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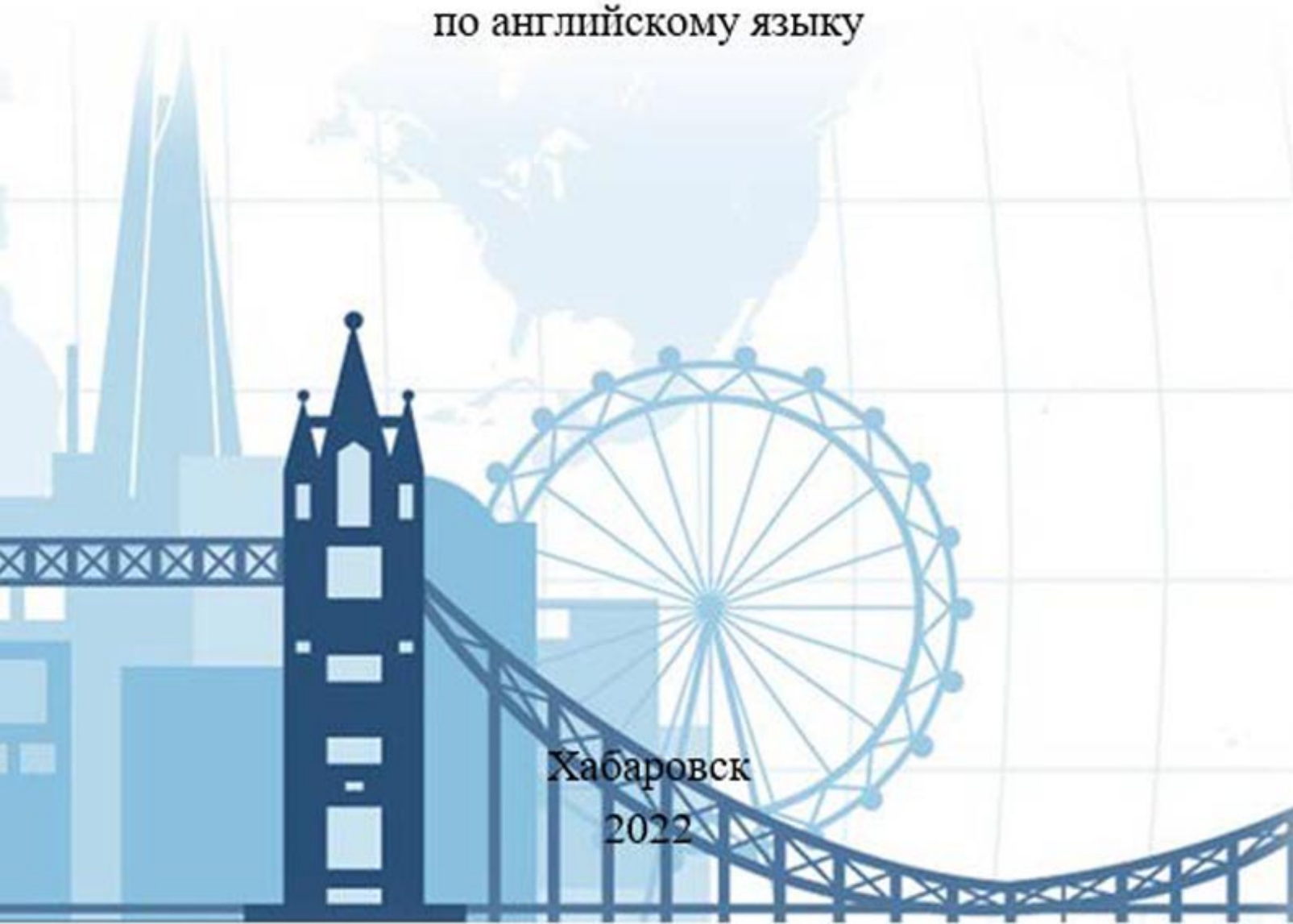
Professional English for Administrators

Учебное пособие
по английскому языку



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Unit 1
SYSTEMS OF GOVERNMENT

Text 1

Задания:

I. Изучите следующие слова и словосочетания.

1.	sense	смысл
2.	entity	общность
3.	influential	влиятельный
4.	definition	определение
5.	legitimate violence	законное насилие
6.	to impose	устанавливать (закон)
7.	legal order	законный порядок
8.	armed forces	вооруженные силы
9.	state bureaucracy	государственная бюрократия
10.	law	закон; право
11.	court	суд
12.	to enforce	принудительно применять
13.	to govern	править, управлять
14.	to exert	влиять; проявлять
15.	legitimacy	законность
16.	self-determined	независимый, самоопределенный
17.	order	порядок
18.	to hold	удерживать, держать
19.	autocracy	автократия
20.	oligarchy	олигархия
21.	anarchy	анархия

II. Прочтите и переведите текст устно.

BASIC DEFINITIONS IN PUBLIC ADMINISTRATION

The word state has both an empirical and a juridical sense, i.e., entities can be states either de facto or de jure or both.

Empirically (or de facto), an entity is a state if, as in Max Weber's influential definition, it is that organization that has a monopoly on legitimate violence over a specific territory. Such an entity imposes its own legal order over a territory, even if it is not legally recognized as a state by other states. It may include the armed forces, civil service or state bureaucracy, courts, and police.

Juridically (or de jure), an entity is a state in international law if it is recognized as such by other states, even if it does not actually have a monopoly on the

legitimate use of force over a territory.

A government is a body that has the people to make and the rulers to enforce rules and laws within a civil, corporate, religious, academic, or other organization or group. In its broadest sense, "to govern" means to rule over or supervise, whether over a state, a set group of people, or a collection of people.

Sovereignty is the ability of a government to exert control over its territory free from outside influence. One commentator highlights the difficulty of precisely defining sovereignty, but describes it as possessing meanings including "absolute, unlimited control or power," "a symbol of political legitimacy," "self-determined national independence," and "constitutional order."

Governments are often classified according to the number of people who hold political power.

•**In autocracies**, one individual holds all the power. This category includes absolute monarchies as well as dictatorships.

•**In oligarchies**, political power is held by a small group of people who share the same interests.

•**Democracies** are governments where the people as a whole hold the power. It may be exercised by them (direct democracy), or through representatives chosen by them (representative democracy).

•**Anarchy** is a lack of government or imposed rule.

III. Отработайте произношение следующих слов и словосочетаний. Переведите слова и словосочетания на русский язык.

An empirical sense; a juridical sense; influential definition; a monopoly; legitimate violence; to impose; legal order; state bureaucracy; courts and police; empirically; legitimate use of force; to enforce rules and laws; to govern; sovereignty; to exert control over; outside influence; political legitimacy; self-determined national independence; constitutional order; autocracies; oligarchies; democracies; anarchy.

IV. Продолжите фразу, цитируя текст…

1. The word state has both …
2. Empirically (or de facto), an entity is a state if …
3. Juridically (or de jure), an entity is a state …
4. To govern means …
5. In autocracies, one individual …
6. In oligarchies, political power …
7. Democracies are governments …
8. Anarchy is a lack of …

V. Ответьте на вопросы:

1. What is a state?
2. What is a government?
3. What is sovereignty?
4. How are governments classified as?

VI. Перескажите текст, используя следующее выражение: The text is about …

Text 2

Задания:

I. Изучите следующие слова и словосочетания.

1.	antiquity	античность
2.	afterlife	последующие годы жизни
3.	thought	мысль
4.	to contribute	вносить вклад
5.	dissolution	прекращение; исчезновение
6.	suzerain	сюзерен; протекторат
7.	anointed	помазанный
8.	hierarchy	иерархия
9.	to rule	править, управлять, властвовать
10.	will	воля, желание
11.	mutual	взаимный
12.	dependence	зависимость
13.	taxation	налогообложение
14.	to obtain	приобретать
15.	nobility	аристократия; дворянство
16.	estate	сословие
17.	to negotiate	вести переговоры, договариваться
18.	to constitute	основывать, образовывать, учреждать
19.	to culminate	достигать высшей точки
20.	to embark on	начинать
21.	to increase	увеличивать(-ся)
22.	to exhibit	проявлять
23.	delineation	очертание, описание
24.	to defeat	аннулировать
25.	to co-opt	кооптировать
26.	lesser	меньше

27.	claim	претензия, жалоба
28.	to emerge	возникать
29.	to took form	приобретать форму
30.	permanent	постоянный
31.	embassies	посольства
32.	mercantile	торговый, коммерческий

II. Прочтите и переведите текст.

HISTORY OF THE STATE

The history of the state in the West usually begins with classical antiquity. During that period, the state took a variety of forms, none of them very much like the modern state. There were monarchies whose power (like that of the Egyptian Pharaoh) was based on the religious function of the king and his control of a centralized army.

Perhaps the most important political innovations of classical antiquity came from the Greek city-states and the Roman Republic. The Greek city-states before the 4th century granted citizenship rights to their free population, and in Athens these rights were combined with a directly democratic form of government that was to have a long afterlife in political thought and history.

In contrast, Rome developed from a monarchy into a republic, governed by a senate dominated by the Roman aristocracy. The Roman political system contributed to the development of law, constitutionalism and to the distinction between the private and the public spheres.

The story of the development of the specifically modern state in the West typically begins with the dissolution of the Western Roman Empire. The state-system of feudal Europe was an unstable configuration of suzerains and anointed kings. A monarch, formally at the head of a hierarchy of sovereigns, was not an absolute power who could rule at will; instead, relations between lords and monarchs were mediated by varying degrees of mutual dependence, which was ensured by the absence of a centralized system of taxation. This reality ensured that each ruler needed to obtain the "consent" of each estate in the realm.*

The formalization of the struggles over taxation between the monarch and other elements of society (especially the nobility and the cities) gave rise to what is now called the state of Estates, characterized by parliaments in which key social groups negotiated with the king about legal and economic matters. Beginning in the 15th century, this centralizing process gives rise to the absolutist state.

The rise of the "modern state" as a public power constituting the supreme political authority within a defined territory is associated with Western Europe's gradual institutional development beginning in earnest in the late 15th century, culminating in the rise of absolutism and capitalism.

As Europe's dynastic states – England under the Tudors, Spain under the

Hapsburgs, and France under the Bourbons – embarked on a variety of programs designed to increase centralized political and economic control, they increasingly exhibited many of that characterize the "modern state." This centralization of power involved the delineation of political boundaries, as European monarchs gradually defeated or co-opted other sources of power, such as the Church and lesser nobility. In place of the fragmented system of feudal rule, with its often indistinct territorial claims, large, unitary states with extensive control over definite territories emerged. This process gave rise to the highly centralized and increasingly bureaucratic forms of absolute monarchical rule of the 17th and 18th centuries, when the principal features of the contemporary state system took form, including the introduction of a standing army, a central taxation system, diplomatic relations with permanent embassies, and the development of state economic policy – mercantilism.

Notes:

"consent" of each estate in the realm – согласие каждого сословия в королевстве
the state of Estates – сословное государство

III. Отработайте произношение следующих слов и словосочетаний. Переведите слова и словосочетания на русский язык.

antiquity; a variety of forms; monarchies; the Greek city-states; the Roman Republic; citizenship rights; aristocracy; the development of law; the private and the public spheres; the specifically modern state; the dissolution of the Western Roman Empire; feudal Europe; suzerains and anointed kings; a hierarchy of sovereigns; an absolute power; mutual dependence; system of taxation; the nobility; the state of Estate; the absolutist state; the supreme political authority; gradual institutional development; the rise of absolutism and capitalism; centralized political and economic control; the institutional features; the delineation of political boundaries; unitary states; extensive control; the contemporary state system; diplomatic relations; permanent embassies; mercantilism.

IV. Назовите ключевые факты, содержащиеся в тексте.

V. Определите, является ли утверждение:

1. The most modern states developed from a monarchy into a republic.
2. The most important political innovations of classical antiquity came from the Greek city-states and the Roman Republic.
3. The state is the historical category.

– ложным,

– истинным,

– нет информации в тексте.

VI. Перескажите текст, используя следующее выражение: The text is about …

Text 3

Задания:

I. Изучите следующие слова и словосочетания.

1.	to employ	нанимать
2.	to maintain	поддерживать
3.	to establish	учреждать
4.	secrecy	секретность
5.	censorship	цензура
6.	agreement	соглашение
7.	legitimacy	законность
8.	justice	правосудие, справедливость
9.	social welfare	социальное обеспечение
10.	to claim	жаловаться
11.	deities	божество (зд.: элита)
12.	shop	должность, служба, занятие
13.	post	положение, должность
14.	benefit	выгода, польза, пособие, льгота
15.	despotism	тирания
16.	to carry out	выполнять
17.	laissez-faire	невмешательство
18.	office power	должностные полномочия
19.	office rule	должностной устав (обязанности)
20.	officialdom	чиновничество
21.	perversion	извращение (зд.: подмена)
22.	lost sight	упущенный из виду (забытый)
23.	corollary	вывод, заключение, взгляд
24.	endeavor	попытка, старание, стремление
25.	to pursue	преследовать
26.	encompass	заключать, охватывать, выполнять
27.	abuse	насилие, плохое обращение
28.	day-to-day functions	повседневные обязанности
29.	inherently	свойственно, неотъемлемо, присуще

II. Прочтите и переведите текст.

PUBLIC ADMINISTRATION

Government can be defined as the political and administrative institutions of a society. It is the institution found in every civilized society.

Governments concern themselves with regulating and administering many areas of human activity, such as trade, education, or medicine. Governments also employ different methods to maintain the established order, such as secrecy, censorship, police and military forces (particularly under despotism) making agreements with other states, and maintaining support within the state. Typical methods of maintaining support and legitimacy include providing the infrastructure for administration, justice, transport, communication, social welfare, etc.; claiming support from deities; providing benefits to elites; providing shops for important posts within the state; limiting the power of the state through laws and constitutions; and appealing to nationalism. The modern standard unit of territory is a country. In addition to the meaning used above, the word state can refer either to a government or to its territory. Within a territory, subnational entities may have local governments which do not have the full power of a national government (for example, they will generally lack the authority to declare war or carry out diplomacy).

Different political ideologies hold different ideas on what the government should or should not do. One political spectrum related to the role of government is that of personal freedom, from authoritarianism to liberalism to libertarianism. Economic policy can range from a command economy to laissez-faire, with most countries using some form of mixed economy with various degrees of government involvement.

The word "BUREAUCRACY" stems from the word "bureau," used from the early 18th century in Western Europe not just to refer to a writing desk, but to an office, i.e. a workplace, where officials worked. The original French meaning of the word *bureau* was the baize used to cover desks. The term bureaucracy came into use shortly before the French Revolution of 1789, and from there rapidly spread to other countries. The Greek suffix – *-kratia o r-kratos* means "power" or "rule." Bureaucracy thus basically means office power or office rule, the rule of the officialdom.

There is a traditional controversy about bureaucracy, namely the perversion of means and ends so that means become ends in themselves, and the greater good is lost sight of; as a corollary, the substitution of *sectional* interests for the *general* interest. The suggestion here is that, left uncontrolled, the bureaucracy will become increasingly self-serving and, rather than serving society.

Public administration can be broadly described as the study and implementation of policy. As a moral endeavor, public administration is linked to pursuing the public good through the creation of civil society and social justice. The adjective "public" often denotes "government", though it increasingly encompasses non-governmental organizations such as those of civil society or any entity and its management not specifically

acting in self-interest.

The term "public administration" sometimes is taken to refer to bureaucracy (as in the federal administration in the USA). Although often used negatively as a term of abuse, bureaucracy is needed to perform day-to-day functions of government. Public administration and bureaucracy are, in a sense, the same things.

Political management is a broad category encompassing a number of activities in professional politics. The field includes campaign management, advertisement creation, purchasing, grassroots politics, strategic research, issue advocacy, lobbying, fundraising, and polling. Some consider political management to be an applied form of political science.

Public management is a perspective on government and non-profit administration which contends that public and private-sector management are alike in most important ways. As such, there are management tools to be taught to – whether public or private – and those are applied to maximizing [government] efficiency and effectiveness. This is often contrasted with the study of public administration, which emphasizes the public good as well as social and cultural drivers of government that many contend make it inherently different from managing in the private sector.

Notes:

1. *providing* ***shops for important posts – должность, служба , занятие, обеспечение должностей на главные посты***
2. *Public administration – государственное администрирование; управление на государственном и местном уровне*
3. *public good – общественное добро*
4. *sub-national entities – административно-территориальные единицы*
5. *Political management – политический менеджмент*
6. *Public management – государственный менеджмент*
7. *non-profit administration – управление некоммерческими организациями*
8. *private-sector management – управление частным сектором*

III. Отработайте произношение следующих слов и словосочетаний.

a society; civilized society; secrecy; censorship; despotism; legitimacy; social welfare; deities; diplomacy; ideologies; personal freedom; authoritarianism; liberalism; libertarianism; laissez-faire; involvement; bureaucracy; officials; officialdom; perversion; controversy; endeavor; entity; bureaucrats; encompass; advertisement; strategic research; advocacy; lobbying; fundraising; polling; perspective; private-sector management; efficiency and effectiveness; emphasize; private sector.