

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
ДЕРЖАВНИЙ УНІВЕРСИТЕТ ІНТЕЛЕКТУАЛЬНИХ ТЕХНОЛОГІЙ І  
ЗВ'ЯЗКУ**

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*English for Public Administration*

***НАВЧАЛЬНИЙ ПОСІБНИК***

*для 281 спеціальності «Публічне управління та  
адміністрування»*

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Навчальний посібник для здобувачів вищої освіти 281 спеціальності «Публічне управління та адміністрування» **«English for Public Administration»** рекомендовано використовувати здобувачам вищої освіти 281 спеціальності «Публічне управління та адміністрування» для практичних занять та самостійної роботи, для вдосконалення своїх практичних знань з англійської мови. Навчальний посібник складається з вступу, 2 розділів, у кожному розділі надані тексти з лексичними та граматичними вправами та словника. Посібник рекомендовано для аудиторної роботи з викладачем та самостійної роботи.

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## ПЕРЕДМОВА

Сьогодні проблема викладання англійської мови для здобувачів вищої освіти 281 спеціальності «Публічне управління та адміністрування» стала одним з найбільш важливих питань, що хвилюють уми як науковців, що займаються теоретичними аспектами методів викладання іноземних мов, так і педагогів, які викладають англійську мову за професійним спрямуванням. Їх майбутня робота в світі де неможливо існувати без знання іноземної мови, вимагає не тільки розвиток професійних навичок, а й мовних навичок, включаючи говоріння, читання, письмо і переклад. Таким чином, сучасний етап розвитку вищої освіти характеризується постійно зростаючими вимогами до рівня професійної підготовки випускників та їх рівню володіння іноземною мовою, як засобу для професійної комунікації.

Отримання та розвиток професійних навичок у сфері спілкування іноземною мовою, включаючи говоріння, читання, письмо і переклад є складним процесом навчання, що вимагає, з одного боку, висококваліфікований професорсько-викладацького складу, а з іншого боку, спеціальних посібників для вивчення іноземної мови за професійним спрямуванням. Ніхто не стане заперечувати, що сьогодні, коли вимоги до рівня професійного володіння англійською мовою молодого фахівця постійно зростають, та стало неможливо організувати процес навчання іноземній мові на основі традиційних підручників і книг. Саму тому, нами було створено навчальний посібник, який забезпечить якісне навчання здобувачів вищої освіти 281 спеціальності «Публічне управління та адміністрування» англійській мові.

## CHAPTER 1

### 1.1. PUBLIC ADMINISTRATION AND CIVIL SERVICE

#### TEXT 1. What is Public Administration

**internal affairs, to be engaged in, common features, civil service, to implement government policy, to make decisions, a civil servant, to determine state policy, to have responsibility for, to regard as**

From the 16th century, the national state was the reigning model of the administrative organization in Western Europe. These states needed an organization for the implementation of law and order and for setting up a defensive structure. The need for expert civil servants, with knowledge about taxes, statistics, administration and military organization grew.

Lorenz von Stein, since 1855 a professor in Vienna, is considered the founder of the science of public administration. According to him, the science of public administration was an interaction between theory and practice and combined several disciplines, such as sociology, political sciences, administrative law, and public finance. In the United States, Woodrow Wilson was the first to consider the science of public administration. In an 1887 article entitled “The Study of Administration” Wilson wrote, “it is the object of administrative study to discover, first, what government can properly and successfully do, and secondly, how it can do these proper things with the utmost possible efficiency and at least possible cost either of money or of energy”. In most of the world, the establishment of highly trained administrative, and executive classes has made public administration a distinct profession.

The body of public administrators is usually called the civil service. Traditionally the civil service is contrasted with other bodies serving full time, such as the military, the judiciary, and the police. In most countries a distinction is also made between the home civil service and those persons engaged abroad on diplomatic duties. A civil servant, therefore, is one of a body of persons who are directly employed in the

administration of the internal affairs of the state and whose role and status are not political, ministerial, military, or constabulary.

Certain characteristics are common to all civil services. Senior civil servants are regarded as the professional advisers to those who formulate state policy. Civil servants in every country are expected to advise, warn, and assist those responsible for state policy and, when this has been decided, to provide the organization for implementing it. The responsibility for policy decisions lies with the political members of the executive (those members who have been elected or appointed to give political direction to government). By custom, civil servants are protected from public blame for their advice.

Public Administration can be broadly described as the development, implementation, and study of government policy. Today public administration is often regarded as including also some responsibility for determining the policies and programs of governments. Specifically, it is the planning, organizing, directing, coordinating, and controlling of government operations.

Public administration is a feature of all nations, whatever their system of government. Within nations public administration is practiced at the central, intermediate, and local levels. Though public administration has historically referred to government management, it increasingly encompasses non-governmental organizations that are not acting out of self-interest.

The future of Public Administration is engaged with the future of political science, on the one hand, and with administrative science, on the other hand. From its beginnings, it has represented a joining of certain political science interests with the "management" movement. It still granted all the additional factors, the new developments, and the broadened spectra. What meaning and importance will be given to the Public in Public Administration, whether it will evaporate or remain significant, perhaps even become more significant, will depend on what developments take place in political science and the social sciences.

## EXERCISES

### 1. Read the text and answer the questions.

1. What are the main responsibilities of public administration?
2. What levels is public administration practiced at?
3. What constitutes a growing problem of public administration?
4. In what way did Lorenz von Stein define the science of public administration?
5. Who was the first to consider the science of public administration in the United States?
6. What are the major principles of public administration?
7. What features are common to all civil services?

### 2. Mark the statements True or False according to the information in the text.

1. Not all nations have public administration.	
2. Public administration is practiced at the central level only.	
3. Historically, public administration has referred to government management.	
4. Lorenz von Stein is considered to be the opponent of the science of public administration.	
5. A civil servant is directly employed in the administration of the internal affairs.	
6. There are certain features common to all civil services.	
7. It is the responsibility of civil servants to make policy decisions.	

### 3. Match these verbs and nouns as they occur together in the text.

A	B	
1. include	a) a growing problem	
2. determine	b) the science of public administration	
3. constitute	c) decisions	
4. consider	d) responsibilities	
5. formulate	e) members	
6. appoint	f) policies and programmes	

7. make	g) state policy	
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**4. Translate the following words and word combinations into Ukrainian.**

to be responsible for	
at the level	
to consider	
internal affairs	
to be contrasted with	
to be employed in	
to be common	
to make policy decisions	
to serve full time	
to formulate state policy	

**5. Complete these sentences using an appropriate phrase from Exercise 4.**

1. Public administration \_\_\_\_\_ studying and implementing the government policy.
2. Senior civil servants advise to those who \_\_\_\_\_ .
3. Civil servants \_\_\_\_\_ in the administration of the home affairs.
4. Woodrow Wilson was the first to \_\_\_\_\_ the science of public administration in the United States.
5. The civil service \_\_\_\_\_ the military, the judiciary, and the police services.
6. Civil servants are employed in the administration of \_\_\_\_\_ .
7. There are certain features which \_\_\_\_\_ to all civil services.

## TEXT 2. The History of Civil Service

**to be employed in; to make appointments; to depend on; tenure; to engage in; lower (middle) ranks; personnel management; to bring into the service; to place emphasis on; intellectual competence; university degree; performance of duties; to prohibit from; to entry by examination**

Civil service is the body of government officials who are employed in civil occupations that are neither political nor judicial. In most countries, the term refers to employees selected and promoted on the basis of merit and a system that may include examinations. In earlier times, when civil servants were part of the king's household, they were literally the monarch's personal servants. As the powers of monarchs and princes declined, appointment became a matter of personal choice by ministers and heads of departments. In Europe in the 19th century, appointment and promotion frequently depended on personal or political favour, but tenure was common in the lower and middle ranks once an appointment had been made.

Recruitment in many European countries corresponded to the national educational systems: the highest class of civil servants entered service after graduation from a university, the executive class – after full completion of secondary school, and the clerical class after the intermediate school examination. As public administration became more complex in the 20th century, specialized categories of civil servants were created to bring into the service doctors, scientists, architects, naval constructors, lawyers, and so on. All countries base appointments on some kind of competition.

In some countries, great emphasis is placed on formal written examinations supplemented by interviews. Such is the situation in France, where entry into the higher civil service is channeled through specialist schools. In Great Britain, the Civil Service Commission relies more on informal tests and a series of interviews and tends to measure the candidate's intellectual competence by the quality of his university degree. The conventional written examination is dispensed with also in such European countries as Finland, Switzerland, the Netherlands, and Portugal. Most federal countries try to ensure an equitable distribution of posts among their constituent

elements. In Switzerland the federal authorities try to maintain a balance of posts not only between the cantons but also between the political parties, religions, and languages.

There are certain standards which are placed upon a civil servant's conduct. As a general rule, a civil servant is not allowed to engage directly or indirectly in any trade or business and may engage in social or charitable organizations only if these have no connection with official duties. There are always strict limits on a civil servant's right to lend or borrow money, and they are prohibited from accepting gifts. There are also different attitudes about the extent to which civil servants may engage in political activities. The United Kingdom bans its senior civil servants from engaging in any form of political activity. The prohibition becomes progressively less strict, however, for the medium and lower grades of the service.

## **EXERCISES**

### **1. Read the text and answer the questions.**

1. What is the role of civil servants?
2. Who controls the work of civil servants?
3. What services do civil servants provide to the public?
4. Are the requirements to civil servants in Ukraine similar to those in other countries?
5. Who does the term 'civil service' refer to?
6. What are the principles of appointing civil servants?

### **2. Read the text and complete the information below.**

1. The term 'civil servants' refers to employees who are \_\_\_\_\_.
2. In earlier times, civil servants were \_\_\_\_\_.
3. In the 19th century appointments of civil servants depended on \_\_\_\_\_.
4. In the 20th century public administration became \_\_\_\_\_.
5. Today civil servants are mainly appointed on the basis of \_\_\_\_\_.

6. A civil servant is not allowed to \_\_\_\_\_.
7. Civil servants are also prohibited from \_\_\_\_\_.

**3. Mark the statements True or False according to the information in the text.**

1. In the 19th century appointment often depended on the results of interviews.	
2. Civil servants can't be employed in political occupations.	
3. Civil servants are usually promoted on the basis of their merits.	
4. Civil servants are allowed to engage in business.	
5. Civil servants are not restricted in their conduct by any standards.	
6. Today all countries base appointments on some kind of competition.	

**4. Complete these sentences using an appropriate phrase from the Vocabulary Box.**

1. In earlier times \_\_\_\_\_ were a matter of personal choice.
2. In the 20th century doctors, lawyers, and architects were \_\_\_\_\_.
3. Civil servants can't \_\_\_\_\_ political or judicial occupations.
4. In Great Britain a candidate's \_\_\_\_\_ is measured by the quality of his \_\_\_\_\_.
5. In the UK civil servants are \_\_\_\_\_ from taking part in political activities.
6. Today many countries \_\_\_\_\_ on formal examinations and interviews while making appointments.
7. A civil servant is not allowed to \_\_\_\_\_ any trade or business.

**5. Complete the sentences with the correct prepositions where necessary.**

1. The Parliament or Congress is involved \_\_\_\_\_ policy formation, and the Department or Ministry of Defense is mainly involved \_\_\_\_\_ policy implementation.

2. The emperor carried an enormous workload reading or listening \_\_\_\_ petitions, judicial claims, appeals \_\_\_\_ favour, and the like.
3. In a system based \_\_\_\_ personal preferment, those who had been \_\_\_\_ favour might now be \_\_\_\_ favour.
4. Weak rulers followed strong rulers, foolish monarchs succeeded \_\_\_\_ wise monarchs – but all were dependent \_\_\_\_ the army, which supplied the continuity.
5. We are accountable \_\_\_\_ our parents for our actions.
6. We cannot dispose \_\_\_\_ our earthly remains without final administrative certification.
7. Everything depended \_\_\_\_ the emperor, who in turn had to rely \_\_\_\_ the personal loyalty of his subordinates.
8. Various institutions are involved \_\_\_\_ public administration, but large, specialized governmental agencies are given responsibility \_\_\_\_ most public administration.

**TEXT 3.**  
**PUBLIC ADMINISTRATION ACTIVITIES FROM ANCIENT TIMES TO  
NOWADAYS**

**to maintain, sophisticated, patronage, personal preferment, to disrupt, subordinate, emperor, monarch, resignation, engaged, to be concerned with, to possess, favouritism, anarchy, amendments, to exercise power, the listing of the rights, to make decisions, boundaries of authority, refer to, to run the country to distribute power, to appeal to**

Large-scale administrative organization has existed since early times. The ancient empires of Egypt, Persia, Greece, Rome, China, and later the Holy Roman Empire as well as recent colonial empires of Britain, Spain, Russia, Portugal, and France –all of them organized and maintained political rule over wide areas and large populations by the use of quite a sophisticated administrative apparatus and more or less skilled administrative functionaries.

The personal nature of that rule was very great. Everything depended on the emperor. The emperor in turn had to rely on the personal loyalty of his subordinates, who maintained themselves by the personal support from their underlings, down to rank-and-file personnel on the fringes of the empire. The emperor carried an enormous workload reading or listening to petitions, policy arguments, judicial claims, appeals for favours, and the like in an attempt to keep the vast imperial machine functioning. It was a system of favoritism and patronage.

In a system based on personal preferment, a change of emperor disrupted the entire arrangements of government. Those who had been in favor might now be out of favour. Weak rulers followed strong rulers, foolish monarchs succeeded wise monarchs – but all were dependent on the army, which supplied the continuity that enabled the empire to endure so long. In the absence of institutional, bureaucratic procedures, government moved from stability to near anarchy and back again.

The modern administrative system is based on objective norms (such as laws, rules, and regulations) rather than on favoritism. It is a system of offices rather

than officers. Loyalty is owed first of all to the state and the administrative organization. Members of the bureaucracy, or large, formal, complex organizations that appeared in the recent times, are chosen for their qualifications rather than for their personal connections with powerful persons. When vacancies occur by death, resignation, or for other reasons, new qualified persons are selected according to clearly defined rules. Bureaucracy does not die when its members die.

Public administration is difficult to define, though we all have a sense of what it is. In part, this is because public administration covers a vast amount of activity. Public administration jobs range from the exploration of outer space to sweeping the streets. Some public administrators are highly educated professionals; others possess few skills that differentiate them from the mass of the citizenry. Some public administrators make policies that have a nationwide impact and may benefit millions of people; others have virtually no responsibility for policy-making and simply carry out the mundane governmental tasks of filing and record-keeping. Public administrators are doctors, lawyers, scientists, engineers, accountants, personnel officers, managers, clerks, manual laborers, and individuals engaged in many other occupations and functions. However, knowing what public administrators do does not resolve the problem of defining what public administration is.

One can find a wide variety of helpful definitions of public administration. They usually state that public administration involves activity, is concerned with politics and policy-making, tends to be concentrated in the executive branch of government, and is concerned with implementing the law.

One more specific definition of it is that public administration is the use of managerial, political, and legal theories and processes to fulfill legislative, executive, and judicial governmental mandates for the provision of regulatory and service functions for society as a whole or some segments of it.

## **EXERCISES**

### **1. Read the text and answer the following questions.**

1. What is public administration?

2. What institutions and agencies are involved in public administration?
3. What public figures are visible to the public – elected or anonymous ones?
4. What maintained political rule over wide areas and large populations in ancient empires?
5. What changes could a change of emperor lead to in a system based on personal preferment?
6. What are modern administrative systems based on?
7. What is the difference between the administrative system based on objective norms and the one based on favouritism?

**2. Translate the following words and word combinations into English.**

1. управляти, панувати	
2. вимога, претензія	
3. ефективний	
4. здійснювати, приводити в	
5. виконання	
6. курс, стратегія	
7. реєструвати	
8. дрібний чиновник	
9. кваліфікований, досвідчений	
10. державне управління	
11. законно обраний уряд	
12. рядові службовці	
13. здійснювати політику	
14. державний бюрократизм	
15. адміністративна система	
16. державна служба	
17. відданість підлеглих	
18. впливові люди	

19. політичне правління	
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**3. Mark the statements True or False according to the information in the text.**

1. The modern administrative system is based on favoritism.	
2. Bureaucracy does not die when its members die.	
3. Public administration doesn't cover a vast amount of activity.	
4. Some public administrators are highly educated professionals.	
5. Some public administrators don't make policies that have a nationwide impact and may benefit millions of people.	
6. The emperor didn't carry an enormous workload reading or listening to petitions.	
7. Large-scale administrative organization has existed from early times.	

**4. Translate the sentences into English using the correct Tense.**

1. При зміні імператора руйнувався весь державний механізм, і люди, які були в пошані, могли опинитися в немилості.
2. У сучасній системі державного управління державної службовці призначаються згідно їх кваліфікації, а не по особистим зв'язкам з впливовими людьми.
3. Державна служба потребує досвідчених державних службовців, що професійно виконують свої обов'язки.
4. Коли з'являється вільна посада, та відповідно до визначених правил, на неї обирається та призначається найкращий співробітник.
5. Державна служба – це політичний процес, що включає в себе професійне виконання заздалегідь підготовленої певної стратегії.
6. Багато виборців побоюються, що призначені на посади нові чиновники не впораються з новими завданнями.

7. Наш досвід у сфері державного управління поліпшується кожного дня, завдяки постійному спілкуванню з громадянами.
8. У стародавні часи колоніальні імперії дотримувалися певних правил і норм в різних областях державного управління.
9. В різних країнах склад та функції державних службовців визначаються по різному, це стосується військових та службовців місцевих органів самоврядування.

**5. Match the English and Ukrainian equivalents.**

1. fundamental rules	a) керувати країною
2. to make decisions	b) розподіл повноважень
3. to define relationships	c) внутрішня міжусобиця
4. to run the country	d) посилатися на
5. to distribute powers	e) звертатися до
6. a single document	f) переворот
7. upheaval	g) приймати рішення
8. internal dissention	h) визначати взаємовідносини
9. to refer to	i) єдиний документ
10. to appeal to	j) основні правила (положення)

#### TEXT 4. CIVIL SERVICE SYSTEMS

**intricacy, to carry over, a feature, a professional capacity, performance evaluation, to require, workforce, to exhibit, a subsequent promotion, impartiality, recruitment, managerial posts, abuse of authority, merit, commitment, recouped, debatable, to adhere, a regime, responsiveness**

Civil service is a relatively new term that is used to describe an old governmental feature that is becoming increasingly important in modern political systems. The phrase was first used in British administration in India and was popularized by Sir Charles Trevelyan a little more than a century ago. When the principle of open competitive examination was introduced in Great Britain in 1854, the phrase “civil service” was also carried over and was applied to the officials serving the state in a professional capacity, except for those in the military and judicial services. Of course, equivalent bodies of officials have served states throughout history, long before the term “civil service” was applied to them.

A developed civil service system calls for the installation of well-established procedures for the conduct of common personnel transactions, such as selection, promotion, compensation, performance evaluation, discipline, and separation. These standardized methods are intended to provide objectivity in the choice of entrants to the civil service from citizens who compete and to provide equity in treatment for those who already belong to the service.

Civil service organizations exhibit different organizing principles.

***The four widely accepted principles are:***

*1. The intricacy of administrative work requires expert knowledge and the organization of a special workforce.*

The civil service is now recognized as a profession all over the world, even in countries that previously did not differentiate politics and administration from other kinds of work.

*2. Entry into the civil service and subsequent promotions should be based on merit and fitness alone.*

While the merit principle is accepted universally, issues often arise about the definition of merit. Many countries hold competitive examinations for recruitment to the managerial posts, but how far these examinations and tests can measure future potential and qualities such as integrity, commitment to duty and impartiality is debatable.

3. *The civil service should provide a secure career on a lifetime basis.*

In almost all countries, civil service systems provide a secure lifetime career. It is only in rare cases that incoming governments have been known to dismiss officials. The reasons given were usually corruption, unsatisfactory performance and abuse of authority, and the numbers involved were extremely small in relation to the overall size of the civil service.

4. *The civil service should strictly adhere to political neutrality.*

Civil services usually continue to serve governments, irrespective of how the latter came into power. There are few instances of officials disagreeing with government policies or resigning in protest. In fact, the civil service has been generally ruler-dominated and willing to serve all governments, especially when their interests are not threatened. In rare instances where their interests have been threatened, they have recouped their lost position through subsequent regimes.

Finally, the role of the civil service must be defined in the political system generally. The universal expectation is that the civil service should be neutral in the sense that it is loyal to the basic political order in the state but at the same time is amenable to shifts in political leadership from time to time. Devices for trying to achieve this vary a great deal from country to country, but responsiveness by the administrative staff to the directives of political leaders is an objective commonly sought, even among political regimes that differ greatly in other respects.

## EXERCISES

**1. Complete the sentences with the correct prepositions where necessary.**

1. Private organizations are commonly pictured to be run \_\_\_ hard-nosed managers who worry \_\_\_\_\_ profits and consumers.

2. Both types of organizations, private and public, have much \_\_\_ common.
3. Both organizations, especially public ones are crowded \_\_\_ individuals who bring \_\_\_ organizations a complex mix of need.
4. Fundamental needs of individuals are bought \_\_\_ money earned \_\_\_ work.
5. People \_\_\_ informal groups get together to share \_\_\_ common interests, not to work, but nevertheless, these activities have a profound effect \_\_\_ their work.
6. A public administrator focuses his attention \_\_\_ only some \_\_\_ his duties and neglects others.
7. When people think \_\_\_ public administration as an activity they visualize faceless bureaucrats sitting \_\_\_ desks and producing \_\_\_ an endless stream of paperwork.
8. In case a public administrator focuses the attention \_\_\_ only some of his duties and neglects \_\_\_ others, that may lead \_\_\_ the jeopardy \_\_\_ the entire program.
9. Each employee in an organization is accountable \_\_\_ the top executive \_\_\_ a chain of commands.

## 2. Put the verbs in the Present Simple Tense.

Policy concerning the political rights of civil servants \_\_\_\_\_ (to be) not uniform. Some European countries \_\_\_\_\_ (to impose) hardly any restrictions, even allowing the civil servant to serve in legislative bodies, including the national parliament, although with varying provisions concerning his civil service status while in office. Great Britain \_\_\_\_\_ (to categorize) civil servants according to their policy-making functions and the public sensitivity of their duties and \_\_\_\_\_ (to have) a differential policy that frees a large proportion of civil servants for normal political activities and prohibits others only from membership in the House of Commons. The United States \_\_\_\_\_ (to have) a much more restrictive approach, with national legislation barring not only most civil servants in the national government but also state and local officials paid from federal funds from active participation in political management and in political campaigns. Most local

governmental \_\_\_\_\_ (to unit) with merit systems impose similar limitations on their civil servants.

### 3. Translate into English using new words.

1. Кожен співробітник організації має певну роль і відповідальність.
2. Рішення про просування співробітника залежить від роботодавця.
3. Будь-яка організація потребує стабільності.
4. Члени організації не тільки співпрацюють на роботі, а й часто об'єднуються в неформальні групи поза роботою.
5. Роботодавці повинні брати до уваги не тільки матеріальні, а й духовні потреби особистості.
6. Теорія державного управління в даний час швидко розвивається і залежить від того, що ми знаємо про людську особистість, мотивах її поведінки і потребах.

### 4. Make the appropriate form of the word.

1. Perceptions that public organizations are wasteful and private ones are efficient do not withstand \_\_\_\_\_. (*scrutinize*)
2. Bureaucracies are generally defined as organizations that provide each \_\_\_\_\_ with a clearly defined role. (*employ*)
3. They \_\_\_\_\_ employees on the basis of their skills and training. (*promotion*)
4. The dilemma both public and private organizations have is the need for \_\_\_\_\_ and change. (*stable*)
5. Future \_\_\_\_\_, food, shelter, etc. are fundamental needs individuals bring to organizations. (*secure*)
6. Bureaucracy, whether in business or government organization is thought to be a \_\_\_\_\_ form of organization. (*dominate*)
7. Most work in organizations is a mix of \_\_\_\_\_ and \_\_\_\_\_. (*collaborate, depend*)

8. Common interests have a profound \_\_\_\_\_ on people's work and are as important as formal assignments. (*effective*)

9. Public administration has a number of \_\_\_\_\_, such as the \_\_\_\_\_, the \_\_\_\_\_, the courts, and organized groups. (*participate, execute, legislative*)

10. In case of a public administrator \_\_\_\_\_ any of his or her numerous duties that lead to the \_\_\_\_\_ of the entire program. (*neglect, jeopardize*)

### **5. Open brackets using the correct form of Passive Voice.**

1. 'Civil service' \_\_\_\_\_ (to consider) to include officials in local units, it is customary to exclude teachers, despite the large number of people engaged in this government-supported profession.

2. The patronage system closely \_\_\_\_\_ (to tie) to political parties and (to result) in frequent rotation in office as party control changed.

3. These standardized methods \_\_\_\_\_ (to intend) to provide objectivity in the choice of entrants to the civil service from citizens who compete and to provide equity in treatment for those who already belong to the service.

4. The emergence of the civil service from ancient and medieval antecedents accurately \_\_\_\_\_ (to describe) as a gradual transformation of the royal household into the public service.

5. Administration \_\_\_\_\_ (to carry) on in a highly political context, and control agencies over administration have proliferated.

6. Civil service examinations \_\_\_\_\_ (not give), nor are panels of candidates provided for appointment.

7. The civil servant \_\_\_\_\_ (to protect) from dismissal by a code similar to those in other countries, and an elaborate grievance procedure \_\_\_\_\_ (to establish) by law.

## TEXT 5. CIVIL SERVICE IN GREAT BRITAIN

**core values, local government officials, controversial, to express viewpoints, civil capacity, to provide services, a holder of an office, to stand for election benefits, to bar from a civil service code, to participate in**

The Civil Service carries out the practical and administrative work of government. Civil servants are politically impartial employees, who carry out the policies of the government departments under the control of elected ministers. In general use, the term “civil servant” in the United Kingdom does not include all public sector employees; although there is no legal definition, the term is usually defined as “a servant of the Crown working in a civil capacity who is not the holder of a political (or judicial) office”. As such, the Civil Service does not include government ministers (who are politically appointed), members of the British Armed Forces, police officers, local government officials, members of a National Health Service, or staff of the Royal Household.

There are two other separate Civil Services in the United Kingdom, one for Northern Ireland and another for foreign affairs known as Her Majesty’s Diplomatic Service. Like all servants of the Crown, civil servants are legally barred from standing for election as Members of Parliament or any other political office. Also, members of the Senior Civil Service are barred from holding office in a political party or publicly expressing controversial political viewpoints, while less senior civil servants at an intermediate level must generally seek permission to participate in political activities.

The Civil Service has no separate responsibility. The duty of a civil servant is to the minister in charge of the department where they are serving. A change of minister does not involve a change in staff. About half of all civil servants provide services directly to the public. These include paying benefits and pensions, running employment services, staffing prisons, issuing driving licenses and providing services to industry and agriculture. Around one in five are employed in the Ministry

of Defense and its agencies. The rest are divided between central administrative duties, support services, and largely self-supporting services.

In June 2006 a current Civil Service Code was introduced which outlines the core values and standards expected of civil servants. The core values are defined as integrity, honesty, objectivity, and impartiality. The Civil Service Commissioners' Recruitment Code is based on the principle of selection on merit based on fair and open competition. As Minister for the Civil Service, the Prime Minister is responsible for central coordination and management of the Civil Service. He is supported by the Head of the Home Civil Service, who chairs the Civil Service Management Board.

### EXERCISES

**1. Match these verbs and nouns as they occur together in the text. Translate these word combinations into Ukrainian.**

1. carry out	a) the core values	
2. include	b) services	
3. provide	c) political or judicial office	
4. outline	d) a change in staff	
5. involve	e) political activity	
6. hold	f) public sector employees	
7. participate in	g) administrative work of government	

**2. Complete these sentences using an appropriate phrase from ex.1.**

1. Civil servants are politically impartial employees who \_\_\_\_\_.
2. Civil servants are public sector employees who cannot \_\_\_\_\_.
3. The Civil Service in the United Kingdom does not \_\_\_\_\_ all \_\_\_\_\_.
4. Civil servants at an intermediate level must seek permission to \_\_\_\_\_.

5. About half of all civil servants \_\_\_\_\_ direct to the public.
6. A change of minister of a department does not \_\_\_\_\_.
7. The current civil service code \_\_\_\_\_ expected of civil servants.

**3. Find in the text the equivalents for the following word combinations.**

неупереджені державні службовці	
зовнішня політика	
втілювати в життя курс	
головні принципи	
на цивільному положенні	
посадова особа	
основні принципи (закони)	
балотуватися на виборах	
надавати послуги	
.виплата допомог	
.політичні погляди	
. викладати (перераховувати)	
. честність та об'єктивність	
. конкурсний відбір, вислуги	
.брати участь в	

**4. For sentences 1-7 choose the variant (a, b), which fits best according to the text.**

1. Civil servants carry out the policies of the government departments under \_\_\_\_\_.
- a) *the supervision of Members of Parliament.*
- b) *the control of elected ministers.*
2. The term 'civil servant' in the UK \_\_\_\_\_.
- a) *does not cover all public sector employees.*
- b) *includes all public sector employees.*
3. Civil servants are legally barred from \_\_\_\_\_.
- a) *holding office in a political party.*
- b) *taking part in recruitment based on some kind of competition.*
4. The duty of a civil servant is to \_\_\_\_\_.
- a) *the Prime minister.*

*b) the minister in charge of the department where they are serving.*

5. A change of minister of the department where civil servants are serving \_\_\_\_\_.

*a) does not mean changing staff.*

*b) involves a change in staff.*

6. The document which outlines the core values and standards expected of civil servants is \_\_\_\_\_.

*a) Civil Service Act.*

*b) Civil Service Code.*

7. Minister for the Civil Service is supported by \_\_\_\_\_.

*a) the Head of the Home Civil Service.*

*b) the Queen/the King*

### **5. Open the brackets and put the verbs in Past Simple Passive.**

1. Governmental growth \_\_\_\_\_ (to check), and the privatization or marketization of some responsibilities (to lead) to contraction in some areas of government.

2. Such quantitative change \_\_\_\_\_ (to match) by qualitative change.

3. First, entrance to the civil service \_\_\_\_\_ (to widen) to take in the employment of those who have been successful in the private sector.

4. Civil servants \_\_\_\_\_ (to evaluate) less by their pure intellectual power and more by their perceived management skills.

5. The departmental basis of the civil service partly \_\_\_\_\_ (to break) up.

6. Departments of state \_\_\_\_\_ (to retain) as core policy advice bodies, but those departmental functions which \_\_\_\_\_ (to consider) to involve the mere implementation of ministerial policy \_\_\_\_\_ (to hive) off into agencies.

7. The development of e-government \_\_\_\_\_ (to identify) as a key tool for these aims.

## TEXT6. CIVIL SERVICE IN THE USA

**to hire, to promote, without regard to, majority, to fill in(out), performance test, to compile, extra points, nondisabled, preference, a job seeker, an applicant, presidential, to dismiss, to maintain, top aides, a chaplain, an attorney**

In the United States, the federal civil service was established in 1871. The Federal Civil Service is defined as "all appointive positions in the executive, judicial, and legislative branches of the Government of the United States, except positions in the uniformed services". According to the Office of Personnel Management (OPM), as of December 2011, there were approximately 2.79 million civil servants (civilian, i.e. non-uniformed) employed by the US Government.

In the United States, civil service systems operate at the federal, state, and local levels. For most positions, these systems seek to hire and promote the most qualified person. Hiring and promotion come without regard to race, religion, gender, sexual orientation (inclination), or political loyalty.

Employees in the civil services work under one of the independent agencies or one of the 15 executive departments. In addition to departments, there is a number of staff organizations grouped into the Executive Office of the President. These include the White House staff, the National Security Council, the Office of Management and Budget, the Council of Economic Advisers, the Office of the U.S. Trade Representative, the Office of National Drug Control Policy, and the Office of Science and Technology Policy. There are also independent agencies such as the United States Postal Service, the National Aeronautics and Space Administration (NASA), the Central Intelligence Agency (CIA), the Environmental Protection Agency (EPA), and the United States Agency for International Development (USAID). In addition, there are government-owned corporations such as the Federal Deposit Insurance Corporation (FDIC) and the National Railroad Passenger Corporation. Federal civil service employment provides jobs throughout the United States and in government offices abroad. A large majority of all federal civilian

employees work in agencies of the government's executive branch. Such agencies include the Department of Defense and the United States Postal Service.

Competitive service positions make up the vast majority of all U.S. civil service jobs. These positions are filled by written or oral examination or by evaluation of an applicant's education, training, and experience. Some exams include performance tests. The Office of Personnel Management helps the departments and other agencies manage the exams. The office compiles lists of qualified applicants. An agency with a job opening may then choose from among the highest scorers on the appropriate list.

In addition to taking a test, applicants must fill out an application form. For some positions, job seekers must apply directly to the government agency that has an opening. For other positions, they must apply through the Office of Personnel Management. When compiling lists of qualified applicants, the government gives extra points to veterans, disabled veterans, and certain dependents of veterans. Some people object to the policy of giving extra points to nondisabled veterans. They believe this practice works against women, who are much less likely to be veterans than are men and therefore less likely to get extra points. However, veterans claim that the hiring preference is an earned reward for their previous national service. Some people have questioned whether civil service examinations always test job-related skills. Also, some people doubt whether the examinations are fair to members of minority groups. The government has tried to give special consideration to women and minorities to remedy past discrimination in hiring. However, some people claim such efforts result in discrimination against whites and men.

Job seekers can get information about federal civil service exams from Federal Job Information Centers throughout the United States. State employment offices, local government personnel offices, and many public libraries also have such information. In addition, the government advertises civil service exams in newspapers and other media.

Presidential appointees, assistants to Cabinet members, and other top aides are appointed by the President and may be dismissed by the President at any time.

This method of filling positions helps ensure that government leaders agree with the President's priorities. Such professionals as chaplains and attorneys are also in the excepted service. Some federal agencies maintain a separate personnel system. These agencies include the Foreign Service, the Central Intelligence Agency (CIA), the Federal Bureau of Investigation (FBI), and the Government Accounting Office.

## EXERCISES

### 1. Mark the statements True or False according to the information in the text.

1. In the United States, civil service systems don't operate at the federal, state, and local levels.	
2. Federal civil service employment provides jobs throughout the United States and in government offices abroad.	
3. A large majority of all federal civilian employees don't work in agencies of the government's executive branch.	
4. Competitive service positions don't make up the vast majority of all U.S. civil service jobs.	
5. For some positions, job seekers must apply directly to the government agency that has an opening.	
6. Some people don't object to the policy of giving extra points to nondisabled veterans.	
7. Jobseekers can get information about federal civil service exams from Federal Job Information Centers throughout the United States.	

### 2. Make the correct form of the word.

1. This idea is good but \_\_\_\_\_ of such a scheme will be difficult. (*implement*)
2. They challenge the very \_\_\_\_\_ of the government. (*legitimate*)
3. They need to spend less on \_\_\_\_\_ (*administrative*)
4. I am not ... to approve payments \_\_\_\_\_ (*authorize*)
5. Lloyd George was threatening to \_\_\_\_\_ (*resignation*)

6. Many civil servants are sure that they can \_\_\_\_\_ better than the politicians.  
(*government*)
7. There is a lot of \_\_\_\_\_ involved in getting an import license. (*bureaucrat*)
8. This public corporation is fully \_\_\_\_\_ to Parliament. (*accountability*)
9. She is a \_\_\_\_\_ in Eastern European affairs. (*special*)
10. It is the Prime Minister's \_\_\_\_\_ residence. (*officer*)

**3. Complete the sentences with the correct prepositions where necessary.**

1. We are accountable \_\_\_\_\_ our parents for our actions.
2. We cannot dispose \_\_\_\_\_ our earthly remains without final administrative certification.
3. Everything depended \_\_\_\_\_ the emperor, who in turn had to rely \_\_\_\_\_ the personal loyalty of his subordinates.
4. Various institutions are involved \_\_\_\_\_ public administration, but large, specialized governmental agencies are given responsibility \_\_\_\_\_ most public administration.
5. The Parliament or Congress is involved \_\_\_\_\_ policy formation, and the Department or Ministry of Defense is s mainly involved \_\_\_\_\_ policy implementation.
6. The emperor carried an enormous work load reading or listening \_\_\_\_\_ petitions, judicial claims, appeals \_\_\_\_\_ favour, and the like.
7. In a system based \_\_\_\_\_ personal preferment, those who had been \_\_\_\_\_ favour might now be \_\_\_\_\_ favour.
8. Weak rulers followed strong rulers, foolish monarchs succeeded \_\_\_\_\_ wise monarchs – but all were dependent \_\_\_\_\_ the army, which supplied the continuity.

## TEXT 7. CITY (LOCAL) GOVERNMENT

**to serve, to form, to provide services, to collect, to protect, to achieve goals, to exist, to create, to elect, to perform functions, municipal, possess, to appoint, an urban area, construction, tendency, commercial, prevention, enforcement, welfare services, to fall within the jurisdiction, public-utility services, recreation facilities, to exercise control**

City government is a system of governmental institutions that serve an urban area. Modern cities are almost always contained within the boundaries of modern states, and their governments form parts of a larger constitutional regime that usually includes state or provincial governments and a national government.

*A city government's most important functions are to provide law enforcement and fire prevention; elementary and secondary education; water supply, sewage and refuse collection and disposal; construction, maintenance, and lighting of the streets; regulation of building safety and housing standards; the provision of public housing; various welfare services for the needy; health protection; and environmental services. Cities also provide museums, parks, playgrounds and other cultural and recreation facilities. Public-utility services that supply water, electricity, gas, and public transport may be provided by a city government or by commercial companies that are closely regulated by the government.*

City planning, which involves the coordination of all governmental activities, is another important function. City governments typically achieve their land-planning goals by enacting zoning laws that govern the use of land and buildings, the density of population, and the height and spacing of structures.

***There are three principal types of city or municipal systems of government:***

- (1) the decentralized system found in federal constitutions;
- (2) the decentralized system found in unitary constitutions;
- (3) the supervisory system found under the French-type administration.

In federal constitutions, city government tends to fall within the jurisdiction of the state or provincial government rather than of the national government. This is

a position of the United States, and it accounts for the great diversity of municipal organizations existing in that country. In Britain, the Local Government Act of 1972 created a two-tier system of counties and districts. Both counties and districts have independent, locally elected councils that perform separate functions: county authorities are generally responsible for large-scale services, while district authorities are generally responsible for more local ones. In Japan, the municipalities consist of cities, towns, and villages. All have the same structure and legal status but differ in powers. A city must have a population of not less than 50,000, of which at least 60 percent must engage in commerce and industry; and it must possess civic halls, a sewage system, libraries, and other public amenities. In Latin American countries the tendency is to adopt the basic principles of the supervisory system. This involves appointing central government officers who exercise control over local authorities.

## EXERCISES

### 1. Choose the best option to complete these sentences.

1. City government *supplies* / *serves* an urban area.
2. One of the functions of city government is to *provide* / *maintain* cultural and recreation activities.
3. City planning *consists of* / *involves* the coordination of all government activities.
4. In federal constitutions city government *falls* / *keeps* within the jurisdiction of the state or provincial government.
5. In Britain, locally elected councils *perform* / *provide* separate functions.

### 2. Complete these sentences. Use the correct form of the words given in the box.

1. After World War II, a radical reform of local government took place directed towards \_\_\_\_\_ of political democracy in Japan.
2. The new constitution provided that local authorities should \_\_\_\_\_ by popular vote.

3. In heavily populated areas in Britain \_\_\_\_\_ of certain services falls upon more powerful metropolitan district authorities.
4. The city-manager system typically consists of a small elected council that decides the budget and \_\_\_\_\_ a manager.
5. The services now \_\_\_\_\_ by city governments are different in nature and wider in scope than in the past.
6. Municipal, or city, governments are responsible for delivering most \_\_\_\_\_.

**3. Find in the text the equivalents for the following word combinations.**

1. забезпечувати дотримання законності	
2. водопостачання	
3. комунальні послуги	
4. досягати мети	
5. щільність населення	
6. підпадати під юрисдикцію	
7. велика різноманітність	
8. дворінева система	
9. так...як і	
10. виконувати функції	
11. відповідати за	
12. займатися торгівлею	
13. здійснювати керівництво	

**4. Match the words with their definitions.**

1. **municipality (n)**      a) a place with many houses, shops and other buildings that is larger than a village but smaller than a city;
2. **region (n)**              b) an administrative division of Britain, the largest unit of local government;
3. **parish (n)**                c) an area that has its own church and clergyman;
4. **province (n)**              d) a town, city or district with its own local

government; the governing body of such a town;

**5. county (n)**

e) an administrative division of a country;

**6. village (n)**

f) any of the parts into which a country is divided for the purpose of government;

**7. town (n)**

g) a group of houses, shops, etc. usually with a church and situated in a country district;

**5. Match the verbs and nouns and make word combinations.**

1. raise	a) powers	
2. include	b) the national government	
3. have	c) nation-state level	
4. refer to as	d) the names of local government entities	
5. describe	e) legislation	
6. contrast with	f) taxes	
7. be limited by	g) a legal local government entity	

**6. Complete these sentences using the word combination from Exercise 5.**

1. Today local governments usually have the power \_\_\_\_\_.
2. Sometimes the power of local governments to raise taxes is \_\_\_\_\_.
3. Common names for local government entities \_\_\_\_\_ state, region, county, city, town, etc.
4. In modern nations, modern governments \_\_\_\_\_ to raise taxes.
5. The term local government is used to \_\_\_\_\_ the central government.
6. Such names as state, province, prefecture, district, etc. are often used informally in countries where they do not \_\_\_\_\_.
7. Offices at the nation-state level \_\_\_\_\_ as the central government.

## TEXT 8. FORMS OF GOVERNMENT

**political, official, constitutional, direct, traditional, socialist, independent, democracy, a realm, to refer to, to exert powers, at least, a handful, to be made up of smth, a majority government, to fail to do smth, a commonwealth**

A form of government is a term that refers to the set of political institutions by which a government of a state is organized in order to exert its powers over a community politics. Synonyms include “regime type” and “system of government”. This definition holds valid even if the government is unsuccessful in exerting its power. However, a failed government is still considered a form of government. Churches, corporations, clubs, and other sub-national entities either have “government” forms. Beyond official typologies it is important to think about regime types by looking at the general attributes of the forms of government:

- traditional or modern;
- autocracy (totalitarianism or authoritarianism), oligarchy, or democracy;
- direct or indirect elections;
- republic or monarchy;
- constitutional monarchy or absolute monarchy;
- majority government or coalition government;
- parliamentary, presidential, or semi-presidential;
- confederation, federation, or unitary. Nineteen states in the world do not explicitly name their government forms in their official names (the official name of Jamaica, for instance, is simply “Jamaica”), but most have an official name which identifies their form of government, or at least the form of government toward which they are striving:

- Australia, the Bahamas, and Dominica are each officially a commonwealth.
- Luxemburg is a grand duchy.
- Russia and Switzerland are each a federation.

- There are 33 kingdoms in the world, but only 18 are named as such. The other 15 are known as realms. Jordan is specifically titled the “Hashemite Kingdom of Jordan,” while Britain is formally the United Kingdom of Great Britain and Northern Ireland.
- Andorra, Liechtenstein, and Monaco are each a principality.
- The word “republic” is used by 132 nations in their official names. Many specify a type of republic: China is titled a “people’s republic; North Korea- a “democratic people’s republic”, Egypt and Syria – “Arab republics”; Algeria is a “democratic and popular republic”; Vietnam-a socialist republic.
- States that wish to emphasize that their provinces have a fair amount of autonomy from the central government may specifically state this: Germany and Nigeria are each a federal republic, Ethiopia is a federal democratic republic, Comoros is a federal Islamic republic, and Brazil is a federative republic. Besides the Comoros, four other nations dictate that they are Islamic republics.
- Eleven nations simply refer to themselves as states, but a handful specify what kind of state. Papua New Guinea and Samoa emphasize that they are independent states, while the United States of America and the United Mexican States are made up of constituent states.
- Brunei and Oman are sultanates.

Constitutional government is defined by the existence of a constitution that may be a legal instrument or merely a set of fixed norms or principles generally accepted as the fundamental law of the polity- that effectively controls the exercise of political power. Virtually all contemporary governments have constitutions, but possession and publication of a constitution does not make a government constitutional. Under constitutional government, those who govern are regularly accountable to at least a portion of the governed. Accountability can be enforced through a great variety of regular procedures such as elections, systems of promotion, fiscal accounting, recall, and referendum. In constitutional democracies, the accountability of government officials to the citizenry makes possible the citizens’ responsibility for the acts of government.

Few states in the modern world have constitutional arrangements that are more than a century old. The vast majority of the entire world's states have constitutions written in the 20<sup>th</sup> century. These are true of states such as Germany, Italy, and Japan, and of some other states, such as Spain and China, that have experienced civil war and revolutions in the course of the century. Great Britain and the United States of America are almost alone among major contemporary nation-states in possessing constitutional arrangements that predate the 20th century. In the contemporary world, constitutional governments are generally democracies, and in most cases, they are referred to as constitutional democracies or constitutional-democratic systems.

## EXERCISES

### 1. Match the English and Ukrainian equivalents.

1. to refer to	a) щонайменше	
2. to exert powers	b) уряд більшості	
3. a majority government	c) князівство	
4. to identify	d) складатися з чогось	
5. at least	e) відноситися до чого-небудь	
6. a principality	f) маленька купка	
7. a realm	g) впізнавати, ототожнювати	
8. a handful	h) проявляти владу, впливати	
9. to be made up of smth.	i) королівство, держава	

### 2. Match the words with their definitions.

1. democracy ( <i>n</i> )	a) a country ruled by a king or queen
2. federation ( <i>n</i> )	b) an organization consisting of countries that have joined together for mutual benefit
3. principality ( <i>n</i> )	c) a system of government by all the people of the country
4. confederation ( <i>n</i> )	d) a union of states in which individual states keep control of many internal matters

5. monarchy ( <i>n</i> )	e) a country ruled by a prince
6. realm ( <i>n</i> )	f) a system of government by a monarch

**3. Give the Ukrainian equivalents for the following word combinations.**

1. contemporary governments	
2. to be accountable to	
3. a responsibility for	
4. the vast majority	
5. an experience of a war	
6. to be referred to as	
7. a supreme power	
8. to grant powers	
9. to preside over	
10. to appoint a representative	

**4. Make the correct form of the word.**

- I suppose cost shouldn't be a \_\_\_\_\_ factor. (*decision*)
- They are under the \_\_\_\_\_ of qualified social workers. (*supervise*)
- By and by public administration developed a theory and a method of \_\_\_\_\_ of its own. (*investigate*)
- \_\_\_\_\_ administration was focused on the developing nations and the analysis of "transitional societies". (*compare*)
- Several industrialized nations are supplying \_\_\_\_\_ countries with new technology. (*develop*)
- \_\_\_\_\_ your baggage before you leave home. (*insurance*)
- They must behave in a way which will be \_\_\_\_\_ acceptable. (*social*)
- These societies became \_\_\_\_\_ during the last century. (*industry*)
- They are part of my \_\_\_\_\_ team. (*manage*)
- These people are well qualified \_\_\_\_\_. (*academy*)

**5. Complete the sentences with the correct prepositions where necessary.**

- Comparative administration was focused \_\_\_ the developing nations and considerable attention was paid \_\_\_ studies \_\_\_ particular areas \_\_\_ the world.

2. The politics of public administration has become increasingly interesting, and students and scholars all \_\_\_\_\_ the world have come to understand the enormous impact \_\_\_\_\_ public administration \_\_\_\_\_ all of us, which is an important reason \_\_\_\_\_ the renaissance of their interest \_\_\_\_\_ public administration.

3. Still later, scholars stressed \_\_\_\_\_ the differences \_\_\_\_\_ administration \_\_\_\_\_ business, or private organization, and administration \_\_\_\_\_ public organizations.

4. The method of case study was borrowed \_\_\_\_\_ business schools and applied \_\_\_\_\_ public administration.

5. Being originally not strong \_\_\_\_\_ theory the discipline of public administration in the 1950s began to borrow \_\_\_\_\_ sociology, psychology, and political science.

## TEXT 9. THE FUNCTIONS OF GOVERNMENT

**to expand, responsibility, to remain, umpire, adjudicate, fluctuation,  
contemporary, a scope, comprehensive, to justify, to hasten**

In all modern states, governmental functions have greatly expanded with the emergence of government as an active force in guiding social and economic development. In countries with a command economy, the government has a range of responsibilities for many types of economic behaviour. In those countries favouring social democracy, the government owns or regulates businesses and industries. Even in the free-market economy of the United States—where there remains a much greater attachment than in most societies to the idea that government should be only an umpire adjudicating the rules by which other forces in society compete—some level of government regulation, such as the use of credit controls to prevent economic fluctuations, is now accepted with relatively little question. Government has thus become the major or even the dominant organizing power in all contemporary societies.

The historical stages by which governments have come to exercise their contemporary functions make an interesting study in themselves. The scope of government in the ancient polis involved the comprehensive regulation of the ends of human existence. As Aristotle expressed it, what was not commanded by the government was forbidden. The extent of the functions of government in the ancient world was challenged by Christianity and its insistence on a division of those things that belong separately to Caesar and God. When the feudal world succeeded the Roman Empire, however, the enforcement of the sanctions of religion became one of the first objects of political authority. The tendencies that began in the 18th century separated church from state and state from society, and the modern concept of government came into being.

The American colonies' Declaration of Independence expresses the classic modern understanding of those ends that governmental functions exist to secure. The first aim of government is to protect the right to life; this comprehends the safety of fellow citizens as regards one another and the self-preservation of the country as regards foreign powers. Life exists for the exercise of liberty, in terms of both natural and civil rights, and these, along with other specific functions of government, provide those conditions upon which people may pursue happiness, and are finally entirely private and beyond the competence of government.

With the advent of the Marxist conception of the state, the ends of human existence became the objects of comprehensive government regulation. Marxism sees the state as a product of class warfare that will pass out of existence in the future age of perfect freedom. Aristotle believed human perfection to be possible only within political society; Marx believed that the perfection of humanity would follow upon the abolition of political society. Before the final disposal of the state, however, many Marxists believe that forceful use of governmental power is justified to hasten humankind's progress toward the last stage of history.

## **EXERCISES**

**1. Read the text and answer the questions.**

1. What functions does government have?
2. When was church separated from state?
3. What is the first aim of the government according to the Declaration of Independence?
4. How does Marxism see the state?

**2. Match the definition with their meaning.**

1. state	a. guarantees of equal social opportunities and protection under the law, regardless of race, religion, or other characteristics
2. government	b. an economy that requires a nation's central government to own and control the means of production.
3. command economy	c. the increase or decrease in national income.
4. free-market economy	d. a form of human association distinguished from other social groups by its purpose
5. economic fluctuations	e. the system to govern a state or community
6. civil rights	f. a state of freedom, especially as opposed to political subjection, imprisonment, or slavery.
7. liberty	g. an economic system based on competition, with little or no government interference.

## TEXT 10. STATE STRUCTURE OF UKRAINE

Ukraine is a sovereign state whose independence was declared on August 24<sup>th</sup>, 1991. The country has a democratic political system which means that its executive branch is headed by the Prime Minister with strong powers, and its legislative branch is represented by a national parliament.

The president who is elected to a five-year term is the commander-in-chief of the military forces and can issue orders, called edicts, without the approval of the parliament. Ukraine's parliament, called Verkhovna Rada (Ukrainian parliament) is the nation's law-making body, adopted the Constitution of Ukraine on June 28<sup>th</sup>, 1996. It has one chamber consisting of 450 members who are elected by voters at general elections to a five-year term. Every citizen of Ukraine over 18 has the right to vote in the elections. Judicial power in Ukraine is represented by the Supreme Court, courts of general jurisdiction, and the Constitutional Court.

The president is assisted by a Cabinet of Ministers whose responsibilities lie in the areas of foreign affairs, home policy, economy, science and technology, industry, law, and humanitarian matters. The Cabinet is headed by the Prime Minister who is approved by the majority of the Parliament. In other words, it is possible to say that state power in Ukraine is based on the division of authority into legislative, executive, and judicial branches, and Ukraine can be called a country with a *parliamentary-presidential form* of government.

Administratively Ukraine is divided into 24 regions, called «oblast». Each region has its local governing bodies that are responsible to the Cabinet of Ministers and the President.

There are a variety of political parties in Ukraine; their current number is more than 60. The President of Ukraine does not belong to any of the parties.

The main trend of foreign policy in Ukraine is to live in peace with the rest of the world community, to cooperate with other countries and to participate in European and world structures through membership in the United Nations Organisation and other international political, economic, and cultural organisations.

## **The Legislative Power**

The only body of the legislative power in Ukraine is the Parliament. There are 450 people's deputies. They are elected for a term of four years based on universal, equal, and direct suffrage by secret ballot. Before 2006, half of the members were elected by proportional representation, and the other half by single-seat constituencies. Starting with the March 2006 parliamentary election, all 450 members of the Verkhovna Rada were elected by party-list proportional representation. The Verkhovna Rada initiates legislation, ratifies international agreements, and approves the budget.

## **The Executive Power**

In addition to the Cabinet of Ministers, the system of the national executive body includes ministries, state committees (public services) and special status central agencies of executive power.

The ministry is the primary organ within the system of the national executive body to realize the government policy in the defined sphere of activity, being managed by a Minister. As a member of the Cabinet of Ministers of Ukraine, the Minister is responsible for the development and implementation of the Program of the Cabinet on correspondent issues and realisation of the Government policy within the defined sphere of governing the state. He exercises administration in this sphere and directs and coordinates the activities of other organs of executive power on issues ascribed to his authority.

State Committee (Public Service) is a central organ of executive power with activity directed and coordinated by the Prime Minister of Ukraine, any of the Vice Prime Ministers or Ministers. The State Committee (Public Service) puts forward propositions concerning the formulation of the Government policy to the correspondent members of the Cabinet of Ministers and ensures its realization in the sphere defined, exercises control in this sphere as well as interdepartmental coordination and functional regulation on issues delegated to its authority. The chairperson heads the State Committee (Public Service).

Special Status as the central organ of Executive Power has a special mission and authority defined by the Constitution and legislation of Ukraine with a specific order of formation, shaking-up, removal, accountability, and reporting, as well as appointing and dismissal of management staff and settling other issues. The chairperson heads a special status central organ of executive power.

### **Judicial branch of power**

According to the Constitution, Justice in Ukraine is administered solely by courts. The delegation of court functions, as well as their usurpation by other bodies and public officials is not allowed. Courts have jurisdiction over all legal relations, which develop in the State. The Constitution points out that the establishment of extraordinary and special courts is prohibited.

The general structure of the judicial system is stipulated in Article 124 of the Constitution of Ukraine, according to which the justice is administered by the Constitutional Court of Ukraine and by courts of general jurisdiction. The courts of general jurisdiction administer justice in the form of civil, commercial, administrative and criminal legislation. The Constitutional Court of Ukraine is a special judicial body of constitutional control.

Justice is administered by professional judges and, in cases overseen by the law, by people's assessors and juries. The independence of judges is guaranteed by their immunity and their election by the Supreme Rada permanently after their first appointment to the position of professional judge by the President of Ukraine for a five-year term.

### **EXERCISES**

#### **1. Match the English and Ukrainian equivalents.**

1. to perform functions	a) внутрішня політика
2. to take measures	b) вести перемовини
3. to exercise powers	c) підписати договір
4. to embody the unity	d) назначати представників

5. home policy	е) зовнішня політика
6. to ensure stability	ф) вживати заходів
7. foreign policy	г) виконувати завдання
8. to conduct negotiations	h) уособлювати єдність
9. to appoint representatives	і) гарантувати стабільність
10. to sign a treaty	ж) здійснювати повноваження

**2. Choose the correct word in italics.**

1. Deputies of Verkhovna Rada are *appointed* / *chosen* / *elected* by secret ballot.
2. Verkhovna Rada *is able* / *entitled* / *appointed* to hear the reports of the Prime Minister on the Government's programme of activity.
3. Any draft law is first *considered* / *composed* / *selected* by Verkhovna Rada.
4. Verkhovna Rada *makes* / *chooses* / *appoints* elections of the President.
5. Verkhovna Rada has the *ability* / *power* / *title* to conduct an impeachment trial of the President.
6. Verkhovna Rada *adopts* / *embodies* /  *Cancels* the decisions of local Councils of Deputies not conforming to the legislation.
7. The sessions of Verkhovna Rada *introduced* / *held* / *led* by the Speaker.

**3. Complete the sentences with the correct preposition where necessary.**

1. When people think \_\_\_\_ public administration as an activity they visualize faceless bureaucrats sitting \_\_\_\_ desks and producing \_\_\_\_\_ an endless stream of paperwork.
2. In case a public administrator focuses the attention \_\_\_\_ only some of his duties and neglects \_\_\_\_\_ others, that may lead \_\_\_\_ the jeopardy \_\_\_\_\_ the entire program.
3. Each employee in an organization is accountable \_\_\_\_ the top executive \_\_\_\_ a chain of commands.
4. Fundamental needs of individuals are bought \_\_\_\_ money earned \_\_\_\_\_ work.

5. People \_\_\_\_ informal groups get together to share \_\_\_\_ common interests, not to work, but nevertheless, these activities have a profound effect \_\_\_\_ their work.

#### 4. Make the correct form of the word.

1. Any organisation is a system of roles in which the rights and obligations of each employee are clearly \_\_\_\_\_. (*identification*)

2. Political executives are political \_\_\_\_\_ in most cases. (*appointment*)

3. This is the political executive who \_\_\_\_\_, shapes, promotes, and oversees policy changes. (*initiative*)

4. The work of professionals \_\_\_\_\_ considerable autonomy and \_\_\_\_\_. (*requirement, flexible*)

5. Non-professionals are evaluated by their immediate \_\_\_\_\_, while the work of professionals is evaluated by peer review of their colleagues. (*supervision*)

6. People often \_\_\_\_\_ that public bureaucrats \_\_\_\_\_ them like a number and \_\_\_\_\_ unique problems and circumstances. (*complaint, treatment, ignorance*)

7. Street-level bureaucrats \_\_\_\_\_ can affect their work with clients. (*believe*)

8. The role of policy entrepreneurs \_\_\_\_\_ strategic planning, political activism, and conceptual \_\_\_\_\_. (*requirement, lead*)

#### 5. Put the correct forms of the words in brackets: the+adjective or -ed/-ing adjectives.

##### A HUMAN DEAL

A just society is a human deal. We would all like to live in a place where (rich) \_\_\_\_\_ are not too rich and (poor) \_\_\_\_\_ are not too poor; where no one would be (shock) \_\_\_\_\_ or (embarrass) \_\_\_\_\_ at the way (old) \_\_\_\_\_ are cared for. (Blind) \_\_\_\_\_ would have as much opportunity as (sighted) \_\_\_\_\_. (Deaf) \_\_\_\_\_ would be able to develop their skills. (Unemployed) \_\_\_\_\_ would not depend on the state, because no one would be unemployed. (Healthy) \_\_\_\_\_ would take care of (sick) \_\_\_\_\_

\_\_\_\_\_. The most innocent people in society, (young) \_\_\_\_\_, would be protected. In this happy place no one would feel (depress) \_\_\_\_\_ or (distress) \_\_\_\_\_. Unfortunately, in the real world, life can be both (distress) \_\_\_\_\_ and (depress) \_\_\_\_\_. So, let's be thankful for a sense of humor. I recently saw a notice in an undertaker's window and I wasn't sure whether it was addressed to (living) \_\_\_\_\_ or (dead) \_\_\_\_\_. It said: 'Once you've tried one of our funerals, you'll never want to try another!'

### USEFUL VOCABULARY

internal affairs	внутрішні справи
to be engaged in	бути залученим в щось
common features	основні риси
civil service	державна служба
to implement government policy	здійснювати державну політику
to make decisions	приймати рішення
a civil servant	державний службовець
to determine	визначати
state policy	державна політика
responsibility	відповідальність
to regard as	розцінювати, розглядати
to be employed in	працювати у, служити в
to make appointments	призначати на посаду
to depend on	залежати від
tenure	володіння нерухомістю, перебування на посаді
to engage in	займатися
lower (middle) ranks	нижчі (середні) ранги
personnel management	керівництво кадрами
to bring into the service	приходити на службу
to place emphasis on	робити наголос на
intellectual competence	інтелектуальна компетентність
university degree	диплом
performance of duties	виконання обов'язків
to prohibit from	забороняти від
to entry by examination	поступити за результати іспитів

to maintain	підтримувати
sophisticated	складний
patronage	заступництво
personal preferment	особиста перевага
to disrupt	руйнувати
subordinate	підлеглий
emperor	імператор
monarch	монарх
resignation	відставка
engaged	зайнятий
to be concern with	бути стурбованим у зв'язку з
to possess	володіти
favouritism	фаворитизм
anarchy	анархія
amendments	поправки
to exercise power	здійснювати вправу
the listing of rights	перелік прав
boundaries of authority	межі влади
to refer to	посилатися на
to run the country	управляти країною
to distribute power	поширювати владу
to appeal to	звертатися за
intricacy	заплутаність
to carry over	перенести
a feature	особливість
a professional capacity	професійний потенціал
performance evaluation	оцінка ефективності
to require	вимагати
workforce	співробітники
to exhibit	виставляти
a subsequent promotion	подальше просування
impartially	неупереджено
recruitment	набір
managerial posts	управлінські посади
abuse of authority	зловживання владою
merit	заслуга
commitment	зобов'язання
recouped	компенсувати
debatable	спірний
to adhere	дотримуватися
a regime	режим
responsiveness	чутливість
core values	основні цінності

local government officials	посадовці місцевого самоврядування
to express viewpoints	висловлювати точку зору
civil capacity	цивільна дієздатність
to provide services	надавати послуги
a holder of an office	головний у офісі
to stand for election	виставляти свою кандидатуру на виборах
benefits	пільги
to bar from a civil service code	усувати від коду цивільної служби
to participate in	приймати участь в
to hire	наймати на роботу
to promote	просувати
without regard to	безвідносно до
majority	більшість
to fill in (out)	заповнювати (анкету)
a performance test	тест на продуктивність
to compile	збирати матеріал, становити
extra points	додаткові бали
nondisabled	інвалід, не працездатний
preference	перевага
a jobseeker	шукач роботи
an applicant	учасник
presidential	президентський
to dismiss	звільняти
top aides	перша допомога
a chaplain	капелан
an attorney	адвокат
to serve	служити
to form	формувати
to provide services	надавати послуги
to collect	збирати
to protect	захищати
to achieve goals	досягати мети
to exist	існувати
to create	створювати
to elect	вибирати
to perform functions	виконувати функцію
municipal	муніципальний
to appoint	назначати
an urban area	міський район
construction	будівництво
tendency	тенденція

commercial	комерційний
prevention	запобігання
enforcement	правозастосування
welfare services	система соціального забезпечення
to fall within the jurisdiction	підпадати під юрисдикцію
public-utility services	комунальні послуги
recreation facilities	бази відпочинку
to exercise control	здійснювати контроль
official	офіційний
direct	прямий
independent	незалежний
democracy	демократія
a realm	королівство
to exert powers	надавати повноваження
at least	принаймні
handful	невелика кількість
to be made up of smth	бути складеним з чогось
a majority government	уряд більшості
to fail to do smth	не в змозі зробити щось
a commonwealth	співдружність
jeopardize	ризикувати, наражатися на небезпеку

## 1.2. LOCAL GOVERNMENT IN UKRAINE AND THE COUNTRIES OF CENTRAL AND EASTERN EUROPE

### TEXT 1. LOCAL SELF-GOVERNMENT IN UKRAINE

**local, self-government, to precise, to define, possibility, political will, an issue, in accordance (with), implementation, to determine, to a full extent, fees, to interfere**

Local self-government is a really democratic and very effective form of territorial development. Real and effective local self-government is an indicator of the conditions of democracy at a local level in any country. Principles of local self-government require concrete and precise legislation with clearly defined possibilities, rights, responsibilities and mechanisms of control as well as political will and effective support by the state.

Ukraine has a lot of positive aspects in the realisation of local self-government principles. The bodies of local self-government are effectively cooperating with the local population. However, there are some significant problems with the real self-administration of the citizens and real autonomy of local self-governmental bodies.

In Ukraine, the right of territorial communities to solve local issues independently is guaranteed by its Basic Law – the Constitution of Ukraine. The Constitution of Ukraine recognizes organisational, financial, and legal autonomy of local self-governmental bodies, in accordance with the European Charter of local self-government, but in real life, these principles do not always find their practical implementation.

The basic laws that regulate the realization of local self-government in the country are the Laws of Ukraine: "On Local Self-Government in Ukraine" (21.05.1997), "On Local State Administrations" (09.04.1999) and "On the Bodies of Self-Organization of Citizens" (11.07.2001). The Law of Ukraine "On Local Self-Government in Ukraine" (1997) determines the basic principles of activity of local

self-government bodies but, at the same time, does not determine the ways of achieving and providing real independence of territorial communities.

In Ukraine, there is some legislative basis for the independence of local authorities in relation to budgetary policy - they can decide on setting local taxes and fees, but their common amount in Ukraine is very small. The proclaimed principle of independence of local budgets has not been realized in practice to a full extent.

The financial autonomy of local self-governmental bodies means that these bodies should have a right to collect and distribute their own financial resources independently. These resources should be enough for the effective realization of their functions and power. In practice, local state authorities (local state administrations) interfere in the activities of local self-government bodies.

## EXERCISES

### 1. Mark the statements True or False according to the information in the text.

1. Ukraine has a few positive aspects in the realisation of local self-government principles.	
2. The financial autonomy of local self-governmental bodies means that these bodies should not have a right to collect and distribute their own financial resources independently.	
3. In practice, local state authorities interfere in the activities of local self-government bodies.	
4. Local self-government is a really democratic but not very effective form of territorial development.	
5. In Ukraine, there is some legislative basis for the independence of local authorities concerning budgetary policy.	

### 2. Choose the correct option.

1. In Ukraine, local authorities can make decisions about setting local *goals/ tasks/ taxes* and fees.

2. The bodies of local self-government are effectively cooperating with local *population/ public/ audience*.
3. Effective local self-government is an indicator of the *conclusions/ conditions/ contractions* of democracy at a local level in any country.
4. The proclaimed principle of independence of local budgets has not been *realized/ rearranged/ improved* in practice to a full extent.
5. In Ukraine, the right of territorial communities to *decide/ solve/ set* local issues independently is guaranteed by the Constitution of Ukraine.

**3. Match the pairs and translate them into Ukrainian.**

A	B	
1. budgetary	a) autonomy	
2. self-government	b) will	
3. financial	c) communities	
4. practical	d) population	
5. local	e) bodies	
6. political	f) policy	
7. territorial	g) implementation	

**4. Choose the correct grammatical option.**

1. The basic laws **are** *regulating/ regulate/ regulates* the realization of local self-government in the country
2. Some principles do not always *have found/ find/ finds* their practical implementation.
3. The bodies of local self-government are effectively *operating/ operated/ cooperating* with the local population.
4. Principles of local self-government requires/ *required/ require* concrete and precise legislation.
5. Local state authorities *interfere/ are interfered/ interferes* in the activities of local self-government bodies.

## 5. Make up sentences.

1. aspects/ a/ has/ realization/ lot/ positive/ of/ Ukraine/ local/ principles/ in/ of/ self-government.
2. should/ resources/ be/ functions/ for/ of/ power/ enough/ and/ realization/ their/ effective/ These.
3. of/ precise/ require/ self-government/ local/ and/ Principles/ legislation/ concrete.
4. the/ These/ basic/ are/ local/ our/ which/ the/ of/ regulate/ self-government/ in/ laws/ realization/ country.
5. their/ have/ resources/ self-governmental/ right/ financial/ collect/ bodies/ a/ and/ own/ distribute/ independently/ should/ Local/ to.

## 6. Turn the following sentences from Active into Passive Voice.

1. The Law of Ukraine "On Local Self-Government in Ukraine" (1997) determines the basic principles of activity of local self-government bodies.
2. Local state authorities interfere in the activities of local self-government bodies.
3. The Constitution of Ukraine recognizes organisational, financial and legal autonomy of local self-governmental bodies.
4. The Constitution of Ukraine guarantees the right of territorial communities to solve local issues independently.
5. The basic Laws of Ukraine regulate the realization of local self-government in the country.

## 7. Choose the correct form of the modal verb.

1. Local self-governmental bodies *should to have/ should have/ to should have* a right to collect and distribute their own financial resources independently.
2. Local state administrations *are able to/ can able to/ able to* interfere in the activities of local self-government bodies.
3. Local authorities *can make/ can to make/ are can make* decisions about setting local taxes and fees.

4. Local self-government *must do/ must be/ have to be* a really democratic and effective form of territorial development.

5. The Constitution *have to/ should to/ must* guarantee the right of territorial communities to solve local issues independently.

**8. Discuss the following topics.**

1. General principles of democracy.
2. Needs of local communities.
3. Principles of democracy realized by local self-government.

## TEXT 2. MUNICIPALITIES: DANISH EXAMPLE

**to reflect, to share, Gross National Product, performance, to bear responsibility, to increase, child-care, the elderly, amendment, to provide, Ministry of Interior, a score, nursing home, average**

In Denmark, substantial decentralization of local government has taken place since the Local Government Reform of 1970. Today, counties and municipalities enjoy a high degree of autonomy, which is reflected in their share of total public spending. Due to the high level of public spending, Danish local and regional authorities in fact spend nearly the equivalent of 33% of the total GNP (Gross National Product).

As the central government bears considerable responsibility for the socio-economic development of the country, it is not surprising that it shows a considerable interest in local government performance. There also increases public demand for local public services, e.g. schooling, child-care, care for the elderly, health care, etc. The amendment to the Local Government Act (1995) made counties and municipalities responsible for providing their citizens with information ("service information") on the quality of the main services provided by each county and municipality.

The Ministry of Interior has started to develop service information on services provided by individual local government institutions, such as kindergartens, schools, high schools, nursing homes, etc. On the national level, the data have been published as a service score system since 2000 which includes the following items: child care, schools; and care for the elderly. Within each service area, each municipality is assessed at an average service level and it gets scores for that particular service.

### EXERCISES

**1. Mark the statements True or False according to the information in the text.**

1. The central government shows a minor interest in local government	
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performance.	
2. The Ministry of Interior has started to develop service information on services provided by individual public institutions.	
3. Danish local and regional authorities spend nearly the equivalent of 33% of the total GNP due to the low level of public spending.	
4. In Denmark, substantial decentralization of local government has taken place since the Local Government Reform of 1970.	
5. The autonomy of counties and municipalities is reflected in their share of total public profit.	

## 2. Choose the correct option.

1. Within each service area, each municipality is *assessed/ value/ provided* at an average service level.
2. The demand for local public services *improves/ increases/ enforces*.
3. The central government shows a considerable interest in local government *perfection/ formation/ performance*.
4. The amendment to the Local Government Act (1995) made counties and municipalities responsible for *provoking/ providing/ protecting* their citizens with information.
5. The central government bears considerable *reliability/ accessibility/ responsibility* for the socio-economic development of the country.

## 3. Match the lexical pairs and translate them into Ukrainian.

A	B	
1. public	a) interest	
2. bear	b) performance	
3. score	c) care	
4. considerable	d) spending	
5. degree of	e) demand	

6. health	f) autonomy	
7. government	g) responsibility	
8. public	h) system	

**4. Choose the correct option.**

1. Each municipality *gets/ is get/ get* scores for that particular service.
2. Our Ministry *was start/ started/ have started* to develop service information on different services.
3. Danish local and regional authorities *spend/ spends/ is spend* nearly the equivalent of 33% of the total GNP.
4. Counties and municipalities *had enjoyed/ enjoy/ enjoys* a high degree of autonomy.
5. The central government *bears/ is bears/ have bear* considerable responsibility for the socio-economic development of the country.

**5. Put questions to the underlined words.**

1. The demand for local public services is high. (2)

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2. Our department bears responsibility for the socio-economic development of the region. (4)

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3. Nowadays, counties and municipalities enjoy a high degree of autonomy. (2)

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**6. Turn the following sentences from Active into Passive Voice.**

1. The amendment to the Local Government Act (1995) made counties and municipalities responsible for providing their citizens with information on the quality of the main services provided by each county and municipality.
2. Danish local and regional authorities spend nearly the equivalent of 33% of the total GNP (Gross National Product).
3. The share of total public spending of counties and municipalities reflects their high degree of autonomy.
4. The central government shows a considerable interest in local government performance.
5. The Ministry of Interior has provided service information on services delivered by individual local government institutions.

### **8. Make up sentences.**

1. shows/ central/ a/ The/ in/ government/ significant/ performance/ interest/ local/ government.
2. some/ develop/ by/ on/ started/ information/ to/ We/ government/ service/ services/ provided/ individual/ local.
3. assessed/ service/ for/ department/ average/ it/ an/ that/ is/ Each/ at/ level/ service/ of/ and/ scores/ particular/ gets.
4. services/ information/ responsible/ on/ citizens/ with/ providing/ department/ is/ This/ for/ our/ social.
5. country/ spent/ year/ of/ this/ the/ the/ Regional/ 26%/ equivalent/ of/ GNP/ authorities/ total/ of/ last.

### **9. Discuss the following topics.**

1. Responsibilities of municipalities.
2. Local public services.
3. Assessment of local performance.

### **TEXT 3. LOCAL GOVERNMENT PROBLEMS IN THE COUNTRIES OF CENTRAL AND EASTERN EUROPE**

**aim at, accountable, decision-making, resources, cost indicator, consumer satisfaction, due to, available, service providing, to a large extent, to define, objective, need, to create, sewage, waste disposal (dump), separately, to influence, to conduct, to vest, provision, prerequisite, maintaining, subject, tax, a revenue, to allocate**

The introduction of new managerial methods in the public sector is aimed at making public organizations more accountable for both the political decision-makers as well as the public. In the CEE countries, firstly, it was necessary to provide decision-makers with information on "economic" aspects of public sector performance, thus giving politicians and managers better possibilities for controlling public spending and effective use of resources. However, in recent years the interest has gone well beyond cost indicators and has focused more on consumer satisfaction and quality of services.

Due to the available information as to the modern standards of public services, citizens have better possibilities to compare the service-providing institutions within their local communities as well as their local authorities as a whole. In decentralized systems of public administrations, local governments, and even individual service-providing institutions are to a large extent given the autonomy to formulate and define the objectives and quality of services.

An important need for the regions is to create an interest in cooperation between a city municipality and surrounding local governments. For such problematic points as public transport, sewage, and waste disposal (dumps) every city municipality has to discuss the issues separately with each local government in the agglomeration.

Central governments influence the conduct of local governments through financial regulations. Important prerequisites must be fulfilled before local governments can carry out their new role: vesting of more authority and

responsibility in local governments must be combined with the provision of adequate resources. Of course, some special functions, e.g. maintaining the minimum social protection, in any case, must remain subject to centralized control. Central governments should create a system in which their own local taxes and other revenues should be allocated fairly.

## EXERCISES

### 1. Mark the statements True or False according to the information in the text.

1. In recent years the interest has gone beyond cost indicators and has focused more on cutting prices and quality of services.	
2. Citizens have better possibilities to compare the service-providing institutions within their local communities due to the mass media.	
3. Some special functions like maintaining the minimum social protection must not remain subject to centralized control.	
4. Central governments affect the affairs of local governments through financial regulations.	
5. The introduction of new managerial methods in the public sector is aimed at making public organizations unaccountable to the political decision-makers.	

### 2. Choose the correct option.

1. Their organisation has to *decease/ decline/ define* the objectives and quality of services they provide.
2. Governments can *influence/ enforce/ involve* the conduct of people through mass-media.
3. We are interested in getting the *available/ able/ unable* information on this project as soon as possible.
4. The introduction of new service in the public sector is *complained/ aimed/ claimed* at non-commercial organizations.
5. Our task is to *control/ supply/ create* the friendly environment at the workplace.

### 3. Match the lexical pairs and translate them into Ukrainian.

A	B	
1. service	a) allocation	
2. waste	b) interest	
3. decision	c) conduct	
4. revenues	d) objectives	
5. cost	e) providing	
6. define	f) disposal	
7. available	g) indicators	
8. influence	h) makers	
9. consumer	i) information	
10. create	j) satisfaction	

### 4. Choose the correct grammar option.

1. Central governments *to create/ was created/ created* a system in which local taxes and other revenues were allocated fairly.
2. Every city municipality *had to/ have to/ was have to* discuss the problematic issues separately with each individual local government.
3. Central governments *was influenced/ was to influence/ influenced* the conduct of local governments through financial regulations.
4. Some special functions *was/ were/ was to* subject to centralized control.
5. In this factory it *were/ was/ to be* necessary to provide decision-makers with information on financial aspects of manufacturing sector performance.

### 5. Make up sentences.

1. services/ some/ given/ In/ administrations/ to/ public/ autonomy/ the/ governments/ local/ are/ to/ a/ large/ systems/ extent/ the/ of/ define/ quality/ of.

2. issues/ sewage/ public/ discusses/ transport/ Our/ with/ special/ waste/ such/ and/ city/ often/ care/ problematic/ as/ disposal/ municipality.
3. taxes/ fairly/ revenues/ where/ governments/ allocated/ should/ should/ system/ provide/ a/ Central/ own/ local/ other/ and/ be.
4. control/ subject/ social/ always/ maintaining/ like/ the/ minimum/ health/ and/ care/ to/ are/ Functions/ protection/ centralized.
5. to/ have/ out/ be/ governments/ Significant/ carried/ role/ local/ can/ out/ a/ prerequisites/ new/ before/ carry.

**6. Choose the correct form of the modal verb.**

1. Important prerequisites must be fulfilled before local governments *can to/ can/ should can* carry out their new role.
2. Local taxes and other revenues *should to have/ should be/ to should have* allocated fairly.
3. Maintaining the minimum social protection, in any case *must/ must have/ must to* remain subject to centralized control.
4. Local governments *may can/ may have/ may* introduce 'economy' methods according to regulations.
5. Central governments *should to have/ should/ to should have* create a good working system.

**7. Discuss the following topics.**

1. Kinds of local taxes.
2. Service-providing institutions.
3. Prerequisites for local government functions fulfillment.

## **TEXT 4. PUBLIC PERCEPTION OF LOCAL GOVERNMENT IN CEE COUNTRIES**

**public perception, public opinion, to contradict, to be willing, to vote, a councillor, wealthy, assessment, local council, to satisfy needs, ordinary, to care, property, to rent, to permit, construction**

The most important for local public administrations should be what public opinion thinks about them and how local authorities communicate with local public opinion. The absence of relationships with citizens would contradict the basic principles of democracy. Local government is an institution that attracts the attention of an average citizen. If people think that local government plays a significant role, they should be willing to vote for their local councillors.

People are more willing to vote if they see the necessity to change something rather than when they think that things may stay as they are. Participation in local elections shows that in Eastern Europe citizens' interest is relatively limited. In larger cities, people are usually better educated and wealthier. This explains their better orientation in public matters, but people in small communities are much better informed about local political processes than citizens in large cities. Knowing someone from a local authority is only one aspect of "knowing something" about local government. Equally important is how well-informed citizens are about local government activities.

General assessment of local government is much better in small communities. Most people believe that local councils try to satisfy the needs of ordinary citizens. But, at the same time, the number of citizens who think that local governments care mostly for their interests is quite great and even increasing. The relatively good number of municipal authorities is widely believed to be corrupt. A recent World Bank report on corruption has indicated the spheres of corruption as such: land property and rent, licenses and permits, contracts for construction work, goods and services.

## EXERCISES

### 1. Mark the statements True or False according to the information in the text.

1. General assessment of local government is much better in large communities.	
2. Local government is an institution that attracts the attention of an average citizen.	
3. If people think that local government plays a significant role, they should not be willing to vote for their local councillors.	
4. Relationships between local public administrations and citizens would confirm the basic principles of democracy.	
5. People are more willing to vote if they do not see any necessity to change something.	

### 2. Choose the correct option.

1. Participation in local *votes/ elections/ electorate* shows that in Eastern Europe citizens' interest is relatively limited.
2. Most people believe that local *councils/ elections/ electorate* try to satisfy the needs of ordinary citizens.
3. The number of citizens who think that local governments *provide/ carry out/ care* mostly for their interests is quite great and even increasing.
4. The most important for local public administrations should be what public *ownership/ opinion/ opportunity* thinks about them.
5. Local government is an institution that *accepts/ attracts/ attains* the attention of an average citizen.

### 3. Match the pairs and translate them into Ukrainian.

A	B	
1. general	a) to vote	
2. willing	b) opinion	

3. attract	c) in elections	
4. satisfy	d) principles	
5. public	e) authorities	
6. participation	f) needs	
7. contradict	g) attention	
8. municipal	h) assessment	

#### 4. Choose the correct option.

1. Participation *to/ in/ on* local elections shows that in Eastern Europe citizens' interest is relatively limited.
2. If people *will think/ are thinking/ think* that local government plays a significant role, they will willingly.
3. The most important for local public administrations should be that public opinion *believes/ believed/ is believed* in them.
4. People are more willing to vote if they *see/ has seen/ are see* the necessity to change something.
5. Local government is an institution which *attract/ attracts/ is attract* the attention of an average citizen.

#### 5. Turn the following sentences from Active into Passive Voice.

1. Local government attracts the attention of an average citizen.
2. Participation in local elections proves the interest of citizens.
3. Small communities inform their people about local political processes better than large ones.
4. In Eastern Europe many people believe that the relatively good number of municipal authorities is possibly corrupt.
5. A recent World Bank report on corruption has indicated land property and rent as the spheres of corruption.

#### 6. Choose the correct form of the modal verb.

1. The most important for local public administrations *should/ should be/ should can* what public opinion thinks about them.
2. If people think that local government plays a significant role, they *may have/ have/ may to should* wish to vote.
3. People *can/ can have/ can to* vote if they see the necessity to change something.
4. The relatively good number of municipal authorities *may can/ may have/ may be* widely believed to be corrupt.
5. People in small communities *must have/ must be/ must to be* better informed about local political processes than citizens in large cities.

### 7. Put questions to the underlined words.

1. Last year the World Bank indicated the several main spheres of corruption. (5)

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2. Participation in local elections shows that in Eastern Europe citizens' interest is relatively limited. (4)

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3. Local government is an institution that attracts the attention of an average citizen. (4)

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### 8. Make up sentences.

1. administrations/ for/ important/ opinion/ public/ very/ Public/ is/ local.
2. of / institution/ attention/ attracted/ of/ is/ government/ citizens/ The/ by/ average/ local.

3. local/ in/ limited/ show/ elections/ relatively/ in/ citizens/ interest/ Europe/ participation/ Eastern.

4. large/ than/ communities/ informed/ political/ cities/ are/ about/ in/ local/ in/ less/ People/ citizens/ processes/ small.

5. government/ be/ its/ about/ well/ activities/ Citizens/ local/ informed/ must/ and.

### **9. Discuss the following topics.**

1. Relations between local citizens and local authorities.

2. Corruption possibilities in local communities.

3. The will of people to vote.

## **TEXT 5. LOCAL GOVERNMENT IN BRITAIN**

### **Structure of the British Local Government**

**a pattern, complex, a distribution, to vary, according to, an arrangement, to concern, to abolish, unelected (non-elected), to exclude, dubbed unitary authorities, a borough, a parish, to undertake, allotment, unitary, to differentiate, to tend, to exist**

The pattern of local government in Britain is complex, with the distribution of functions varying according to the local arrangements. Legislation concerning local government is decided by the Parliament and Government of the United Kingdom. England has since 1994 been subdivided into nine regions. One of these, London, has an elected Assembly and Mayor, but the others have a relatively minor role: Regional Development Agencies were abolished in 2012 although unelected "leaders' boards" continue as consultative forums.

Below the region level and excluding London, England has two different patterns of local government in use. In some areas, there is a county council responsible for services such as education, waste management, and strategic planning within a county, with several non-metropolitan district councils responsible

for services such as housing, waste collection, and local planning. These councils are elected in separate elections. Some areas have only one level of local government, and these are dubbed unitary authorities. Most of Greater London is governed by London borough councils.

Below the district level, a district may be divided into several civil parishes. Typical activities undertaken by a parish council include allotments, parks, public clocks, etc. They also have a consultative role in planning. Councils such as districts, counties, and unitaries are known as principal local authorities to differentiate them in their legal status from parish and town councils, which are not uniform in their existence. Local councils tend not to exist in metropolitan areas but there is nothing to stop their establishment.

## EXERCISES

### 1. Mark the statements True or False according to the information in the text.

1. Most of Greater London is governed by London county councils.	
2. Legislation concerning local government is decided by the Parliament only.	
3. In some areas within a county a county council is responsible for services such as education, waste management, and strategic planning.	
4. The pattern of local government in Britain is quite simple.	
5. Councils such as districts and counties are known as principal local authorities in order to equalize them in their legal status with parish and town councils	

### 2. Choose the correct option.

- Local councils *try/ tend/ train* not to exist in metropolitan areas.
- Legislation *concerning/ evaluating/ concluding* local government is decided by the Parliament and Government of the United Kingdom.
- This law was *abolished/ included/ distributed* by the Parliament two years ago.

4. The structure of our organization is simple, but with the distribution of main functions accordingly with some *arranging/ applicants/ arrangements*.

5. Typical activities *undertaken/ underused/ undergone* by this district council include housing, waste collection and local planning.

**3. Match the pairs and translate them into Ukrainian.**

A	B	
1. separate	a) planning	
2. local	b) activities	
3. waste	c) functions	
4. metropolitan	d) role	
5. relatively	e) council	
6. consultative	f) elections	
7. distribution of	g) areas	
8. strategic	h) authorities	
9. county council	i) management	
10. typical	j) minor	

**4. Choose the correct grammatical option.**

1. Most of Greater London *is governed/ are governed/ is govern* by London borough councils.

2. Some councils *is elected/ are elect/ are elected* in separate elections.

3. Legislation concerning local government *is decide/ is decided/ were decided* by the Parliament and Government of the United Kingdom.

4. England has since 1994 been subdivided *into/ out of/ for* nine regions.

5. Regional Development Agencies *is abolished/ has been abolished/ were abolished* in 2012.

**5. Turn the following sentences from Passive into Active Voice.**

1. Legislation concerning local government is decided by the Parliament and Government of the United Kingdom.

2. Most of Greater London is governed by London borough councils.

3. Five councils are elected in separate elections.

4. Some areas are managed by only one level of local government.
5. Most important services like education, waste management and strategic planning are supervised by county council.

**6. Put questions to the underlined words.**

1. Legislation concerning local government is decided by the Parliament and Government of the United Kingdom.

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2. Regional Development Agencies were abolished in 2012.

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3. In some areas county councils are responsible for services such as education and waste management.

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**7. Discuss the following topics.**

1. Subdivision of local governments in Britain.
2. Local legislation.
3. Principal local authorities.

## **TEXT 6. HISTORY OF THE BRITISH LOCAL GOVERNMENT**

### **THE EARLY PERIOD.**

**to derive, to emerge, a shire, a nobleman, to retain, severe, rigid, thorough,  
a fief, a manor, a township**

The concept of local government dates back to the history of Anglo-Saxon England (700-1066 AD), and certain aspects of its modern system are directly derived from this time; particularly the paradigm that towns and the countryside should be administrated separately. In this context, the feudal system introduced by the Normans, and perhaps lasting 300 years, is rather a short interval, before earlier patterns of administration re-emerged. The kingdoms were divided into shires which were ruled by noblemen.

The conquest of England by the Normans in 1066 brought about many changes in the local administration of the country, but some aspects were retained. One of the biggest changes was the introduction of a severe feudal system by the Normans. Although Anglo-Saxon society had also been essentially feudal in character, the Norman system was much more rigid, centralised and thorough. The Anglo-Saxon shire system became less important. However, the system did continue in use. The shires (referred to by the Normans as "counties", in analogy to the system in use in medieval France) remained the major geographical division of England. During the medieval period, local administration basically remained in the hands of the feudal aristocracy, who governed affairs in their fiefs. The basic social units became the parish, manor or township.

### **EXERCISES**

#### **1. Mark the statements True or False according to the information in the text.**

1. During the medieval period, local administration remained in the hands of the feudal aristocracy.	
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2. The conquest of England by the Anglo-Saxons in brought about many changes in the local administration of the country.	
3. Although Norman society had also been essentially feudal character, the Anglo-Saxon system was much more rigid, centralised and thorough.	
4. The feudal system was introduced by the Normans.	
5. According to the concept of local government of Anglo-Saxon England towns and the countryside should be administrated together.	

**2. Choose the correct option.**

1. The kingdoms were *derived/ divided/ introduced* into shires which were ruled by noblemen.
2. The *reduction/ introduction/ introspection* of a feudal system by the Normans made many changes in the local administration of the country.
3. Some aspects of the local administration of England were *retained/ abolished/ reduced* after the conquest by the Normans.
4. The feudal system *abolished/ introduced/ revised* by the Normans lasted about 300 years.
5. Some aspects of the concept of local government of Anglo-Saxon England are *approved/ debated/ derived* from the medieval period.

**3. Match the pairs and translate them into Ukrainian.**

A	B	
1. geographical	a) separately	
2. retain	b) division	
3. divided	c) aristocracy	
4. introduce	d) kingdoms	
5. feudal	e) a system	
6. local	f) units	
7. social	g) aspects	
8. administrate	h) administration	

**4. Choose the correct grammatical option.**

1. Some aspects of the old local administration of the country *has been retained/ were retains/ was retain* after the conquest of England by the Normans.
2. The Anglo-Saxon shire system *became/ to become/ was became* less important.
3. Local administration basically *was remain/ remained/ to remain* in the hands of the feudal aristocracy during the medieval period.
4. The kingdoms were divided *into/ at/ for* shires which were ruled by noblemen.
5. The Norman system *were/ have been/ was* much more rigid, centralised and thorough.

**5. Turn the following sentences from Passive into Active Voice.**

1. A severe feudal system was induced by the Normans.
2. Local administrations basically were kept in the hands of the feudal aristocracy.
3. During the medieval period fiefs' affairs were governed by the feudal aristocracy.
4. The kingdoms were ruled by noblemen.
5. Certain aspects of the concept of local government are derived from the time of Anglo-Saxon England by the modern British administration.

**6. Make up sentences.**

1. biggest/ system/ made/ the/ feudal/ in/ The/ of/ Normans/ one/ changes/ a.
2. period/ controlled/ the/ During/ feudal/ medieval/ local/ the/ aristocracy/ administration.
3. character/ in/ society/ was/ Anglo-Saxon/ essentially/ The/ feudal.
4. of/ in/ The/ administration/ the/ changes/ by/ country/ 1066/ Normans/ many/ in/ the/ of/ caused/ local/ England/ the /conquest.
5. into/ ruled/ the/ which/ shires/ kingdoms/ were/ Noblemen/ divided.

**7. Discuss the following topics.**

1. Anglo-Saxon local authorities.
2. Innovations in the local administration brought by the Normans.
3. Main pattern of local administration during the Middle Ages.

## **TEXT 7. THE EARLY MEDIEVAL PERIOD (1100–1300).**

### **THE RISE OF A TOWN.**

**to suit, unsuited, conquest, medieval, mercantile, to grant, annual rent, exemption, dues, to levy, levy taxes, mayor, a tenet, to run the affairs**

The feudal system introduced by the Normans was designed to govern rural areas which could easily be controlled by a lord. The system was unsuited to governing larger towns, where more complex economic activity was required. At the time of the Norman conquest true urban centres were few in England, but during the early medieval period a growing population and increased mercantile activity led to an increase in the importance of towns.

London, by far the largest settlement in England during the medieval period, had been marked out for special status in the Anglo-Saxon period. William the Conqueror granted London a royal charter in 1075, confirming some of the autonomy and privileges that the city had accumulated during the Saxon period. The charter gave London self-governing status, paying taxes directly to the king in return for remaining outside the feudal system. Other towns later on, for an annual rent to the crown, were given various privileges, such as the exemption from feudal dues, the right to hold a market and the rights to levy certain taxes. It should be noted however, that not all market towns established during this period were self-governing.

The self-governing boroughs are the first recognizably modern aspect of local government in England. Generally, they were run by a town corporation, made up of a council of the town "elders". A mayor was often elected by the council to serve for a given period. The idea of a town council to run the affairs of an individual town remains an important tenet of local government in England today.

### **EXERCISES**

**1. Mark the statements True or False according to the information in the text.**

1. The self-governing boroughs are the first recognisably modern aspect of the feudal local government system in England.	
2. William the Conqueror granted London a royal charter in 1075, abolishing some of its autonomy and privileges.	
3. The feudal system didn't suit the governing of larger towns, where more complex economic activity was required.	
4. The idea of a town council to run the affairs of an individual town doesn't work anymore in England today.	
5. The feudal system introduced by the Normans was designed to govern cities which could easily be controlled by a lord.	

**2. Choose the correct option.**

1. The idea of a town council to run the affairs of an individual town remains an important *tension/ tenet/ trend* of local government in England today.
2. The feudal system was unsuited to the governing of larger towns, where complex economic activity was *required/ abolished/ recognize*.
3. A mayor was often elected by the council to *solve/ serve/ service* for a given period.
4. The feudal system *abolished/ reinforced/ introduced* by the Normans was designed to govern rural areas which could easily be controlled by a lord.
5. A growing population and increased mercantile activity led to an *increase/ interest/ decision* in the importance of towns.

**3. Match the pairs and translate them into Ukrainian.**

A	B	
1. special	a) tenet	
2. levy	b) areas	
3. important	c) system	
4. growing	d) activity	
5. annual	e) council	
6. rural	f) activity	
7. town	g) taxes	
8. mercantile	h) population	
9. feudal	i) rent	

#### 4. Choose the correct option.

1. William the Conqueror *has granted/ granted/ to grant* London a royal charter in 1075.
2. Some towns *were given/ was giving/ was given* various privileges for an annual rent to the crown.
3. A mayor is often elected *for/ in/ by* the council to serve for a given period.
4. The feudal system was introduced *by/ for/ to* the Normans.
5. Town council can *runs/ run/ running* the affairs of an individual town.

#### 5. Make up sentences.

1. designed/ controlled/ areas/ was/ system/ govern/ and/ feudal/ to/ lord/ rural/ could/ easily/ be/ by/ a/ The/.

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2. time/ in/ conquest/ At/ the/ England/ the/ urban/ of/ were/ true/ there/ a/ centres/ few/ Norman.

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3. taxes/ towns/ given/ privileges/ levy/ The/ to/ certain/ to/ as/ were/ rights/ some.

---

4. the/ during/ had/ accumulated/ Conqueror/ London/ some/ the/ confirmed/ of/ period/ and/ that/ autonomy/ the/ William/ Saxon/ privileges.

---

5. granted/ royal/ London/ 1075/ Conqueror/ was/ charter/ the/ a/ William/ by/ in.

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#### 6. Turn the following sentences from Passive into Active Voice.

1. William the Conqueror granted London a royal charter in 1075.
2. Rural areas could easily be controlled by a lord.

3. In England, generally the self-governing boroughs were run by a town corporation.
4. The feudal system was introduced by the Normans.
5. A mayor is often elected by the council to serve for a given period.

**7. Put questions to the underlined words.**

1. The royal charter gave London self-governing status in 1075. (3)

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2. A mayor was often elected by the council to serve for a given period. (3)

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3. An increased mercantile activity led to an increase in the importance of towns. (2)

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**8. Discuss the following topics.**

1. The most suitable areas for medieval local rule.
2. Special status of London.
3. Privileges of medieval towns.

**TEXT 8. THE LATE MEDIEVAL PERIOD (1300-1500) and  
LATER CHANGES (1500-1800s).**

**decline, cause, depopulation, legal system, landowner, replace, exercise,  
militia, asylum, superintendence, charitable, weights and measures,  
distribution, achieve, gradually, current, amend**

By the beginning of the 14th century, the feudal system in England was in decline; the Black Death (1348–1350) causing mass depopulation is widely held to signal the effective end of feudalism. The legal system and sheriffs remained for each county, and what local administration was required was undoubtedly provided by individual parishes or by the local landowners. In towns, where more governance would have been required, the town councils continued to manage local affairs. In the 1540s the office of Lord Lieutenant was instituted in each county, effectively replacing feudal lords as the Crown's direct representative in that county. The lieutenants had a military role, previously exercised by the sheriffs, and were made responsible for raising and organising the county militia.

From the 16th century, the county was increasingly used as a unit of local government. Although "small government" was still the accepted norm, there were an increasing number of responsibilities which could not be fulfilled by individual communities. By the 19th century the county magistrates exercised powers over the licensing of alehouses, the construction of bridges, prisons and asylums, superintendence of main roads, public buildings and charitable institutions, and the regulation of weights and measures.

The development of modern government in England in general began with the Great Reform Act of 1832. The rapid increase in population, and change in population distribution caused by the Industrial Revolution necessitated important reforms in local administration in England, which were achieved gradually throughout the 19th century. The current arrangement of local government in England is the result of a range of measures which have their origins in the municipal reform of the 19th century. During the 20th century, the structure of local

government was reformed and rationalised, with local government areas becoming fewer and larger, and the functions of local councils amended. The way local authorities are funded has also been subject to periodic and significant reform.

## EXERCISES

### 1. Mark the statements True or False according to the information in the text.

1. During the 20th century, the structure of local government was reformed and rationalized, with local government areas being reduced in quantity.	
2. The development of modern government in England in general began with the Great Reform Act of 1832.	
3. The current arrangement of local government in England is the result of a range of measures which have their origins in the reform of the feudal system.	
4. From the 16th century the county was increasingly used as a unit of local government.	
5. The lieutenants had a military role, previously exercised by the sheriffs, and were made responsible for raising and organising the county councils.	

### 2. Choose the correct option.

1. The lieutenants had a military role, previously *established/ exercised/ accepted* by the sheriffs.
2. The *charitable/ gradual/current* arrangement of local government in England is the result of a range of measures.
3. By the beginning of the 14th century, the feudal system in England was in *decline/ progress/ development*.
4. The *decline/ distribution/ development* of modern government in England in general began with the Great Reform Act of 1832.
5. The lieutenants were made *responsible/ charitable/ typical* for raising and organising the county militia.

### 3. Match the pairs and translate them into Ukrainian.

A	B	
1. achieve	a) reform	
2. direct	b) landowners	
3. exercise	c) system	
4. individual	d) councils	
5. local	e) representative	
6. municipal	f) powers	
7. legal	g) increase	
8. rapid	h) gradually	
9. town	i) communities	
10.local	j) affairs	

### 4. Choose the correct grammatical option.

1. During the 20th century, the structure of local government *has reformed/ was reformed/ was to reform* and rationalised.
2. The town councils *continued/ continues/ was continued* to manage local affairs.
3. The development of modern government in England *begin/ was began/ began* with the Great Reform Act of 1832.
4. The legal system and sheriffs *remained/ is remain/ will remains* for each county.
5. The way local authorities *are to funded/ are to funding/ are funded* has also been subject to periodic and significant reform.

### 5. Make up sentences.

1. local/ in/ gradually/ important/ century/ were/ reforms/ 19<sup>th</sup>/ in/ The/ in/ achieved/ the/ England/ administration.
2. measures/ current/ certain/ of/ result/ the/ The/ local/ a/ range/ England/ i/s of/ of/ government/ in/ arrangement.
3. Lord/ the/ of/ office/ 1540s/ the/ county/ instituted/ Lieutenant/ In/ each/ was/ in.
4. government/ in/ England /1832 /The/ the of Reform/ modern /with /in general/ began/ Great/ development/ Act of.

5. The/ military/ role/ a/ county/ responsible/ had/ and/ were/ militia/ made/ for/ and/ organising/ raising/ the/ lieutenants.

**6. Put questions to the underlined words.**

1. By the 19th century the county magistrates exercised powers over the regulation of weights and measures. (3)

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2. During the 20th century, the structure of local government was reformed and rationalised. (2)

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3. The legal system and sheriffs remained for each county. (3)

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**7. Discuss the following topics.**

1. Changes in local administrations in the 14<sup>th</sup> century.
2. Powers of the country magistrates.
3. Developments after the Great reform Act.

## TEXT 9. PUBLIC WELFARE REFORMS

**urban, subsistence, small-scale, cope with, try, poor law, administer, rates, justices of the peace, sewerage, spread of diseases, quasi-governmental organisations, in similar fashion**

During the Industrial Revolution, there were massive population increases, massively increased urbanization (especially in previously unimportant towns), and the creation of an urban poor, who had no means of subsistence. This occasion created many new problems that the small-scale local government apparatus that existed in England could not cope with. Between 1832 and 1888, several laws were passed to try and address these problems.

In 1837 laws were passed allowing rural parishes to group together as Poor Law Unions, in order to administer the Poor Law more effectively; these unions were able to collect taxes ("rates"). Each union was run by a Board of Guardians, partly elected but also including local Justices of the Peace. In 1866, all land that was not part of ecclesiastical parishes was formed into Civil Parishes for the administration of the poor law. In the municipal boroughs, the poor law was administered by the town corporation.

In 1848, a Public Health Act was passed, establishing a Local Board of Health in towns, to regulate sewerage and the spread of diseases. In municipal boroughs, the town corporation selected the board; in other urban areas, the rate-payers elected the boards. Although the boards had legal powers, they were non-governmental organisations.

In 1873 and 1875, further Public Health Acts were passed, which established new quasi-governmental organizations to administer both the poor law and public health and sanitation. Urban sanitary districts were created from the Local Boards of Health and continued to be run in a similar way. Rural sanitary districts were created from the Poor Law Unions, and, again were similarly governed.

## EXERCISES

### 1. Mark the statements True or False according to the information in the text.

1. In municipal boroughs the rate-payers elected the boards.	
2. Public Health Acts were passed to establish new quasi-governmental organisations to administer both the poor law, and public health and sanitation.	
3. The poor law in the county boroughs was administered by the town corporation.	
4. Rural sanitary districts were created from the Poor Law Unions	
5. The boards had no legal powers and they were non-governmental organisations.	

### 2. Choose the correct option.

- In municipal boroughs, the town corporation *separated/ secured/ selected* the board.
- The small-scale local government in England *could not cope/ capable/ control* with new problems.
- Civil Parishes started to *abolish/ advertise/ administer* the poor law.
- Poor Law Unions *included/ concluded/ consisted* local Justices of the Peace.
- Several important laws were *proved/ passed/ elected* between 1832 and 1888.

### 3. Match the pairs and translate.

A	B	
1. legal	a) boroughs	
2. administer	b) organisation	
3. collect	c) problems	
4. municipal	d) diseases	
5. means of	e) public health	
6. spread of	f) revolution	
7. non-governmental	g) subsistence	
8. local	h) taxes	
9. industrial	i) powers	
10. address	j) government	

#### 4. Choose the correct grammatical option.

1. The Public Health Act *has been passed/ was passed/ were passed* in 1848.
2. The rate-payers *elected/ to elect/ were elected* the boards in urban areas.
3. The Public Health Act *is established/ established/ was established* a Local Board of Health in towns.
4. Poor Law Unions *were able/ was able/ has been able* to collect taxes.
5. Each Poor Law Union was run *by/ for/ on* a partly elected Board of Guardians.

#### 5. Make up sentences.

1. means/ revolution/ the/ did/ industrial/ subsistence/ During/ have/ poor/ urban/ not/ of.
2. Health/ towns/ Local/ Health/ in/ Board/ established/ Public/ The/ Act/ a/ of.
3. of/ were/ organisations/ not/ Health/ they/ powers/ have/ did/ Local/ legal/ non-governmental/ but/ Boards.
4. Unions/ districts/ sanitary/ Poor/ the/ created/ were/ from/ Rural/ Law.
5. Public/ had/ spread/ sewerage/ diseases/ Act/ Health/ and/ regulate/ the/ The/ to/ of.

#### 6. Turn the following sentences from Passive into Active Voice.

1. In order to administer the Poor Law more effectively, some laws were passed.
2. The poor law in the municipal boroughs was administered by the town corporation.
3. Each Poor Law Union was run by a partly elected Board of Guardians.
4. The Public Health Act was passed in 1848.
5. Sewerage and the spread of diseases were regulated by The Public Health Act.

#### 7. Put questions to underlined words.

1. In municipal boroughs, the town corporation selected the board. (3)
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2. Public Health Acts established new quasi-governmental organisations to administer both the poor law, and public health and sanitation. (3)

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3. The rate-payers elected the boards in urban areas. (4)

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4. Civil Parishes started to administer the poor law. (3)

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5. Poor Law Unions included local Justices of the Peace. (2)

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**8. Discuss the following topics.**

1. The increase of poor population.
2. Reasons for Civil Parishes formation.
3. Public Health Acts adoption.

## **TEXT 10. THE WAY OF DEVELOPMENT OF THE BRITISH SYSTEM OF LOCAL GOVERNMENT**

**welfare, happen, affect, adoption, social insurance, transfer, cut down,  
approach, detachment, common law, grant powers, extend**

The British state has been transformed from a welfare model to a contract one since the end of the 20<sup>th</sup> century. There has also happened a revolution in the way in which public organizations have been managed. All public services have been affected by the adoption of a new system of public business.

During the 19<sup>th</sup> and up to the end of the 20<sup>th</sup> centuries, the role of the state was essentially a regulatory one, regulating the dominant private sector and providing law and order, and defense in the public sphere. After World War I, the state took greater responsibility for housing, education, health and social insurance. During World War II the British government planned and controlled the whole war economy.

After World War II the country returned to a peace-time economy, and the welfare social model was introduced. Taxes were increased and these resources were transferred to the social sphere. The staff of the civil service and local governments grew. The Conservatives put central power bodies at the head, cutting down the finances and rights of local communities. The New Labor Party has changed that approach. Nowadays local governments bear responsibilities for the environmental, physical and infrastructural development of their communities. The central government gives greater rights to local governments, including education, social and communal services, fire and police detachments.

Under the Local Government Act of 2000, councils had a general power to "promote economic, social and environmental well-being" of their area. However, like all public bodies, they were limited and could only do things that common law or an Act of Parliament specifically or generally allowed for. Councils could promote Local Acts in Parliament to grant them special powers. The Local Act of 2011 introduced a new "general power of competence" for local authorities,

extending the "well-being" power with the power to "do anything that individuals generally may do". This means, in effect, that nothing otherwise lawful that a local authority may wish to do can be done. As of 2013, these powers are available to all principal local authorities and some parish councils. The extended powers have not been extensively used. Since 2013, a varyingly sized part of Business Rates has been retained locally, and only the remainder is pooled and redistributed; the redistribution is according to a new basic formula.

## EXERCISES

### 1. Mark the statements True or False according to the information in the text.

1. After World War II taxes were decreased and these resources were transferred to the social sphere.	
2. The welfare social model in Britain was introduced before World War II.	
3. Councils could promote Local Acts in Parliament to give them special powers.	
4. Conservatives put central power bodies at the head, decreasing the finances and rights of local communities.	
5. During World War II the British government partially planned and controlled the war economy.	

### 2. Choose the correct option.

1. Public organizations *organize/ produce/ manage* various matters in different spheres.
2. The federal government *rejected/ decreased/ increased* rights of local communities.
3. The role of the state is a *inefficient/ unique/ regulatory* one.
4. They *adopted/ organized/ published* a new system of public management.
5. The central government *describes/ gives/ divides* greater rights to communities.

### 3. Match the pairs and translate then into Ukrainian.

A	B	
1. parish	a) sphere	
2. central	b) sector	
3. public	c) power	
4. social	d) responsibilities	
5. local	e) resources	
6. private	f) insurance	
7. communal	g) councils	
8. general	h) power	
9. transfer	i) services	
10. bear	j) authority	

### 4. Choose the correct grammatical option.

1. The local government *appeared/ has appeared/ appears* a few centuries ago.
2. The government *is implementing/ has implemented/ has been implementing* the decentralization policy for the last ten years.
3. They *has regulated/ were regulating/ regulated* the laws in the private sphere during the 1970s.
4. Housing construction *will be financed/ will have been financed/ will be financing* to a full extent by the next year.
5. The approach of different parties sometimes *is varying/ varies/ were varied*.

### 5. Turn the following sentences from Active into Passive Voice.

1. Police detachments conduct exercises at regular intervals.
2. The government increased the role of local governments after the change of the Cabinet.
3. Educational programs will improve gradually.
4. Local governments have cut down the communal taxes.
5. Power bodies are transferring resources from the centre to the localities.

### 5. Complete the sentences with the correct prepositions.

1. The state took greater responsibility \_\_\_ the welfare of the citizens.

2. They were affected \_\_\_ the adoption \_\_\_\_ new Acts of Parliament.
3. The Constitution guarantees rights \_\_\_\_ education, work, assemblies, etc. \_\_\_\_ the citizens.
4. The resources should be transferred \_\_\_\_ the social sphere \_\_\_\_ the local level.
5. The governing party is \_\_\_\_ the head \_\_\_\_ the privatization process.

**6. Make up sentences.**

1. supports/public/a/government/system/The/management/of/new.
2. The/increased/local/rights/of/been/communities/have.
3. local/spheres/responsible/different/The/social/state/is/for.
4. citizens/parliament/for/government/bear/The/their/responsibilities/and.
5. programs/communities/for/introduce/local/the/gather/and/development/taxes/new.

**7. Discuss the following topics.**

1. The welfare model: general principles.
2. Social state: characteristics and European examples.
3. Business and social sphere.
4. Responsibilities of the local government.

## LOCAL GOVERNMENT IN THE USA

### TEXT 11. LOCAL GOVERNMENT STRUCTURE IN THE US

**jurisdiction, tier, rural, suburban, perfunctory, purpose, census, school district, to encompass**

Local government in the United States refers to governmental jurisdictions below the level of the state. Most states have at least two tiers of local government: counties and municipalities. In some states, counties are divided into townships. There are several different types of jurisdictions at the municipal level, including the city, town, borough, and village. The types and nature of these municipal entities vary from state to state. Many rural areas and even some suburban areas of many states have no municipal government below the county level. In other places, consolidated city-county jurisdictions exist, in which city and county functions are managed by a single municipal government. In some New England states, towns are the primary unit of local government and counties have no governmental function but exist in a purely perfunctory capacity (e.g. for census data).

In addition to general-purpose local governments, there may be local or regional special-purpose local governments such as school districts and districts for fire protection, sanitary sewer service, public transportation, public libraries, or water resource management. Such special-purpose districts often encompass areas in multiple municipalities. As of 2012, there were 89,055 local government units in the United States.

### EXERCISES

#### 1. Choose the correct option.

1. In the USA, the types and nature of municipal entities *changes/ differ/ manages* from state to state.
2. In some states, counties are *shared/ varied/ divided* into townships.
3. City and county functions can be *controlled/ divided/ varied* by a single municipal government.

4. Local government in the United States *concerns/ refers/ divides* to governmental jurisdictions below the level of the state.
5. Special purpose districts often *comprise/ consist/ divide* areas in multiple municipalities.

**2. Match the pairs and translate then into Ukrainian.**

A	B	
1. primary	a) protection	
2. general	b) management	
3. resource	c) level	
4. fire	d) jurisdiction	
5. public	e) area	
6. governmental	f) unit	
7. municipal	g) purpose	
8. rural	h) library	

**3. Choose the correct grammatical option.**

1. Single municipal government *can manage/ to manage/ managers* both city and county functions.
2. Water resource management and sanitary sewer service *belongs/ belong/ is belong* to local or regional special-purpose local governments.
3. In some New England states counties *does not/ not/ do not* have governmental function.
4. Counties and municipalities *do/ are/ have* tiers of local government.
5. There are several different types of jurisdictions *at/ for/ in* the municipal level.

**4. Put questions to underlined words.**

1. In some states, counties are divided into townships. (3)

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2. City and county functions are managed by a single municipal government. (2)

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3. In 2012, there were 89,055 local government units in the United States. (3)

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4. Many rural areas of some states have no municipal government below the county level. (2)

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**5. Discuss the following topics.**

1. Levels of local government division.
2. Special types of local governments.

## TEXT 12. HISTORY OF THE US LOCAL GOVERNMENT

**onward, shareholder, stockholder, enterprise, vest, accept, pure, adult males, lay taxes, elect officers, universal suffrage, universal suffrage, property owner, restriction, prevent, campaigning, voters, treat, charter, share, retain control, zoning, ordinance, layout, so forth**

When America was settled by Europeans from the 17th century onward, there was initially little control from governments back in Europe. Many settlements began as shareholder or stockholder business enterprises, and while the king of Britain had technical sovereignty, in most instances "full governmental authority was vested in the company itself." Settlers had to care for themselves; compact towns sprung up. The people, owing to the necessity of guarding against the Indians and wild animals, and to their desire to attend the same church, settled in small, compact communities, or townships, which they called towns. The town was a legal corporation, was the political unit, and was represented in the General Court. The notion of self-government became accepted in the New England colonies in the late 17th century. It was a democracy of the purest type.

Several times a year the adult males met in town meeting to discuss public questions, to lay taxes, to make local laws, and to elect officers. There was no universal suffrage. Typically, voters were white males described as "property owners" aged twenty-one and older, but sometimes the restrictions were greater, and in practice, persons able to participate in elections were few. Women were prevented from voting (although there were a few exceptions) and African-Americans were excluded. Campaigning by candidates was different from today's. There were no mass media or advertising. Candidates talked with voters in person, greeted and often visited them. In some areas, candidates offered voters food and drink, giving "treats" to opponents as well as supporters.

After the American Revolution, the electorate chose the governing councils in almost every American municipality, and state governments began issuing

municipal charters. During the 19th century, many municipalities were granted charters by the state governments and became technically municipal corporations. Townships and county governments and city councils shared much of the responsibility for decision-making which varied from state to state.

As the United States grew in size and complexity, decision-making authority for issues such as business regulation, taxation, and environmental regulation moved to state governments and the national government, while local governments retained control over such matters as zoning issues, property taxes, and public parks. The concept of "zoning" originated in the U.S. during the 1920s, when a state law gave certain townships or other local governing bodies authority to decide how land was used; a typical zoning ordinance has a map of a parcel of land attached to a statement specifying how that land can be used, how buildings can be laid out, and so forth.

## EXERCISES

### 1. Mark the statements True or False according to the information in the text.

1. The notion of "universal suffrage" meant that women and African Americans were excluded from voting.	
2. Campaigning by candidates started to use mass media and advertising before the American Revolution.	
3. The people settled in small, compact communities, or townships, due to the necessity of trade and communication.	
4. In the late XVII-th century, typically, voters were white males described as "property owners" aged twenty-one and older.	
5. The town was a legal corporation but was not a political unit.	

### 2. Choose the correct option.

1. The concept of "zoning" originated in the U.S. when a state law gave certain local governing bodies *rights/ votes/ freedoms* to decide how to use the land.
2. During the 19th century, many municipalities were *prevented/ shared/ given* charters by the state governments.

3. The adult males could *elect/ negotiate/ restrict* public questions, make local laws and elect officers.
4. Local governments *managed/ retained/ shared* such matters as zoning issues, property taxes, and public parks.
5. Sometimes candidates offered different presents to *elections/ voters/ opponents* for their support.

**3. Match the pairs and translate them into Ukrainian.**

A	B	
1. participate in	a) taxes	
2. political	b) authority	
3. retain	c) question	
4. business	d) responsibility	
5. municipal	e) community	
6. compact	f) control	
7. share	g) elections	
8. governmental	h) corporation	
9. property	i) unit	
10. public	j) enterprise	

**4. Choose the correct grammatical option.**

1. In some areas, candidates *gave/ gives/ was giving* voters food and drink.
2. Decision-making authority for many important issues *shifting/ to shift/ shifted* to state governments and the national government.
3. Several times a year the adult men *discussed/ was discuss/ has discussed* public questions.
4. During the 19th century, many municipalities *have/ had/ has* charters by the state governments.
5. Women did not have right *in/ to /for* vote.

**5. Make up sentences.**

1. the/ voters/ candidates/ election/ with/ During/ communicated/ person/ often/ in/ campaign.

2. started/ century,/ In/ settle/ to/ America/ 17th/ in Europeans.
3. appeared/ the/ in/ XVIIth/ in/ England/ the/ New/ late/ Self-government/ century/ colonies.
4. their/ had/ to/ property/ for/ Settlers/ care/ safety/ and.
5. charters/ governments/ the/ began/ Revolution/ after/ American/ issue/ State/ to/ municipal.

**6. Turn the following sentences from Active into Passive Voice.**

1. The electorate chose the governing councils in almost every American municipality.
2. During the 19th century, state governments granted charters to many municipalities.
3. Local governments retained control over many issues like property taxes and public parks.
4. The state law gave certain townships or other local governing bodies authority to decide how to use land.
5. Townships and county governments shared responsibility for decision-making.

**7. Put questions to underlined words.**

1. During the election campaign candidates often communicated with voters in person. (4)

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2. In the 17th century, Europeans started to settle in America. (4)

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3. Self-government appeared in the New England colonies in the late 17th century. (3)

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4. Settlers had to care for their property and safety. (3)

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5. State governments began to issue municipal charters after the American Revolution. (4)

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**8. Discuss the following topics.**

1. The origin of the US local government.
2. Reasons for organizing local government.
3. Typical American voters.
4. Spheres of control of the state and local governments.

## USEFUL VOCABULARY

local	місцевий
self-government	самоуправління
level	рівень
require	вимагати
precise	точний
define	визначати
possibility	можливість
political will	політична воля
support	підтримка
solve	вирішити
issue	питання
recognize	визнати
in accordance (with)	згідно
implementation	впровадження
determine	вирішити
setting	встановлення
fees	виплати
to a full extent	повною мірою
interfere	втручатись; перешкоджати
enjoy	користуватись
reflect	відображати
share	поділяти; доля
spending	витрата
Gross National Product	сукупний валовий продукт
bear responsibility	нести відповідальність
performance	виконання (обов'язків)
increase	збільшувати; зростати
child-care	турбота про дітей
the elderly	літні люди;
amendment	поправка
provide	забезпечити
county	графство
Ministry of Interior	Міністерство внутрішніх справ
nursing home	будинок літніх людей
score	рахунок
assess	оцінювати
average	середній
aim at	ставити на меті
accountable	підзвітній
decision-maker	той, що приймає рішення
resources	ресурси

cost indicator	показник вартості
consumer satisfaction	задовільнення споживача
due to	завдяки
available	наявний; присутній
service providing	забезпечення/надання послуг
to a large extent	в значній мірі
define	визначити
objective	мета
need	потреба
create	створити
sewage	каналізація
waste disposal (dump)	позбуття відходів (звалище)
separately	окремо
influence	вплив
conduct	поведінка
prerequisite	передмова
vest	наділяти
provision	забезпечення
maintaining	підтримка; утримання
subject	той, що підлягає
tax	податок
revenue	дохід
allocate	розподіляти
public perception	громадське сприйняття
public opinion	громадська думка
contradict	протирічати
to be willing	бажати
vote	голосувати
councilor	радник
stay	залишатись
elections	вибори
wealthy	заможний
assessment	оцінка
local council	місцева рада
satisfy the needs	задовольнити потреби
ordinary	звичайний
care	доглядати
property	власність
rent	оренда
permit	дозвіл
construction	будівництво
goods	товари
pattern	модель

complex	складний
distribution	розподіл
vary	відрізнятися
according to	відповідно до
arrangement	домовленість
concern	стосуватися
abolish	скасовувати
unelected (non-elected)	не обраний
exclude	виключати
county council	рада графства (орган місцевого самоврядування, що відповідає за ремонт і будівництво доріг, поліцію, пожежну службу, тощо)
housing	житлове будівництво, забезпеченість житлом
dubbed unitary authorities	дубльовані унітарні органи влади
borough	район
parish	цивільний округ (одиниця адміністративного поділу; аналогічна графствам)
undertake	вживати
allotment	ділянка
unitary	унітарій (одиниця адміністративного поділу, аналогічна району)
differentiate	відрізняти(ся)
uniform	одноманітний
tend	мати тенденцію (до чого-л.)
exist	існувати
derive	визначати походження; походити
emerge	з'являтися
shire	графство
noblemen	аристократ, дворянин, титулована особа
retain	залишати
severe	суворий, вимогливий
rigid	суворий, жорсткий
thorough	ретельний
fief	феод
manor	маєток
township	містечко, селище
suit	задовольняти
unsuited	невідповідний
conquest	завоювання
medieval	середньовічний

mercantile	торговельний
grant	надавати, дарувати
annual rent	річна рента
exemption	звільнення
dues	збори
levy	збирати, оподаткувати
levy taxes	збирати податки
mayor	мер
to run the affairs	керувати справами
tenet	принцип
decline	занепад; зниження
cause	викликати, бути причиною
depopulation	зменшення населення
legal system	правова система
landowner	землевласник
replace	замінювати
exercise	здійснювати
militia	міліція
asylum	притулок
superintendence	завідування
charitable	благодійний
weights and measures	ваги і заходи
distribution	розподіл
achieve	досягати
gradually	поступово
current	нинішній, сучасний
amend	вносити поправки
urban	міський
subsistence	існування
small-scale	невеликий
cope with	впоратися з
try	намагатися
Poor Law	закон про бідних
administer	управляти
rates	ставки
Justices of the Peace	світові судді
sewerage	каналізація
spread of diseases	поширення хвороб
quasi-governmental organisations	квазі-урядові організації (неурядові)
in similar fashion	аналогічно
welfare	добробут
happen	трапитись
affect	впливати

adoption	прийняття
social insurance	соціальне страхування
transfer	переводити
cut down	скоротити
approach	підхід
detachment	об'єднання; відділ
common law	загальне право; неписаний закон
grant powers	надавати право/повноваження
extend	поширювати
jurisdiction	юрисдикція
tier	ярус; рівень
rural	сільський
suburban	приміський
perfunctory	поверхневий
purpose	мета
census	перепис
school district	шкільний округ
encompass	охоплювати
onward	в подальшому
shareholder, stockholder	акціонер
enterprise	підприємство
vest	наділяти, покладати
accept	приймати
pure	чистий
adult males	дорослі чоловіки
lay taxes	установлювати податки
elect officers	обрати посадових осіб
universal suffrage	загальне виборче право
property owner	власник майна
restriction	обмеження
prevent	запобігати
campaigning	агітація
voters	виборці
treat	частування
charter	чартер, хартія
share	частка
retain control	зберігати контроль
zoning	зонування
ordinance	статут
lay out	викладати
so forth	так далі

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