

МИНИСТЕРСТВО СЕЛЬСКОГО ХОЗЯЙСТВА РОССИЙСКОЙ ФЕДЕРАЦИИ
ДЕПАРТАМЕНТ ОБРАЗОВАНИЯ, НАУЧНО-ТЕХНОЛОГИЧЕСКОЙ ПОЛИТИКИ
И РЫБОХОЗЯЙСТВЕННОГО КОМПЛЕКСА

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ
УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ
«ДОНСКОЙ ГОСУДАРСТВЕННЫЙ АГРАРНЫЙ УНИВЕРСИТЕТ»
(ФГБОУ ВО Донской ГАУ)

АЗОВО-ЧЕРНОМОРСКИЙ ИНЖЕНЕРНЫЙ ИНСТИТУТ – ФИЛИАЛ
ФЕДЕРАЛЬНОГО ГОСУДАРСТВЕННОГО БЮДЖЕТНОГО ОБРАЗОВАТЕЛЬНОГО
УЧРЕЖДЕНИЯ ВЫСШЕГО ОБРАЗОВАНИЯ
«ДОНСКОЙ ГОСУДАРСТВЕННЫЙ АГРАРНЫЙ УНИВЕРСИТЕТ» В Г. ЗЕРНОГРАДЕ
(Азово-Черноморский инженерный институт ФГБОУ ВО Донской ГАУ)

Кафедра гуманитарных дисциплин
и иностранных языков

Ю.В. Новикова

**АНГЛИЙСКИЙ ЯЗЫК
ДЛЯ НАПРАВЛЕНИЯ ПОДГОТОВКИ
«ГОСУДАРСТВЕННОЕ И МУНИЦИПАЛЬНОЕ
УПРАВЛЕНИЕ»**

Учебное пособие

Зерноград – 2022

УДК 338.2 (076)

*Печатается по решению методической комиссии
по направлению подготовки
38.03.04 – Государственное и муниципальное управление
Азово-Черноморского инженерного института
федерального государственного бюджетного образовательного
учреждения высшего образования
«Донской государственный аграрный университет» в г. Зернограде*

Рецензенты:

кандидат филологических наук, профессор кафедры
«Гуманитарные дисциплины и иностранные языки»
Азово-Черноморского инженерного института **Крылова М.Н.**,
кандидат философских наук, заведующая кафедрой
«Гуманитарные дисциплины и иностранные языки»
Азово-Черноморского инженерного института **Остапенко И.А.**

Новикова, Ю.В. Английский язык для направления подготовки «Государственное и муниципальное управление»: учебное пособие / Ю.В. Новикова. – Зерноград: Азово-Черноморский инженерный институт ФГБОУ ВО Донской ГАУ, 2022. – 43 с.

Учебное пособие составлено в соответствии с ФГОС ВО для подготовки бакалавров по направлению подготовки «Государственное и муниципальное управление», профиль «Муниципальное управление». Цель данного пособия – формирование и совершенствование навыков чтения и перевода аутентичных текстов, расширение, закрепление у обучающихся лексического запаса по направлению подготовки, развитие навыков устной речи, формирование профессионально ориентированной коммуникативной компетенции. Пособие предназначено как для аудиторной работы, так и для самостоятельной работы студентов.

Рассмотрено и одобрено на заседании кафедры гуманитарных дисциплин
и иностранных языков.

Протокол № 4 от 23 ноября 2021 г.

Рассмотрено и одобрено методической комиссией
по направлению подготовки

«Государственное и муниципальное управление».

Протокол № 3 от 21 декабря 2021 г.

© Новикова Ю.В., 2022

© Азово-Черноморский инженерный
институт – филиал ФГБОУ ВО
Донской ГАУ, 2022

СОДЕРЖАНИЕ

Введение.....	4
The Profession of a Civil Servant.....	5
The Political System of the Russian Federation.....	9
The Political System of the United Kingdom.....	13
The Political System of the United States.....	18
The History of Civil Service.....	23
What is Local Government?.....	28
Civil Service in Russia.....	32
Local Government in the United Kingdom.....	37
Литература.....	42

ВВЕДЕНИЕ

Предлагаемое учебное пособие предназначено для аудиторных практических и самостоятельных занятий по иностранному языку для студентов направления «Государственное и муниципальное управление» и является профессиональным дополнением к общему базовому курсу английского языка.

Пособие включает восемь тем: «The Profession of a Civil Servant» («Профессия государственного служащего»), «The Political System of the Russian Federation» («Политическая система Российской Федерации»), «The Political System of the United Kingdom» («Политическая система Соединенного Королевства»), «The Political System of the United States» («Политическая система Соединенных Штатов»), «The History of Civil Service» («История гражданской службы»), «What is Local Government?» («Что такое муниципальные органы власти»), «Civil Service in Russia» («Гражданская служба в России»), «Local Government in the United Kingdom» («Муниципальные органы власти в Соединенном королевстве»). Тексты, представленные в данном пособии, связаны с различными аспектами государственного и муниципального управления, содержат профессиональные лексические единицы. Темы сопровождаются упражнениями и заданиями, направленными на развитие продуктивных и рецептивных иноязычных навыков.

Вторая часть пособия содержит дополнительные тексты профессиональной направленности, чтение которых направлено на развитие навыков самостоятельной работы студентов.

Пособие разработано в соответствии с требованиями рабочей программы дисциплины по иностранному языку для направления «Государственное и муниципальное управление», профиль «Муниципальное управление».

The Profession of a Civil Servant

Vocabulary

1. **civil servant** – государственный служащий
2. **level** – уровень
3. **the Treasury** – Казначейство
4. **Ministry of Justice** – Министерство правосудия
5. **Department for Work and Pensions** – Министерство труда и пенсионного обеспечения
6. **administrative body** – административный орган
7. **handle personnel** – заниматься кадрами
8. **benefit** – льгота
9. **career advancement opportunities** – возможности продвижения по службе
10. **job title** – название должности
11. **make a difference** – изменить ситуацию
12. **ahead of personal interests** – выше личных интересов
13. **handle a caseload** – обслуживать людей
14. **lower clerical staff** – канцелярские работники низшего ранга
15. **higher administrative staff** – административные работники высшего ранга
16. **able to handle pressure** – способный справляться с нагрузками
17. **dedicated** – преданный
18. **healthcare** – медицинское обслуживание
19. **paid time off** – оплачиваемый отпуск
20. **retirement funding** – финансирование пенсии

1. Переведите слова и производные от них.

- servant (n) – service (n) – serve (v)
 profession (n) – professional (adj)
 govern (v) – government (n)
 treasure (n) – treasury (n)
 just (adj) – justice (n)
 employ (v) – employee (n) – employer (n)
 independent (adj) – independently (adv)
 significant (adj) – significantly (adv)
 report (n) – report (v)
 communicate (v) – communication (n)
 advice (n) – advise (v)
 represent (v) – representative (n)
 administration (n) – administrative (adj)
 direct (adj) – directly (adv)
 low (adj) – lower (adj)
 supervise (v) – supervision (n)
 skill (n) – skilled (adj)
 dedicate (v) – dedicated (adj)

stable (adj) – stability (n)
 retire (v) – retirement (v)
 fund (n) – funding (n)
 require (v) – requirement (n)

2. Прочитайте текст и переведите его на русский язык.

The Profession of a Civil Servant

A **civil servant** is a professional who works for the government at the local or federal **level**. Civil servants can work at **the Treasury, Ministry of Justice, Department for Work and Pensions** and the **administrative bodies** of different levels. A civil servant's salary, **benefits** and **career advancement opportunities** vary significantly depending on his **job title**. A career in the public service is for anyone who wants to **make a difference**. It means putting public interests first – **ahead of personal interests**. Many public servants say they chose public service because they enjoy giving back to their community.

Civil servants do a lot of functions. They prepare and present reports, analyze data, communicate with the public, give advice to government representatives, manage a budget, **handle a caseload**, update files. The civil servants are mainly of two classes: **lower clerical staff** and **higher administrative staff**. The higher administrative staff is directly connected with the political head of the department. The lower clerical staff helps the administrative staff and works under its direct supervision and control. State reaches the citizen through the civil servants who are trained, skilled and permanent body of professional officials, and who have adopted government service as a career.

A professional civil servant need some basic qualities to do his job. He or she should be patient, **able to handle pressure, dedicated**.

Civil service jobs often offer **benefits** including **healthcare, paid time off, stability and retirement funding**. These benefits can help increase civil servants' quality of living long term.

The education requirements for a civil service position depend on the type of job. For example, professional positions, such as economists and personnel officers, generally need a university education. City managers may be required to hold a master's degree in public administration, public policy, business administration or another related area.

3. Ответьте на вопросы к тексту.

1. What is a civil servant?
2. Where can civil servants work?
3. Why do people choose the profession of a civil servant?
4. What functions do civil servants do?
5. Name two classes of civil servants.
6. What things does the higher administrative staff deal with?

7. What things does the lower clerical staff deal with?
8. What qualities should a professional civil servant have?
9. What benefits do civil service jobs offer?
10. What education should a civil servant have?

4. Ответьте, соответствуют ли следующие утверждения тексту «The Profession of a Civil Servant» или нет.

1. A civil servant is a professional who works for the government at the local or federal level.
2. Civil servants put their personal interests first.
3. Civil servants deal with different administrative problems.
4. There are two classes of civil servants: lower clerical staff and higher administrative staff.
5. The higher administrative staff helps the administrative staff and works under its direct supervision and control.
6. The lower clerical staff is directly connected with the political head of the department.
7. A professional civil servant should be patient, able to handle pressure, dedicated.
8. Civil service jobs don't enjoy any benefits.
9. To become a civil servant one generally need a university education.

5. Переведите словосочетания с английского языка на русский:

a civil servant, local level, Ministry of Justice, Department for Work and Pensions, administrative body, career advancement opportunities, job title, make a difference, put public interests, ahead of personal interests, present reports, government representatives, political head of the department, under its direct supervision, skilled civil servant, basic qualities, increase the quality of living long term, education requirements, city managers, hold a master's degree.

6. Переведите словосочетания с русского языка на английский:

профессионал, федеральный уровень, Министерство труда и пенсионного обеспечения, зависеть от должности, государственные услуги, изменить ситуацию, ставить интересы людей на первое место, рационально использовать бюджет, канцелярские работники низшего ранга, административные работники высшего ранга, справляться с нагрузкой, преданный, оплаченный отпуск, продолжительность жизни, требования к уровню образования, кадровый работник, степень магистра, государственная политика, деловое администрирование.

7. Вставьте пропущенное: a university degree, professional, data, benefits, job title, lower, higher, reports, patient, functions, difference.

1. A civil servant is a ... who works for the government at the local or federal level.
2. Civil servant's salary, benefits and career advancement opportunities vary significantly depending on his ...
3. A career in the public service is for anyone who wants to make a ...
4. Civil servants do a lot of ...
5. They prepare and present ... and analyze ...
6. The civil servants are mainly of two classes: ... clerical staff and ...administrative staff.
7. A professional civil servant need to be ..., able to handle pressure, dedicated.
8. Civil service jobs often offer ...
9. To become a civil servant one need a ...

8. Переведите следующие предложения с русского языка на английский.

1. Государственный служащий – это профессионал, который работает в правительстве на местном или федеральном уровне.
2. Зарботная плата государственного служащего зависит от его должности.
3. Государственные служащие выполняют множество функций.
4. Они готовят и представляют отчеты, анализируют данные, общаются с общественностью.
5. Государственные служащие в основном делятся на два класса: нижний канцелярский персонал и высший административный персонал.
6. Государственные служащие должны быть терпеливыми.
7. У государственных служащих есть такие льготы, как медицинское обслуживание, оплачиваемый отпуск, стабильность и пенсионное обеспечение.

The Political System of the Russian Federation

Vocabulary

1. **elect** – избирать
2. **commander-in-chief of the armed forces** – главнокомандующий вооруженными силами страны
3. **sign** – подписать
4. **appoint** – назначать
5. **the Supreme Court** – Верховный суд
6. **the Constitutional Court** – Конституционный суд
7. **legislative** – законодательный
8. **executive** – исполнительный
9. **judicial** – судебный
10. **regime of checks and balances** – режим сдержек и противовесов
11. **Federal Assembly** – Федеральное собрание
12. **the Federation Council** – Федеральный совет
13. **heads of the regions** – главы регионов
14. **examine** – проверять
15. **bill** – закон
16. **approve** – одобрять
17. **belong to** – принадлежать чему-то
18. **is vested** – возложена
19. **proceeding** – судопроизводство
20. **anthem** – герб
20. **coat of arms** – герб
21. **two-headed eagle** – двуглавый орел
22. **was adopted** – был принят
23. **are spread** – распространены
24. **Russian Orthodox Church** – Русская православная церковь

1. Переведите слова и производные от них.

- Russia (n) – Russian (adj)
 federal (adj) – federation (n)
 elect (v) – election (n)
 command (v) – commander (n)
 appoint (v) – appointment (n)
 judge (n) – judicial (adj)
 constitution (n) – constitutional (adj)
 govern (v) – government (n)
 legislative (adj) – legislature (n)
 assemble (v) – assembly (n)
 region (n) – regional (adj)
 examine (v) – examination (n)
 discuss (v) – discussion (n)

color (n) – colourful (adj)
 create (v) – creation (n)
 nation (n) – national (adj)
 adopt (v) – adaptation (n)
 Christ (n) – Christian (adj)

2. Прочитайте текст и переведите его на русский язык.

The Political System of the Russian Federation

The Russian Federation is a federal republic. The head of the state is the President, **elected** for a period of six years. The President is also **the commander-in-chief of the armed forces**. He **signs** all the important documents, **appoints** the Prime Minister and the members of the Cabinet. He also appoints the judges of **the Supreme and Constitutional Courts**.

The government of Russia consists of the President and his aides, the Council of Ministers with the Prime Minister, the Federal Assembly (the Parliament). **The Federal Assembly** has all the legislative power in the country. It consists of **the Federation Council** and the State Duma. The Federation Council is formed of **two representatives from each subject of the Russian Federation**. The State Duma is elected by the population. It consists of 450 deputies. The State Duma **examines** and discusses different **bills**. The bill must be **approved** by the State Duma and the Federal Council and signed by the President. Then it becomes a law. The executive power **belongs to** the Council of Ministers with the Prime Minister. The government develops the budget of the country, ensures implementation of a unified financial, credit and monetary policy in the Russian Federation and other functions. The judicial power **is vested** on the judges of the Supreme Court, **the Constitutional Court**, regional courts and others. Judicial power is exercised through constitutional, civil, administrative and criminal proceedings.

We have a three-colored flag. The colors are red, white and blue. The **anthem** of the country is created by Alexandrov and Mikhalkov. The national **coat of arms** has been changed. It is **a two-headed eagle**. It **was adopted** in the ancient times as the symbol of Russia's position between the East and West.

The official language is Russian. Different religions **are spread** on the territory of the country, but the main is **the Russian Orthodox Church**.

3. Ответьте на вопросы к тексту.

1. What kind of state is Russia?
2. Who is the head of state in Russia?
3. What functions does the President have?
4. What does the Russian government consist of?
5. What does the legislative power belong to?
6. What are the functions of the Duma?

7. Which power possesses the executive power in Russia?
8. Whom is the judicial power vested on?
9. Name the colors of the Russian flag.
10. Who are the authors of the Russian anthem?
11. What is Russia's coat of arms?
12. Do we have many religious confessions on the territory of Russia?
13. What is the official language of the country?

4. Ответьте, соответствуют ли следующие утверждения тексту «The Political System of the Russian Federation» или нет.

1. The Russian Federation is a parliamentary monarchy.
2. The head of the state is elected for a period of four years.
3. The President appoints the judges of regional courts.
4. The government of Russia consists of the President, the Council of Ministers and the Federal Assembly.
5. The Federal Assembly has all the executive power in the country.
6. The Federal Assembly consists of the Federation Council and the Duma.
7. The Duma examines and carries out different bills.
8. The colors of the Russian flag are red, white and blue.
9. The anthem of the country is created by Alexandrov and Mikhalkov.
10. The national coat of arms is the three-headed eagle.

5. Переведите словосочетания с английского языка на русский:

federal republic, head of the state, a period of six years, armed forces, members of the Cabinet, the Supreme Court, the Federal Assembly, the **heads of the regions**, the Federation Council, becomes a law, judicial power, the anthem of the country, ancient times, official language, the Russian Orthodox Church.

6. Переведите словосочетания с русского языка на английский:

Российская Федерация, глава государства, законодательная власть, исполнительная власть, судебная власть, главнокомандующий, подписывать документы, назначить премьер-министра, Верховный суд, правительство России, состоит из Совета Федерации и Думы, глава региона, должно быть одобрено, разные проекты законов, стать законом, возлагается на судей, создан Александровым, двуглавый орел, между востоком и западом, религия распространена.

7. Вставьте пропущенное: federal republic, commander-in-chief of the armed forces, Government, the President, Russian, the Prime Minister, two-headed eagle, Federation Council, documents, judges, the President, the Council of Ministers and the Federal Assembly, population, three.

1. The Russian Federation is a
2. The head of the state is the
3. The President is also

4. He signs all the important ... , appoints ... and also appoints the of the Supreme and Constitutional Courts.
5. The government of Russia consists of
6. Federal Assembly has all the ... power in the country.
7. It consists of the ... and the Duma.
8. The Duma is elected by the
9. The executive power belongs to the
10. The ... power **belongs to** the judges of the Supreme and the Constitutional Courts.
11. We have a -colored flag.
12. The national **coat of arms** is the
13. The official language is

8. Переведите предложения с русского языка на английский.

1. Российская Федерация – федеральная республика.
2. Глава государства – президент, избираемый сроком на шесть лет.
3. Президент также является главнокомандующим вооруженными силами.
4. Правительство России состоит из президента, Совета министров и Федерального собрания.
5. Федеральное собрание обладает всей законодательной властью в стране.
6. Федеральное собрание состоит из Совета Федерации и Думы.
7. Совет Федерации формируется из глав регионов.
8. Дума рассматривает и обсуждает разные законопроекты.
9. Исполнительная власть принадлежит правительству.
10. Судебная власть осуществляется судьями Верховного и Конституционного судов.
11. Российский флаг трехцветный.
12. Герб России – двуглавый орел.
13. Официальный язык – русский.

The Political System of the United Kingdom

Vocabulary

1. **sovereign** ['sɒv(ə)ɡɪn] – монарх
2. **set of laws** – свод законов
3. **authority** – власть
4. **be made up** – состоять
5. **power** – власть
6. **head of state** – глава государства
7. **crown** – короновать
8. **secret ballot** ['bælət] – тайное голосование
9. **be held** – проводить
10. **constituency** [kən'stitjuən(t)sɪ] – избирательный округ
11. **vote** – голосовать
12. **put up one candidate** – выставить одного кандидата
13. **legislation** – законодательство
14. **scrutiny** – проверка правильности результатов
15. **appoint** – назначать
16. **peer** – пэр
17. **advisory council** – консультативный совет
18. **the House of Commons** – палата общин
19. **reject** – отменить
20. **Lord Chancellor** – лорд-канцлер (глава судебного ведомства и верховный судья Англии, председатель палаты лордов и одного из отделений Верховного суда)

1. Переведите слова и производные от них.

- monarch (n) – monarchy (n)
 rule (v) – ruler (n)
 write (v) – written (p. part)
 important (adj) – importance (n)
 technical (adj) – technically (adv)
 real (adj) – reality (n)
 power (n) – powerful (adj)
 formal (adj) – formally (adv)
 political (adj) – politically (adv)
 present (adj) – presence (n)
 crown (n) – crown (v)
 elect (v) – election (n) – electoral (adj)
 constituent (adj) – constituency (n)
 register (v) – registration (n)
 vote (v) – voting (n)
 convict (v) – conviction (n)
 mental (adj) – mentally (adv)

conserve (v) – conservative (adj)
 policy (n) – political (adj)
 win (v) – winner (n)
 choose (v) – choice (n)
 decide (v) – decision (n)
 agree (v) – agreement (n)
 active (adj) – activity (n)
 preside (v) – president (n)
 speak (v) – speaker (n)
 appoint (v) – appointment (n)
 advise (v) – advice (n) – advisory (adj)
 introduce (v) – introduction (n)
 major (adj) – majority (n)
 reject (v) – rejection (n)
 oblige (v) – obligation (n)
 final (adj) – finally (adv)
 responsible (adj) – responsibility (n)
 educate (v) – education (n)

2. Прочитайте текст и переведите его на русский язык.

The Political System of the United Kingdom

The United Kingdom of Great Britain and Northern Ireland is a constitutional monarchy. It means that a **sovereign** reigns but does not rule.

Britain does not have a written constitution, but **a set of laws**.

Parliament is the most important **authority** in Britain. Technically Parliament is made up of three parts: the Monarch, the House of Lords; and the House of Commons. In reality the House of Commons is the only one of the three which has true **power**.

The monarch serves formally as **head of state**. But the monarch is expected to be politically neutral and should not make political decisions.

The present sovereign is Queen Elizabeth II. She was **crowned** in Westminster Abbey in 1953.

The House of Commons consists of Members of Parliament. There are 650 of them in the House of Commons. They are elected by **secret ballot**. General elections **are held** every five years. The country is divided into 650 **constituencies**. All citizens, aged 18 and registered in a constituency, have the right **to vote**. But voting is not compulsory in Britain. Only persons convicted of corrupt and certain mentally ill patients don't take part in voting.

There are few political parties in Britain in the British electoral system. The main ones are: the Conservative Party, the Labour Party and the Liberal.

Each political party **puts up one candidate** for each constituency. The one who wins the most votes is elected MP for that area.

The party which wins the most seats in Parliament forms the Government. Its leader becomes the Prime Minister. His first job is to choose his Cabinet. The Prime Minister usually takes policy decisions with the agreement of the Cabinet.

The functions of the House of Commons are **legislation** and **scrutiny** of government activities. The House of Commons is presided over by the Speaker. The Speaker is **appointed** by the Government.

The House of Lords comprises about 1,200 **peers**. It is presided by **the Lord Chancellor**. The House of Lords has no real power. It acts rather as **an advisory council**.

It's in **the House of Commons** that new bills are introduced and debated. If the majority of the members are in favour of a bill, it goes to the House of Lords to be debated. The House of Lords has the right **to reject** a new bill twice.

But after two rejections they are obliged to accept it. And finally a bill goes to the monarch to be signed. Only then it becomes law.

Parliament is responsible for British national policy. Local governments are responsible for organizing of education, police and many others.

3. Ответьте на вопросы к тексту.

1. What is the form of governing in the United Kingdom?
2. Does a sovereign rule?
3. Does the UK have a written constitution?
4. How many branches does the Parliament have?
5. Which branch of the Parliament has a real power?
6. Is the British monarch politically active or neutral?
7. Who is the present sovereign?
8. How many members are there in the House of Commons?
9. How are the members of the House of Commons elected?
10. How many constituencies are there in the UK?
11. Are there any groups of people that don't have a right to vote?
12. What are the main political parties in Britain?
13. Which party forms the Government?
14. What are the functions of the Prime Minister?
15. What are the functions of the House of Commons?
16. Who is the House of Commons presided over by?
17. How many times can the House of Lords reject?
18. Who is the last to sign a bill?
19. What kind of policy is Parliament responsible for?
20. What kind of policy are local governments responsible for?

4. Ответьте, соответствуют ли следующие утверждения тексту «The Political System of the United Kingdom» или нет.

1. The United Kingdom of Great Britain and Northern Ireland is a federal republic.
2. A sovereign reigns but does not rule.
3. Britain has a written constitution.

4. Parliament is made up of three parts: the Monarch, the House of Lords; and the House of Commons.
5. In reality the House of Lords is the only one of the three which has true power.
6. The monarch serves formally as head of state.
7. The present sovereign is King Philip.
8. The House of Commons consists of 1,200 members in the House of Commons.
9. General elections are held every six years.
10. The country is divided into 650 constituencies.
11. All citizens, aged 20 have the right to vote.
12. Each political party puts up two candidates for each constituency.
13. The party which wins the most seats in Parliament forms the Government.
14. Its leader becomes the Prime Minister.
15. The functions of the House of Commons are to carry out laws.
16. The House of Lords comprises about 1,200 peers.
17. It is presided by the Speaker.
18. The House of Lords is an advisory council.
19. It's in the House of Commons that new bills are introduced and debated.
20. And finally a bill goes to Lord Chancellor to be signed.
21. Parliament is responsible for British national policy.

5. Переведите словосочетания с английского языка на русский:

a constitutional monarchy; a written constitution; a set of laws; important authority; made up of three parts; in reality; true power; head of state; politically neutral; political decisions; secret ballot; general elections; right to vote; convicted of corrupt; mentally ill; take part in voting; electoral system; the Conservative Party; puts up one candidate; most votes; wins the most seats; policy decisions; scrutiny of government activities; no real power; an advisory council; in favour of a bill; right to reject; national policy; are responsible for.

6. Переведите словосочетания с русского языка на английский:

конституционная монархия; свод законов; самый важный орган власти; монарх; Палата лордов; Палата общин; служить главой государства; политически нейтральный; нынешний монарх; была коронована; Вестминстерское аббатство; состоит из; тайное голосование; проводятся каждые пять лет; делится на округа; в возрасте 18 лет; не обязательно; обвиненный в коррумпированности; избирательная система; мало партий; выставить на кандидата; избранный член Парламента; большинство мест; стать Премьер-министром; согласие Кабинета; совещательный совет; большинство членов; в пользу закона; отклонить закон.

7. Вставьте пропущенное: scrutiny; constitutional monarchy; Speaker; made; legislation; authority; Lord Chancellor; real; police; national.

1. The United Kingdom of Great Britain and Northern Ireland is a
2. Parliament is the most important ... in Britain.
3. Parliament is ... up of three parts: the Monarch, the House of Lords, the House of Commons.
4. The functions of the House of Commons are ... and ... of government activities.
5. The House of Commons is presided over by the
6. The House of Lords presided by the
7. The House of Lords has no ... power. It acts rather as an advisory council.
8. Parliament is responsible for British ... policy.
9. Local governments are responsible for education, ... and many others.

8. Переведите предложения с русского языка на английский.

1. Соединенное Королевство Великобритании и Северной Ирландии – конституционная монархия.
2. В Великобритании нет писаной конституции, а есть свод законов.
3. Парламент – самый важный орган в Великобритании.
4. Парламент состоит из трех частей: монарха, палаты лордов и палаты общин.
5. Палата общин – единственная из трех, кто обладает настоящей властью.
6. Монарх формально является главой государства.
7. Нынешний государь – королева Елизавета II.
8. Есть 650 членов в палате общин.
9. Всеобщие выборы проводятся каждые пять лет.
10. В британской избирательной системе мало политических партий.
11. Функции палаты общин – законодательство и контроль за деятельностью правительства.
12. Председателем палаты общин является спикер.
13. Спикер назначается правительством.
14. Палата лордов насчитывает около 1200 человек.

The Political System of the United States

Vocabulary

1. **the War of Independence** – Война за независимость
2. **independent** – независимый
3. **representative** – представитель
4. **trunk** – ствол
5. **branch** – ветвь, отрасль
6. **the Congress** – Конгресс
7. **makes laws** – создавать законы
8. **obey** – слушаться, подчиняться
9. **be divided into** – делиться на
10. **the House of Representatives** – Палата представителей
11. **no matter how** – не важно как
12. **the Senate** – Сенат
13. **Senator** – сенатор
14. **leap year** – високосный год
15. **number of** – количество
16. **helper** – помощник
17. **bill** – билль, закон, проект закона
18. **the Vice President** – вице-президент
19. **the Cabinet** – Кабинет
20. **to make decisions** – принимать решения
21. **the Supreme Court** – Верховный суд
22. **judge** – судья, судить
23. **be proud of** – гордиться
24. **change** – менять, изменение
25. **amendment** – поправка
26. **the Bill of Rights** – Билль о правах
27. **guarantee** – гарантировать
28. **slavery** – рабство
29. **the right to vote** – право голосовать

1. Переведите слова и производные от них.

independent (adj) – independence (n)

declare (v) – declaration (n)

represent (v) – representative (n)

strong (adj) – strength (n)

meet (v) – meeting (n)

obey (v) – obedience (n)

divide (v) – division (n)

help (v) – helper (n)

decide (v) – decision (n)

judge (n) – judicial (adj)

proud (adj) – pride (n)
 amend (v) – amendment (n)
 law (n) – lawyer (n)
 slave (n) – slavery (n)

2. Прочитайте текст и переведите его на русский язык.

The Political System of the United States

The War of Independence began in 1775 and ended in 1783. America declared war on Great Britain. They wanted to be an **independent** state. When they became free and **independent** states but they needed a strong government. That's why in the year 1787 all states sent their **representatives** to Philadelphia where they wrote the Constitution.

The US Constitution is like a tree with a strong **trunk** and three **branches**. The **trunk** is the people. It holds up the tree. The first **branch** is the Congress. The **Congress** is the meeting of **representatives** from all states. The Congress **makes laws** that everybody must **obey**. The Congress is **divided** into two parts, the Senate and **the House of Representatives**. Every state **no matter** how small or large sends two representatives to **the Senate**. These people are called **Senators**. A senator's term is six years. Each state also sends people to the House of Representatives. They are called congressmen or congresswomen. **The number of congressmen** depends on the number people who live in the state.

The second branch is the President and his **helpers**. They **carry out the laws** that the Congress makes. The President **signs bills** and then they become laws. **The Vice president** and the members of **the Cabinet** help the President **to make decisions**. Americans vote for the president in November of every **leap year**.

The third branch of government is **the Supreme Court**. It is made up of nine **judges** – the most important judges in the world. The **judges** work in **the Supreme Court** as long as they live.

Americans **are very proud** of the Constitution. It was written more than 200 years ago and it is still working. But the people of the USA can **change** the Constitution. These changes are called **amendments**. There are 27 amendments to the Constitution. The first ten amendments are called **the Bill of Rights**. **The Bill of Rights guarantees** to people the rights and freedoms of press, freedom of religion, the right to go to the court, have a lawyer and others. The 13th amendment ended **slavery**, the 14th amendment made all black people citizens of the United States, the 19th amendment gave women the **right to vote**.

3. Ответьте на вопросы к тексту.

1. When did the War of Independence begin?
2. On what country did America declare war?
3. What country won the War of Independence? When was it?

4. What problem did the young country face after the war?
5. Where was the Constitution written? Who wrote it?
6. Why can the US government be compared with a tree?
7. What is the US Congress? How is it divided?
8. How many people does each state send to the Senate? Does the number of senators depend on the size of the state?
9. Do all states send people to the House of Representatives? What does the number of people depend on there?
10. Who carries out the laws that the Congress makes?
11. Who helps the President to make decisions?
12. When do Americans vote for the President?
13. What do you call the third branch of the US government?
14. How many judges does the Supreme Court consist of?
15. How long do judges work in the Supreme Court?
16. The US Constitution can be changed, can't it?
17. What do you call changes to the Constitution?
18. How many amendments to the Constitution can you name?

4. Ответьте, соответствуют ли следующие утверждения тексту «The Political System of the United States of America» или нет.

1. The War of Independence began in 1783.
2. America declared war on Spain.
3. Americans won the war.
4. In the year 1787 all states sent their representatives to Philadelphia.
5. The trunk is the Government.
6. The first branch is the Congress.
7. The Congress carries out laws that everybody must obey.
8. The Congress is divided into the Senate and the House of Representatives.
9. Every state sends two representatives to the Senate.
10. The people working in the Senate are called Senators.
11. A senator's term is four years.
12. The people working the House of Representatives are called congressmen or congresswomen.
13. The second branch is the President and his helpers.
14. They discuss the laws that the Congress makes.
15. The President signs bills and then they become laws.
16. Americans vote for the president in January of every leap year.
17. The third branch of government is the Supreme Court.
18. The Supreme Court is made up of nine judges.
19. Americans feel different about their Constitution.
20. The Constitution was written more than 200 years ago.
21. There are 30 amendments to the Constitution.

5. Переведите словосочетания с английского языка на русский:

the War of Independence, declare war on, an independent state, a strong government, that's why, send representatives, is like a tree, make laws, the House of Representatives, a Senator's term, the number of congressmen, carry out the laws, sign bills, become laws, make decisions, leap year, is made up of, the Supreme Court, amendments to the Constitution, freedom of press, freedom of religion.

6. Переведите словосочетания с русского языка на английский:

независимое государство, стать свободным и независимым, написать конституцию, сильный ствол, поддерживать дерево, встреча представителей, создавать законы, должны слушаться, разделен на 2 части, Палата представителей, не важно как, срок сенатора, каждое государство, количество человек, вторая ветвь, проводить законы, вице-президент, принимать решения, високосный год, Верховный суд, пока они живут, гордятся конституцией, Билль о правах, свобода религии, право идти в суд, положить конец рабству, право голосовать.

7. Вставьте пропущенное: tree, carry, people, the President and his helpers, parts, the Congress, makes laws, right, citizens, the Supreme Court, live, slavery, vote, proud, amendments.

1. The US Constitution is like a ... with a strong trunk and three branches.
2. The trunk is the
3. The first branch is
4. The Congress ... that everybody must obey.
5. The Congress is divided into two ..., the Senate and the House of Representatives.
6. The second branch is
7. The President and his helpers ... out the laws that the Congress makes.
8. Americans ... for the president in November of every leap year.
9. The third branch of government is
10. The judges work in the Supreme Court as long as they
11. Americans are very ... of the Constitution.
12. There are 27 ... to the Constitution.
13. The 13th amendment ended
14. The 14th amendment made all black people ... of the United States.
15. The 19th amendment gave women the ... to vote.

8. Переведите следующие предложения с русского языка на английский.

1. Война за независимость началась в 1775 году и закончилась в 1783 году.
2. Америка хотела стать независимым государством.
3. Когда страна стала свободным и независимым государством, ей понадобилось сильное правительство.

4. Вот почему в 1787 году все штаты направили своих представителей в Филадельфию, где они написали Конституцию.
5. Конституция США подобна дереву с крепким стволом и тремя ветвями.
6. Ствол – это люди.
7. Первая ветвь – Конгресс.
8. Конгресс – это собрание представителей всех штатов.
9. Конгресс разделен на две части: Сенат и Палата представителей.
10. Каждый штат направляет в Сенат двух представителей.
11. Каждый штат также направляет людей в Палату представителей.
12. Количество конгрессменов зависит от количества людей, проживающих в штате.
13. Вторая ветвь – это Президент и его помощники.
14. Президент подписывает законопроекты, и они становятся законами.
15. Вице-президент и члены Кабинета министров помогают президенту принимать решения.
16. Третья ветвь власти – Верховный суд.
17. Американцы очень гордятся своей Конституцией.

The History of Civil Service

Vocabulary

1. **body of government officials** – сообщество государственных работников
2. **civil occupation** – должность госслужбы
3. **refer to** – относиться к, ссылаться
4. **on the basis of a merit** – на основе заслуг
5. **king's household** – королевский двор
6. **literally** – буквально
7. **decline** – прийти в упадок, упразднить
8. **appointment** – назначение
9. **tenure** – пребывание (в должности)
10. **promotion** – продвижение по службе
11. **recruitment** – найм
12. **correspond** – соответствовать
13. **intermediate school examination** – промежуточный экзамен
14. **public administration** – государственное управление
15. **great emphasis** – главный упор
16. **channel through** – проходить через
17. **specialist school** – школа с профильным обучением
18. **the Civil Service Commission** – комиссия по гражданской службе
19. **rely on** – доверять, полагаться на
20. **tend** – стремиться, хотеть
21. **intellectual competence** – интеллектуальные способности
22. **conventional written examination** – обычный письменный экзамен
23. **dispense** – распределять
24. **ensure** – обеспечить
25. **equitable distribution** – равномерное распределение
26. **constituent element** – составной элемент
27. **maintain a balance** – поддерживать баланс
28. **canton** – кантон, округ
29. **civil servant's conduct** – поведение госслужащего
30. **engage** – заниматься
31. **lend money** – одалживать деньги
32. **borrow money** – занимать деньги
33. **prohibit** – запрещать
34. **extent** – степень
35. **ban** – запрещать
36. **senior civil servant** – государственный служащий, занимающий высокий руководящий пост
37. **medium grade of the service** – средний состав госслужащих
38. **lower grade of the service** – низший состав госслужащих

1. Переведите слова и производные от них.

govern (v) – government (n)
 occupy (v) – occupation (n)
 refer (v) – reference (n) to
 literal (adj) – literally (adv)
 decline (v) – declination (n)
 appoint (v) – appointment (n)
 promote (v) – promotion (n)
 recruit (n) – recruitment (n)
 correspond (v) – correspondence (n)
 administer (v) – administration (n)
 intellect (n) – intellectual (adj)
 write (v) – written (adj)
 equitable (adj) – equitability (n)
 distribute (v) – distribution (n)
 maintain (v) – maintenance (n)
 engage (v) – engagement (n)
 prohibit (v) – prohibition (n)

2. Прочитайте текст и переведите его на русский язык.

The History of Civil Service

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 a merit** and a system which 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 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, 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** 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** to engage in any form of political activity. The prohibition becomes progressively less strict, however, for the **medium** and **lower grades** of the service.

3. Ответьте на вопросы к тексту.

1. What is a civil service?
2. What is the way employees are selected and promoted?
3. What was the system of civil servants' selection in earlier times?
4. What was appointment and promotion like in Europe in the 19th century?
5. What was recruitment in many European countries like?
6. What is modern recruitment in France like?
7. What is modern recruitment in Great Britain like?
8. What is modern recruitment in Finland, Switzerland, the Netherlands, and Portugal like?
9. What is the principal of recruitment in Switzerland and some other federal countries like?
10. What are the standards placed on a civil servant's conduct?

4. Ответьте, соответствуют ли следующие утверждения тексту «The History of Civil Service» или нет.

1. Civil servants can't be employed in political occupations.
2. Civil servants are usually promoted on the basis of their merits.
3. In earlier times civil servants were the monarch's personal servants.
4. In Europe in the 19th century, appointment and promotion were based on equitable distribution.
5. In the 19th century appointment often depended on the results of interviews.
6. Today all countries base appointments on some kind of competition.
7. Civil servants are not restricted in their conduct by any standards.
8. Civil servants are allowed to engage in business.
9. Civil servants are not allowed to accept gifts.

5. Переведите словосочетания с английского языка на русский:

to be employed in; to make appointments; to depend on; tenure; lower (middle) ranks; personnel management; to bring into the service; to place emphasis on; intellectual competence; university degree; performance of duties; to engage in; to prohibit from a tenure; to bring into service; performance of duties; to engage in; a civil occupation; to place emphasis on; a lower (middle); rank to measure competence; entry by examinations; to make appointments.

6. Переведите словосочетания с русского языка на английский:

государственная служба; должность на госслужбе; на основе заслуг; в древние времена; королевский двор; личный слуга; вопрос личного выбора; зависеть от политической воли; пребывание в должности; средний ранг; низший ранг; национальная система образования; поступать на службу; школа с профильным обучением; измерить интеллектуальные способности кандидата; равномерное распределение; федеральные власти; равновесие должностей; поведение госслужащего; государственный служащий, занимающий высокий руководящий пост.

7. Вставьте пропущенное: appointments, are employed, brought into service, merit, personal or political favour, base, intellectual competence, university degree, banned, be engaged in.

1. Civil servants can't ... political or judicial occupations.
2. In earlier times ... were a matter of personal choice.
3. In the 19th century appointments of civil servants depended on
4. In the 20th century doctors, lawyers, architects were
5. Today many countries ... on formal examinations and interviews while making appointments.
6. Today civil servants are mainly appointed on the basis of
7. In Great Britain a candidate's ... is measured by the quality of his
8. Usually, a civil servant is not allowed to ... any trade or business.
9. In the UK civil servants are ... from taking part in political activities.

8. Переведите следующие предложения с русского языка на английский.

1. Государственная служба – это группа государственных служащих, занимающихся гражданскими профессиями.
2. В прежние времена, когда государственные служащие были частью королевского двора, они были буквально личными слугами монарха.
3. В Европе в XIX веке назначение и продвижение по службе часто зависело от личного или политического расположения.
4. Набор персонала во многих европейских странах соответствовал национальным системам образования.
5. В XX веке были созданы специализированные категории государственных служащих для привлечения на службу врачей, ученых, архитекторов, кораблестроителей, юристов и т.д.

6. Поступление на высшую государственную службу Франции осуществляется через специализированные школы.
7. В Швейцарии федеральные власти стараются поддерживать баланс должностей не только между кантонами, но и между политическими партиями, религиями и языками.

What is Local Government?

Vocabulary

1. **contrast** – контрастировать, отличаться
2. **referred to as** – известны как
3. **nation** – страна, нация
4. **raise taxes** – собирать налоги
5. **partly** – частично
6. **wholly** – полностью
7. **funded** – финансируемый
8. **subvention** – дотация
9. **government taxation** – государственное налогообложение
10. **similar arrangements** – аналогичные механизмы
11. **exist** – существовать
12. **local government entities** – местные органы власти
13. **prefecture** – префектура
14. **borough** – район крупного города
15. **parish** – приход
16. **municipality** [mjuːnɪsɪ'pæləti] – муниципалитет
17. **tier** – уровень
18. **Région d'outre-mer** – заморская территория
19. **the Netherlands** – Нидерланды
20. **division** – единица административно-территориального деления

1. Переведите слова и производные от них.

- administrative (adj) – administration (n)
 contrast (v) – contrasting (adj)
 nation (n) – national (adj)
 legislation (n) – legislative (adj)
 part (n) – partly (adv)
 whole (adj) – wholly (adv)
 fund (n) – funded (p. part.)
 subvent (v) – subvention (n)
 tax (n) – taxation (n)
 municipal (adj) – municipality (n)
 autonomy (n) – autonomous (adj)
 vary (v) – various (adj)
 great (adj) – greatly (adv)
 arrange (v) – arrangement (n)
 exist (v) – existence (n)
 term (n) – terminology (n)
 informal (adj) – informally (adv)
 divide (v) – division (n)

2. Прочитайте текст и переведите его на русский язык.

What is Local Government?

Local governments are administrative offices that are smaller than a state. The term is used to **contrast** with offices at nation – state level, which are **referred to as** the central government, national government, or federal government.

In modern **nations**, local governments usually have some power to **raise taxes**, though these may be limited by central legislation. In some countries local government is **partly** or **wholly funded** by **subventions** from central **government taxation**. The institutions of local government vary greatly between countries, and even where **similar arrangements exist**, the terminology often varies. Common names for **local government entities** include state, province, region, department, county, **prefecture**, district, city, town, **borough**, **parish**, **municipality** and village. However, all these names are often used informally in countries where they do not describe a legal local government entity.

Local government is the third **tier** of government in Australia, after Federal and State.

According to its constitution, France has 3 levels of local government: 22 Régions and 4 **Régions d’outre-mer**; 96 départements and 4 départements d’outre-mer; 36 679 municipalities (in French: Communes).

The Netherlands has three tiers of government. There are two levels of local government in the Netherlands, the provinces and the municipalities.

The system of local government is different in each of the four countries of the United Kingdom. The oldest and largest **divisions** in England and Wales are called counties. In Scotland, the largest divisions are regions. Northern Ireland is sometimes known as the Six Counties, but local government there is based on districts.

Local government of the United States refers to the government at the city, town or village level.

3. Ответьте на вопросы к тексту.

1. What are local governments?
2. What power do local governments have?
3. How can local governments be funded?
4. What do local government entities include?
5. What tier is local government in Australia?
6. What does local government in France have?
7. What is local government like in the Netherlands?
8. What is the oldest and largest division in England?
9. What is local government like in the United States?

4. Ответьте, соответствуют ли следующие утверждения тексту «What is Local Government» или нет.

1. Local governments are administrative offices that are bigger than a state.
2. In modern nations, local governments usually have some power to raise taxes.
3. In some countries local government is never funded by subventions from central government taxation.
4. Common names for local government entities include state, province, region, department, county, prefecture, district, city, town, borough, parish, municipality and village.
5. Local government is the second tier of government in Australia, after Federal and State.
6. France has 3 levels of local government.
7. The Netherlands has three tiers of government.
8. The oldest and largest divisions in England and Wales are called regions.
9. In Scotland, the largest divisions are regions.
10. Northern Ireland is sometimes known as the Ten Counties.
11. Local government of the United States refers to the government at the city, town or village level.

5. Переведите словосочетания с английского языка на русский:

administrative office; central government; modern nations; raise taxes; be limited; central legislation; government taxation; similar arrangements; common names; a legal local government entity; third tier; according to its constitution; the Netherlands; in each of the four countries; based on districts.

6. Переведите словосочетания с русского языка на английский:

местные органы власти; федеральное правительство; собирать налоги; центральное законодательство; частично; полностью; центральное государственное налогообложение; распространенные названия; штат; провинция; область; графство; префектура; район города; приход; муниципалитет; деревня; третий уровень; самая крупная единица административно-территориального деления; на уровне города.

7. Вставьте пропущенное: wholly, administrative, levels, tier, partly, taxes, state, counties, regions.

1. Local governments are ... offices.
2. In modern nations, local governments usually have some power to ... taxes.
3. In some countries local government is ... or ... funded by subventions from central government.
4. Common names for local government entities include ..., province, region, department, county and others.
5. Local government is the third ... of government in Australia.

6. France has 3 ... of local government
7. The oldest and largest divisions in England and Wales are called
8. In Scotland, the largest divisions are

8. Переведите следующие предложения с русского языка на английский.

1. Местные органы власти – это административные учреждения.
2. В современных странах местные органы власти обычно имеют определенные полномочия по повышению налогов.
3. Органы местного самоуправления сильно различаются в зависимости от страны.
4. Общие названия органов местного самоуправления включают штат, провинцию, регион, департамент, округ, префектуру, район, город, поселок, округ, волость, муниципалитет и деревню.
5. Местное самоуправление – это третий уровень власти в Австралии после федерального и государственного.
6. Согласно конституции, во Франции есть три уровня местного самоуправления: 22 региона и 4 заморские территории; 96 департаментов и 4 департамента внешней торговли; 36 679 муниципалитетов (на французском языке: коммуны).
7. В Нидерландах есть три уровня правительства. В Нидерландах существует два уровня местного управления: провинции и муниципалитеты.
8. Самые старые и крупнейшие подразделения в Англии и Уэльсе называются графствами.
9. Под местным правительством США понимается правительство на уровне города, поселка или деревни.

Civil Service in Russia

Vocabulary

1. **rank** – ранг
2. **develop** – разработать, развивать
3. **civil servant's competencies** – компетентность госслужащего
4. **principles for promotion** – принципы продвижения по службе
5. **retire** – уйти на пенсию
6. **enhancement** – повышение
7. **personal competence** – компетентность кандидата
8. **continuing education** – продолжение образования
9. **post** – должность
10. **category** – категория
11. **the State organs** – государственные органы
12. **principle for the division** – принцип разделения
13. **junior post** – младшая государственная должность
14. **senior post** – старшая государственная должность
15. **chief post** – ведущая государственная должность
16. **principal post** – главная государственная должность
17. **higher post** – высшая государственная должность
18. **attain** – получить
19. **working experience** – опыт работы
20. **individual** – кандидат
21. **gain experience** – получить опыт
22. **title of the incumbent** – название занимающего должность
23. **confer on** – распределяться
24. **venal character** – коррумпированность
25. **level of the state power** – уровень государственной власти
26. **full state advisor** – действительный государственный советник
27. **advisor of the RF** – государственный советник Российской Федерации
28. **advisor of the State civil service** – советник государственной гражданской службы
29. **expert in the civil service** – специалист гражданской службы
30. **substitute for category A (B)** – лицо, замещающее государственную должность категории «А» («Б»)
31. **career servant (category C)** – профессиональный служащий (категория В)

1. Переведите слова и производные от них.

- develop (v) – development (n)
 competent (adj) – competence (n)
 promote (v) – promotion (n)
 enhance (v) – enhancement (n)
 person (n) – personal (adj)
 define (v) – definition (n)

legislature (n) – legislative (adj)
 executive (adj) – executive (n)
 region (n) – regional (adj)
 appoint (v) – appointment (n)
 divide (v) – division (n)
 possible (adj) – possibility (n)
 employer (n) – employee (n)
 require (v) – requirement (n)
 frequency (n) – frequent (adj) – frequently (adv)
 confer (v) – conferment (n)
 certain (adj) – certainly (adv)
 advantage (n) – disadvantage (n)
 venal (adj) – venality (n)
 able (adj) – ability (n) – inability (n)

2. Прочитайте текст и переведите его на русский язык.

Civil Service in Russia

In the 1990s a new system of **ranks** has been **developed** in Russia which describes **civil servant's competencies** and defines **the principles for promotion**. Civil servants are usually recruited at an early age and **retire** at the age of 60, or at 65. **Enhancement** or **personal competence** is reflected in the system of promotion. Official posts are divided into five classes. Civil servants get promotion prospects through **continuing education**.

The Russian civil service can be defined through five characteristics. First, the **post** may be located within the legislative, executive or judicial institutions. Second, the post may be under the federation, a region or province, or a district, or then under the structures of local government. Third, posts are divided into three **categories**. Category A includes those posts made (учреждаемые) by **the State organs**. Category B includes those posts made by the institutions of category A. Category C includes those posts made by the office or institution which created the post.

№	The basis for the classification	The main groups of civil servants
1	Branches of the State	The civil servants for legislative, executive, judicial power
2	Level of the State power	The civil servants for the federal, regional, district and local organs
3	Civil service categories	(1) substitutes for category A (category B) (2) career servants (category C)
4	Categories of posts	The civil servants of higher (5 th), principal (4 th), chief (3d), senior (2d) and junior (1 st)

5	Hierarchy of ranks	The civil servants of: (1) Full state advisors ; (2) State advisors; (3) Advisors of the RF ; (4) Advisors of the State civil service ; (5) Experts in the civil service .
---	--------------------	---

The fourth **principle for the division** indicates the stage of the civil servant's career. The posts are **junior, senior, chief, principal, and higher**. A junior post can be **attained** without **working experience**. Appointment of **individual** to posts at the senior level is possible for career officials without experience in the service of other employers in their own fields. The three classes require experience both in the individual's own field and of civil service. Promotion is made only after **experience** has been **gained** and not less frequently than at three to five-year intervals.

The fifth principle for appointment to posts is connected to the **title of the incumbent** and these are **conferred** on five levels. The system has certain connection to the system of ranks introduced in 1722 by Peter I. The disadvantage of the system is coordination problems in the function of administration, **venal characters**, inability to change.

3. Ответьте на вопросы к тексту.

1. When has a new system of ranks been developed in Russia?
2. What is reflected in the system of promotion?
3. How many classes are official posts divided into?
4. What posts do branches of the State define?
5. What posts do levels of the State power define?
6. How many categories of civil service are there?
7. What does the fourth principle for the division indicate?
8. Is the fifth principle for appointment to posts connected to the title of the incumbent?

4. Ответьте, соответствуют ли следующие утверждения тексту «Civil Service in Russia» или нет.

1. In the 1990s a new system of ranks has been developed in Russia which describes civil servant's competencies and defines the principles for promotion.
2. Official posts are divided into four classes.
3. Civil servants get promotion prospects through continuing education.
4. The post may be located within the legislative, executive or judicial institutions.
5. Category A includes those posts to which appointment is made by the regional organs.
6. Category B includes those posts to which appointment is made by the institutions of category A.

7. The posts are junior, senior, chief, principal, and higher.
8. Promotion is made only after experience has been gained and not less frequently than at three to six-year intervals.
9. The disadvantage of the system is co-ordination problems in the function of administration, venal characters, inability to change.

5. Переведите словосочетания с английского языка на русский:

in the 1990s; civil servant's competencies, five characteristics, includes, appointment, principle for the division, working experience, incumbent, venal characters, inability to change; civil servant's competencies; at an early age; divided into five classes; continuing education; be under the federation; principle for the division; senior level; five-year intervals; the title of the incumbent; co-ordination problems.

6. Переведите словосочетания с русского языка на английский:

новая система должностей; принципы продвижения по службе; государственный служащий; компетентность кандидата; штатная должность; получить продвижение по службе; законодательный орган; орган исполнительной власти; орган законодательной власти; на федеральном уровне; на региональном уровне; на районном уровне; карьера государственного служащего; старшая государственная должность; высшая государственная должность; гражданская служба; пятилетний интервал; недостаток системы.

7. Вставьте пропущенное: recruited, developed, career, senior, organs, institutions, retire, five, classes, categories, incumbent.

1. In the 1990s a new system of ranks has been ... in Russia.
2. Civil servants are usually ... at an early age and ... at the age of 60, or at 65.
3. Official posts are divided into five
4. The Russian civil service can be defined through ... characteristics.
5. The civil servants can work for legislative, executive, judicial
6. The civil servants can work for the federal, regional, district and local
7. Third, posts are divided into three ... : A, B and C.
8. The fourth principle for the division indicates the stage of the civil servant's
9. The posts are junior, ... , chief, principal, and higher.
10. The fifth principle for appointment to posts is connected to the title of the

8. Переведите следующие предложения с русского языка на английский.

1. В 1990-е годы в России была разработана новая система рангов.
2. Государственные служащие обычно принимаются на работу в раннем возрасте и выходят на пенсию в возрасте 60 или 65 лет.
3. Официальные должности делятся на пять классов.
4. Российскую государственную службу можно определить по пяти характеристикам.

5. Во-первых, должность можно занимать в законодательных, исполнительных или судебных учреждениях.
6. Во-вторых, должность может находиться в федерации, регионе, провинции или округе, а затем в структуре местного самоуправления.
7. В-третьих, должности делятся на три категории.
8. Четвертый принцип разделения указывает на этап карьеры государственного служащего.
9. Пятый принцип назначения на должности связан с титулом действующего президента, и они присваиваются на пяти уровнях.

Local Government in the United Kingdom

Vocabulary

1. **division** – единица административно-территориального деления
2. **county** – графство
3. **district** – округ
4. **parish** – приход
5. **community** – община; местное сообщество, население; вместе живущие люди
6. **borough** – район крупного города
7. **council** – совет
8. **establish** – установить
9. **tier** ['taɪə] – уровень
10. **county council** – совет графства
11. **district council** – окружной или районный совет (местные органы власти)
12. **unitary authority** – унитарное образование
13. **elected representative** – избранный представитель
14. **councilor** – член совета, советник
15. **elect** – избирать
16. **belong to** – принадлежать
17. **vote for** – голосовать за
18. **individual** – кандидат-самовыдвиженец
19. **council chamber** – зал заседания (муниципального) совета (в городской ратуше)
20. **local town hall** – местная городская ратуша
21. **chair person** – председатель
22. **Lord Mayor** – лорд-мэр
23. **local authorities** – местные органы власти
24. **social service** – система социального обеспечения
25. **housing** – жилищное обеспечение
26. **fire service** – пожарная служба
27. **town planning** – градостроительство
28. **recreation facilities** – места отдыха
29. **carry out** – выполнить
30. **rubbish collection** – сбор мусора
31. **put out to tender** – объявить тендер
32. **compulsory competitive tendering** – обязательное участие в торгах
33. **grant** – грант; дотация, субсидия
34. **collect taxes** – собирать налоги
35. **commercial property** – коммерческая собственность
36. **share the money out** – распределять деньги
37. **council tax** – муниципальный налог
38. **be allowed to** – разрешать

39. **actual value of a person's house** – действительная стоимость дома человека

40. **local council** – муниципальный совет

1. Переведите слова и производные от них.

divide (v) – division

establish (v) – establishment (n)

county + council = ?

district + council = ?

elect (v) – election (n)

council (n) – councilor (n)

vote (v) – voter (n)

collect (v) – collection (n)

competitive (adj) – competition (n)

administration (n) – administrative (adj)

local (adj) – locally (adv)

politics (n) – political (adj)

power (n) – powerful (adj)

govern (v) – government (n)

plan (v) – planning (n)

2. Прочитайте текст и переведите его на русский язык.

Local Government in the United Kingdom

For administrative purposes Britain is divided into small geographical areas. The oldest and largest **divisions** in England and Wales are called **counties**. In Scotland, the largest divisions are regions. Counties and regions are further divided into **districts**. **Parishes**, originally villages with a church, are the smallest units of local government in England. These are called **communities** in Scotland and Wales. **Boroughs** were originally towns large enough to be given their own local government. Now, only boroughs in London have political power.

Counties and districts are run by **councils**, which have powers given them by central government. A system of local councils was first **established** in the 19th century. Councils have a two-**tier** structure (=two levels of government), with both county and **district councils**. The **county council** is the more powerful. Unitary authorities have only one tier of government. The first **unitary authorities** were created in 1995. Since then, all of Wales and Scotland and many parts of England have become unitary authorities.

Councils consist of **elected representatives**, called **councilors**. They are **elected** by the local people for a period of four years (in Scotland for three years). Most councilors **belong to** a political party and, especially at a county level, people **vote for** them as representatives of a party, not as **individuals**. County councils meet in a **council chamber** at the **local town hall**. Councilors elect a

chair person from amongst themselves. In cities, he or she is called **the Lord Mayor**. Members of the public are allowed to attend council meetings.

Local authorities (councils and committees) rather than central government are responsible for education, **social services, housing**, transport, the police and **fire services, town planning, recreation facilities** and other local services. Councils employ about 1,4 million people. Formerly, staff employed by the council **carried out** most activities, but now councils often give contracts to private firms. Many local government functions, e.g. **rubbish collection**, must be **put out to tender** (=competed for by private companies). This procedure is called **compulsory competitive tendering** intended to save money.

Central government provides a lot of money spent by councils in the form of **grants**. It also **collects taxes on commercial properties** throughout the country and then **shares the money out** between local authorities according to their population.

Councils also charge local people a **council tax**. This is the only tax that they **are allowed** to collect. The council tax has existed since 1993 and is based on the actual value of a person's house.

3. Ответьте на вопросы к тексту.

1. What is the oldest and largest division called?
2. What is the largest division in Scotland called?
3. What are counties and regions divided into?
4. Is a parish the smallest unit of local government in England?
5. Where do boroughs have political power?
6. When was the system of local government established?
7. What structure do councils have?
8. What structure do unitary authorities have?
9. Whom do councils consist of?
10. How long are councilors elected for?
11. Where do councilors meet?
12. What is a chairperson called?
13. What are local authorities responsible for?
14. How are local government functions put into action?
15. How do local authorities get money?
16. What is the only tax councils can collect?

4. Выберите правильный вариант ответа в соответствии с содержанием текста «Local Government in the United Kingdom».

1. The largest administrative divisions in England are called ...
 - a) communities.
 - b) counties.

2. In Scotland, the largest divisions are
- regions.
 - districts.
3. A system of local government was first established in ...
- the 15th century.
 - the 19th century.
4. Councilors are elected by local people for a period of ...
- four years.
 - six years.
5. Councils make policies for ...
- the whole country.
 - their area.
6. Now councils often give contracts to ...
- private firms.
 - individuals.
7. Central government provides a lot of money spent by councils in the form of ...
- taxes.
 - grants.
8. Money is shared between the local authorities according to ...
- the size of the territory.
 - their population.
9. The council tax is based on ...
- the value of a person's house.
 - the value of the income.

5. Переведите словосочетания с английского языка на русский:

to divide into; to elect representatives; to be run by; to belong to; to provide services; to take the power; counties; a two-tier structure; unitary authorities; a chair person; to establish; to attend meetings; to make policies; to carry out policy; to be responsible for; to employ the staff; according to; to charge a tax.

6. Переведите словосочетания с русского языка на английский:

в административных целях; географический район; самый крупный административный округ; местное правительство; муниципальный совет; двухуровневая структура; унитарное образование; местное население; отвечать за; представители общественности; места отдыха; сфера услуг по месту жительства.

7. Вставьте пропущенное: council, grants, party, two, one, councilors, education, regions, counties, councils.

1. The oldest and largest divisions in England and Wales are called
2. Counties and ... are further divided into districts.
3. Counties and districts are run by ...
4. Councils have a ...-tier structure.
5. Unitary authorities have only ... tier of government.
6. Councils consist of elected representatives, called
7. Most councilors belong to a political
8. Local authorities are responsible for ... , social services, housing, transport etc.
9. Central government provides a lot of money spent by councils in the form of ...
10. Councils also charge local people a ... tax.

8. Переведите следующие предложения с русского языка на английский.

1. Великобритания административно разделена на небольшие географические области.
2. Самые старые и крупнейшие подразделения в Англии и Уэльсе называются графствами.
3. В Шотландии самые большие подразделения – это регионы.
4. Приходы, изначально представлявшие собой деревни с церковью, являются наименьшими единицами местного самоуправления в Англии.
5. Теперь только районы Лондона обладают политической властью.
6. Графства и округа управляются советами, которые наделены полномочиями, предоставленными им центральным правительством.
7. Система местных советов была впервые создана в XIX веке.
8. Советы имеют двухуровневую структуру (два уровня управления).
9. Унитарные органы власти имеют только один уровень власти.
10. Советы состоят из избранных представителей и называются советниками.
11. Они избираются местным населением сроком на четыре года.

ЛИТЕРАТУРА

1. Иващенко, И.А. English for Public Administration. Английский для сферы государственного и муниципального управления [Электронный ресурс]: учебное пособие / И.А. Иващенко. – 4-е изд., стер. – Москва: ФЛИНТА, 2014. – 216 с.

2. English for Public Administration: учеб.-методич. пособие для слушателей специальности «Государственное управление» / Сост. О.В. Добролет, А.Р. Жорова. – Минск: Акад. упр. при Президенте Респ. Беларусь, 2008. – 128 с.

Учебное издание

Новикова Юлия Викторовна

кандидат филологических наук, доцент

Английский язык
для направления подготовки
«Государственное и муниципальное управление»

Учебное пособие

Учебное пособие
к изданию в авторской редакции подготовила
редактор Н.П. Лучинкина
Верстка Ю.В. Новикова
Дизайн обложки С.П. Вдовикина

Подписано в печать 24.01.2022.
Формат 60×84/16. Усл. п.л. 2,97. Тираж 20 экз. Заказ № 3.

Отдел информационных технологий и издательской деятельности
Азово-Черноморского инженерного института – филиала
ФГБОУ ВО Донской ГАУ
347740, г. Зерноград Ростовской области, ул. Советская, 15.