдань).

Завдання у формі ІНДЗ обирається студентом добровільно на початку семестру. Виконання індивідуального завдання у формі ІНДЗ може передбачає:

- підбір та опрацювання літератури за темою;
- складання плану і виконання роботи (вступ, *перше питання* - розкриття теоретичних аспектів проблеми, виклад основних ідей та пропозицій авторів; *друге питання* - аналіз фактичних та статистичних даних; висновки; список використаної літератури та інформаційних джерел);

- презентація ІНДЗ на практичних заняттях (виступ до 5 хвилин).

Індивідуальне завдання у формі рефератів-оглядів обирається студентом добровільно на початку семестру і виконується за ustalеними вимогами.

#### **1.4.1. Основні вимоги до написання рефератів-оглядів**

При виконанні індивідуального завдання необхідно взяти до уваги, що реферат (лат. *refero* – доношу, повідомляю, переказую) – це короткий переказ змісту наукової роботи, книги або вчення, оформлене у вигляді письмової публічної доповіді; доповідь на задану тему, зроблена на основі критичного огляду відповідних джерел інформації (наукових праць, літератури по темі).

Зі свого боку, реферат-огляд складається на основі декількох джерел і зіставляє різні точки зору з досліджуваного питання.

Реферат-огляд, незалежно від теми, містить визначені реквізити: титульна сторінка встановленого зразка, вступ, розділи, висновки, список використаних джерел і додатки (у разі необхідності).

Обов'язково в тексті повинні бути посилання на джерела, що були використані при написанні реферату. Посилання подаються у квадратних дужках з вказівкою номера джерела, за яким воно внесене у список використаних джерел, та сторінки (якщо подається точна цитата або числові дані), наприклад [3, с.8].

Технічні вимоги: текст має бути набраний шрифтом Times New Roman, 14 кеглем через 1,5 інтервали. Поля: верхнє – 2,0 см, нижнє – 2,0 см, лівє – 3,0 см, правє – 1,0 см. Загальний обсяг реферату-огляду – до 15 сторінок формату А4.

### **Приклад оформлення титульної сторінки**

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senior teacher,  
Master of Educational  
Institutions Management

**Khmelnysky  
2020**



### **1.4.2. Теми рефератів-оглядів та науково-дослідних завдань**

1. Public Administration vs. Public Management: similarities and differences.
2. Role and scope of Public Administration in the society.
3. The role of a civil servant in the society.
4. Peculiarities of fulfilling civil service in Ukraine.
5. To the problem of staffing and training of Public Administration personnel: recruiting, examining, selecting, evaluation, and promotion.
6. Preparing, enacting, implementation and enforcement of administrative decisions.
7. To the problem of controlling over implementation of administrative acts.
8. The society and the law.
9. To the problem of nation building and political structure.
10. Regional organization of Public Administration.
11. Intercommunal cooperation.
12. The central government and the local governments: ties and interaction.
13. The supremacy of the rule of law.
14. To some problems of reform processes in Ukraine. Principles of decentralization.
15. Current threats to the national security of Ukraine.
16. Priorities of the national security Policy of Ukraine.
17. To the ethical and legal problems of public security on regional / territorial and local levels.
18. Social security programmes in Ukraine.
19. The synergy of information and communication technology.
20. To the problem of functioning of electronic government in Ukraine.
21. Authoritarian regime and its influence on the profession of a civil servant.
22. Technology as important communication tool in electronic government.
23. Change of human civilization due to new technologies.
24. Positive and negative influence of the media in the society.
25. Relations between the media and public servants. Working with media.

### **1.4.3. Приклад тексту для письмового перекладу**

#### **The Legislature**

The three branches of government are: legislature, executive, and judiciary.

A legislature is a type of representative assembly with the power to create, amend and ratify laws. The law created by a legislature is called legislation or statutory law. In most systems, however, legislatures also have other tasks, such as selection and criticism of the government, supervision of administration, ratification of treaties, impeachment of executive and judicial officials. Legislatures, then, are not simply lawmaking bodies. In most systems the executive has a power of veto over legislation, and even where this is lacking, the executive may exercise original or delegated powers of legislation. Legislatures are known by many names, the most common being parliament and congress. In parliamentary systems of government, the legislature is formally supreme and appoints the executive. In presidential system of government, the legislature is considered a power branch which is equal to, and independent of, the executive.

Legislatures differ greatly in their size, the procedures they employ, the role of political parties in legislative action. In size, the British House of Commons is among the largest; the Icelandic lower house, the New Zealand House of Representatives, and the Senate of Nevada are among the smallest. The primary components of a legislature are one or more *chambers* or *houses*- assemblies that debate and vote upon bills. A legislature with one house is called unicameral. A bicameral legislature possesses two separate chambers, usually described as an upper house and a lower house, which often differ in duties and powers. Most legislatures are bicameral, although New Zealand, Denmark, the state of Queensland in Australia have all abolished their second chamber.

In most parliamentary systems, the lower house is the more powerful house while the upper house is merely a chamber of advice or review. However, in presidential systems, the powers of the two houses are often similar or equal. In federations it is typical for the upper house to represent the component

states; the same applies to the supranational legislature of the European Union. For this purpose the upper house may either contain the delegates of state governments or be elected according to a formula that grants equal representation to states with smaller populations, as is the case in Austria and the modern United States.

In general, the legislature has a supervisory role over the actions of the executive, and may replace the Head of Government and/or individual ministers by a vote of (no) confidence or a procedure of impeachment. On the other hand, it may be dissolved by the Head of State, leading to new elections.

*\* Теми наукових робіт, рефератів, текстів для письмового перекладу, теми ситуативних творчих завдань можуть змінюватись викладачем.*

### **1.5. Підсумковий контроль**

Підсумковий семестровий контроль проводиться у формі заліку в письмово-усній формі.

#### **1.5.1. Питання для підсумкового контролю у формі екзамену**

##### **7 семестр**

1. Public Administration System vs. Public Management System. Historical overview of Public Administration. Objectives, principles, and functions of Public Administration. Role and scope of Public Administration in the society. Public Administration vs. Public Management: similarities and differences.
2. Civil Service. The history of Civil Service. Characteristics common to civil services. The role of a civil servant in the society. Standards placed upon a civil servant's conduct. Civil Service in Great Britain, the USA and Ukraine.
3. Personnel Administration. Administrative Decision Making. Staffing and Training of Public Administration Personnel: recruiting, examining, selecting, evaluation, and promotion. Continuing education in the public service. Public Administration Personnel: political executives, desktop administrators, professionals, street-level bureaucrats, policy entrepreneurs. Preparing, enacting, implementation and enforcement of administrative decisions. Control over implementation of administrative acts.
4. Political and Law Systems. Nation building and political structure. National political systems. Supranational political systems: Empire, League, Confederation. Political system in the modern world. Characteristics of stable and unstable political systems. Definition of the law. Main functions of the law. Main classifications of law. Sources of modern law. Types of law in Ukraine.
5. Levels and Forms of Government. The central government and the local governments. The distribution of powers among different levels of government. Unitary, federal, and regionalist systems and contemporary forms of government. Contemporary division of government. Functions and components of the legislature. Functions of the executive. Political executives. Functions of the judiciary. Judicial hierarchies and specializations.
6. Local Government. Regional Organization of Public Administration. Legal framework, organization and principles of local government. Management in local government. Powers and levels of local government in different countries. Intercommunal cooperation. City government: functions and principal types of city/municipal systems of government. Local Government in Britain and in Ukraine. European regional policies. Reform processes in Ukraine. Principles of decentralization.
7. National and Public Security. Initial provisions of the National Security. Principles and strategy of National Security; institutions. Current threats to the National Security of Ukraine. Priorities of the National Security policy of Ukraine. Principles of and tasks in Public Security. Public Security on regional / territorial and local levels.
8. Social Security. Definition of *social security*. Fundamental purpose of social security. Criteria defining a social security system. Sources of financing the cost of social security. Social Security Programmes in Ukraine.
9. Information and Communication Technologies. Electronic government. Information and Communication Technologies. Electronic networks. Electronic government. Communication

- tools. Communication and negotiation. The synergy of information and communication technology.
10. Public Relations and Mass Media. Mass Media: newspapers, magazines, radio, TV, the Internet. Positive and negative influence of the media. Public relations and the media. Relations between the media and public servants. Working with media.
  11. Частини мови. Морфологічна характеристика. Синтаксична характеристика. Класифікація. Лексичний характер.
  12. Nouns. Articles. Word Formation.
  13. Adjective. Adverb. Comparisons.
  14. Modal Verbs..
  15. Tenses in the Active Form (Present Forms).
  16. Tenses in the Active Form (Past Forms).
  17. Tenses in the Active Form (Future Forms).
  18. Tenses in the Passive Form (Present, Past, Future Forms).
  19. Sequence of Tenses.
  20. Infinitive. The -ing form. Participle.

### *1.5.2. Приклад екзаменаційного білету*

1. Speak on the topic ***Objectives, principles, and functions of Public Administration.***
2. Vocabulary Test. *Give the Ukrainian equivalents to the following word combination:*
  - 1) to be cogs in the machinery of government
  - 2) a system of favoritism
  - 3) to criticize government bureaucrats
  - 4) resignation
  - 5) non-governmental organization
  - 6) an administrative certification
  - 7) government policy
  - 8) to determine policy
  - 9) local agency
  - 10) a public administrator
  - 11) to implement a decision
  - 12) authoritative implementation
  - 13) to be accountable to citizens
  - 14) to subvert an intension
  - 15) to depend on
  - 16) personal loyalty
  - 17) a subordinate
  - 18) an underling
  - 19) rank-and-file personnel
  - 20) to listen to a petition
  - 21) a policy argument
  - 22) a judicial claim
  - 23) to base on personal preferment
  - 24) to endure
  - 25) a system of offices
3. Grammar Test. *Choose the correct item.*
  - 1) If I won the lottery, I ..... on an exotic holiday.  

A will go	B would go	C went
-----------	------------	--------
  - 2) ..... we reached the station, the train had left.  

A As soon as	B Until	C By the time
--------------	---------	---------------
  - 3) Jason ..... TV at the moment.  

A watches	B is watching	C was watching
-----------	---------------	----------------
  - 4) It was kind of him ..... me repair the car.

- A help                      B helping                      C to help  
 5) My sister's hair ..... very long.  
 A are                      B is                      C were  
 6) Claire ..... dinner when the telephone rang.  
 A was eating                      B ate                      C has eaten  
 7) He ..... be tired. He has been working all day.  
 A must                      B mustn't                      C can't  
 8) She enjoys going to ..... cinema.  
 A a                      B -                      C the  
 9) ..... I borrow your pen, please?  
 A Will                      B Shall                      C Can  
 10) Tom spent the afternoon ..... on his computer.  
 A play                      B playing                      C to play  
 11) James's car ..... last night.  
 A is stolen                      B will be stolen                      C was stolen  
 12) ..... did you wake up this morning?  
 A What time                      B How long                      C How much  
 13) Sarah hurt ..... when she fell down the stairs.  
 A yourself                      B himself                      C herself  
 14) The longer he waited, the ..... he felt.  
 A nervous                      B more nervous                      C most nervous  
 15) He hasn't finished cleaning the house .....  
 A already                      B still                      C yet  
 16) She prefers buying clothes ... ironing them.  
 A to                      B rather                      C from  
 17) ... tasteful furniture you have bought!  
 A What a                      B What                      C How  
 18) Sandra works ... a computer programmer.  
 A for                      B as                      C like  
 19) We ..... be going to France this summer, but we are not sure yet.  
 A can                      B must                      C might  
 20) By the end of the month the estate agent .... twenty houses  
 A will sell                      B will be selling                      C will have sold  
 21) You mustn't leave the office ... the manager returns.  
 A by the time                      B until                      C while  
 22) This car ... to use less petrol than any others.  
 A was designed                      B has designed                      C was designing  
 23) I wish I ..... the answer.  
 A knew                      B would know                      C had known  
 24) She was ... tired that she fell asleep  
 A enough                      B too                      C so  
 25) .... he is nearly eighty, he is still very active.  
 A Despite                      B Although                      C Even

## 2. Схеми нарахування балів

Нарахування балів студентам з навчальної дисципліни здійснюється відповідно до такої схеми:





### **2.1. Поточний контроль**

2.1.1. У межах поточного контролю студент максимально може набрати 70 балів. У випадках, коли студент проявив надзвичайну активність та успішність на семінарських (практичних, лабораторних) заняттях, він може набрати у межах поточного контролю до 75 балів. Сума балів за поточний контроль складається із балів, отриманих за результатами навчання під час лекцій, практичних занять та самостійної роботи студента.

2.1.2. Обсяг балів, здобутих студентом під час лекцій з навчальної дисципліни, обчислюється у пропорційному співвідношенні кількості відвіданих лекцій і кількості лекцій, передбачених навчальним планом, і визначається згідно з додатками 1 і 2 до Положення про організацію освітнього процесу в Хмельницькому університеті управління та права імені Леоніда Юзькова», уведеного в дію наказом університету від 06 червня 2017 року № 279/17.

Загальна кількість балів визначається за формулою:

$\sum_{л} = \text{Фл} / \text{Пл} \times \text{Мах}$ , де:

$\sum_{л}$  – загальна сума балів;

Фл – кількість фактично відвіданих лекцій;

Пл – планова кількість лекцій, визначена робочою програмою;

Мах – максимальна кількість балів, яку здобувач вищої освіти може отримати за роботу на лекціях.

З навчальної дисципліни «Іноземна мова у публічному управлінні та адмініструванні» передбачено проведення 11 лекційних занять за денною формою навчання та 8 лекційних занять за заочною формою навчання. Отже, студент може набрати під час лекцій таку кількість балів:

№ з/п	Форма навчання	Кількість лекцій за планом	Кількість відвіданих лекцій										
			1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
1.	Денна	11	0,9	1,8	2,7	3,6	4,5	5,5	6,4	7,3	8,2	9,1	10,0
2.	Заочна	8	0,6	1,3	1,9	2,5	3,1	3,8	4,4	5,0			

2.1.3. Обсяг балів, здобутих студентом під час практичних занять, обчислюється за сумою балів, здобутих під час кожного із занять, передбачених навчальним планом, і визначається згідно з пунктом 4.3.5 «Положення про організацію освітнього процесу в Хмельницькому університеті управління та права», уведеного в дію наказом університету від 06 червня 2017 року № 279/17.

З навчальної дисципліни «Іноземна мова у публічному управлінні та адмініструванні» за денною формою навчання передбачено проведення 12 практичних занять у сьомому семестрі.

Обсяг балів, здобутих студентом під час практичних занять з навчальної дисципліни, визначається за формулою  $\sum_c = B_1+B_2+\dots+B_n / n \times K$ , де:

$\sum_c$  – загальна сума балів;

B – кількість балів, отриманих на одному занятті;

n – кількість семінарських (практичних, лабораторних) занять, визначених робочою програмою;

K – коефіцієнт, який, дорівнює 9 (з урахуванням специфіки навчальної дисципліни).

За результатами практичного заняття кожному студенту до відповідного документа обліку успішності виставляється кількість балів від 0 до 5 числом, кратним 0,5, яку він отримав протягом заняття.

Приклад обрахунку балів:

$$\frac{4+4,5+4+3+5+2,5+3+4+4}{9} \times 9 = 34$$

де в знаменнику зазначені бали (оцінки), отримані студентом під час семінарського заняття, в чисельнику – загальна кількість практичних занять, помножено на коефіцієнт, який дорівнює 9 і в результаті отримано 34 з максимально можливих 50 балів.

2.1.4. Перерозподіл кількості балів в межах максимально можливої кількості балів за самостійну роботу студентів та виконання індивідуальних завдань, наведено в наступній таблиці:

№ з/п	4 теми	Номер теми					Усього балів
		1	2	3	4	5	
1.	Максимальна кількість балів за самостійну роботу	3	3	3	3	3	15
2.	Максимальна кількість балів за індивідуальне завдання	5					5
	Усього балів						20

## 2.2. Семестровий контроль

2.2.1. На семестровий контроль з кожної навчальної дисципліни відводиться 30 балів.

2.2.2. Підсумовування балів за результатами вивчення навчальної дисципліни здійснюється після складання семестрового контролю.

2.2.3. Семестрова оцінка з навчальної дисципліни обчислюється шляхом додавання набраних студентом балів з поточного та семестрового контролю, а також додаткових балів. Семестрова оцінка виставляється у відомості обліку успішності, індивідуальному навчальному плані та заліковій книжці студента, при чому вона не може перевищувати 100 балів.

2.2.4. У разі отримання за результатами вивчення навчальної дисципліни (поточного і підсумкового контролю) 34 або менше балів (оцінка F за шкалою ЄКТС) студент зобов'язаний повторно вивчити дисципліну в наступному навчальному періоді.

2.2.5. У разі отримання за результатами вивчення навчальної дисципліни (поточного і підсумкового контролю) 35-59 балів (оцінка FX за шкалою ЄКТС) студент має право повторно пройти підсумковий контроль двічі: перший раз – перескладання викладачеві, другий раз – перескладання комісії.

## 3. Рекомендовані джерела

### 3.1. Джерела до всіх тем навчальної дисципліни

1. Верба Г.В., Верба Г.Г. Верба Л.Г. Довідник з граматики англійської мови (з вправами): навчальний посібник / Г.В. Верба, Г.Г. Верба, Л.Г.Верба. – К.: Освіта, 2017. – 414с.

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4. Лиса Н.С., Стешин І.О. Ділова англійська мова (Business English): навчальний посібник / Н.С. Лиса, І.О. Стешин. – Тернопіль, ТНЕУ, 2012. – 293 с.
5. Лещёва Л.М., Володько С.М., Бондарик Т.В. Английский язык для студентов, изучающих государственное управление: учебное пособие на англ. яз. В 2 ч. Ч I. / Под ред. д.филол.н., профессора Л.М. Лещёвой. – Мн.: Академия управления при Президенте Республики Беларусь, 2006. – 203 с.
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### **3.2. Джерела до конкретних тем навчальної дисципліни**

#### **Тема 1**

1. Верба Г.В., Верба Г.Г. Верба Л.Г. Довідник з граматики англійської мови (з вправами): навчальний посібник / Г.В. Верба, Г.Г. Верба, Л.Г.Верба. – К.: Освіта, 2017. – 414с.
2. Лещёва Л.М., Володько С.М., Бондарик Т.В. Английский язык для студентов, изучающих государственное управление: учебное пособие на англ. яз. / Под ред. д.филол.н., профессора Л.М. Лещёвой. – Мн.: Академия управления при Президенте Республики Беларусь, 2006. – 203с.
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#### **Тема 2**

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3. Danko Manica, Arčnik Zavašnik Mihaela. English in Public Administration. Part I. / M.Danco, M.Zavašnik Arčnik – Slavica Čepon, University of Ljubljana, 2009. – 158p.

4. Dooley Jenny, Evans Virginia. Grammarway 4 / J.Dooley, V.Evans – Newbury, Express Publishing, 2010 – 278p.
5. Evans Virginia. Round-Up 6. / V. Evans. – Madrid, Pearson Education Limited, 2018 – 209p.
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### Тема 3

1. Лещёва Л.М., Володько С.М., Бондарик Т.В. Английский язык для студентов, изучающих государственное управление: учебное пособие на англ. яз. / Под ред. д.филол.н., профессора Л.М. Лещёвой. – Мн.: Академия управления при Президенте Республики Беларусь, 2006. – 203с.
2. Шатух Л.Л. Англійська мова у сфері державного управління (English for Public Administration) (опорний конспект дистанційного курсу навчальної дисципліни): Навчальний посібник. / Л.Л. Шатух. – К.: Центр навчальної літератури, 2004. – 229с.
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### Тема 4

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