

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ**  
**БІЛОЦЕРКІВСЬКИЙ НАЦІОНАЛЬНИЙ АГРАРНИЙ УНІВЕРСИТЕТ**

**ФАКУЛЬТЕТ ПРАВА ТА ЛІНГВІСТИКИ**  
*Кафедра романо-германської філології та перекладу*

**ENGLISH FOR PUBLIC ADMINISTRATION**  
*(для студентів денної та заочної форми навчання  
спеціальності 281 “Публічне управління та адміністрування”)*

**Методичні вказівки з організації аудиторної та самостійної роботи  
студентів**

Ступінь вищої освіти – бакалавр

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Методичні вказівки містять алгоритми та зразки написання ділової кореспонденції у галузі публічного управління та адміністрування, тексти за фахом, вправи для розширення і закріплення студентами лексичного запасу за фахом, англо-український термінологічний вокабулярій, які спрямовані на забезпечення необхідної для фахівця комунікативну спроможність у сферах професійного та ситуативного спілкування в усній та писемній формах. Структура видання дозволяє вибірково використовувати поданий матеріал відповідно до потреб конкретної теми. Публікацію призначено для студентів денної та заочної форм навчання спеціальністю 281 «Публічне управління та адміністрування».

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## INTRODUCTION

Навчальна дисципліна «Іноземна мова за професійним спрямуванням» вивчається у першому та другому семестрах і базується на знаннях таких дисциплін, як «Українська мова», «Іноземна (англійська) мова», що вивчалися у середній школі.

Метою вивчення навчальної дисципліни «Іноземна мова за професійним спрямуванням» є оволодіння таким рівнем знань, який би забезпечував необхідну фахівцю з публічного управління комунікативну спроможність у сферах професійного та ситуативного спілкування в усній та писемній формах.

Таким чином, мета видання – розвиток іншомовних комунікативних компетенцій, які реалізуються у розумінні, аналізі оригінальних текстів, вмінні вести ділове листування та сформованості соціально-комунікативних позицій фахівця в галузі публічного управління та адміністрування.

Методичні вказівки містять професійно-орієнтовані довідниковий матеріал з ділового листування, тексти для читання, завдання на перевірку прочитаного, лексичні вправи, англо-український термінологічний вокабулярій. Система поданих вправ до текстів базується на компетентнісному підході при навчанні іноземних мов. Запропонована система вправ сприяє успішному вивченню, систематизації та закріплення професійно орієнтованого матеріалу.

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

## ОЧІКУВАНІ РЕЗУЛЬТАТИ НАВЧАННЯ

Символ результатів навчання за спеціальностями відповідно до освітньо-професійної програми	Результати навчання з дисципліни
РН 3. Уміти усно і письмово спілкуватися іноземною мовою.	РН 3.1 Уміти усно і письмово спілкуватися іноземною мовою в

	сфері публічного управління та адміністрування
РН 7. Уміти організовувати та брати участь у волонтерських/культурноосвітніх/спортивних проектах, спрямованих на формування здорового способу життя / активної громадянської позиції.	РН 7.1 Уміти організовувати та брати участь у культурноосвітніх проектах, спрямованих на формування активної громадянської позиції, застосовуючи відповідні засоби вербальної комунікації та адекватні форми ведення дискусій та підтримання розмови.
РН 11. Уміти здійснювати пошук та узагальнення інформації, робити висновки і формулювати рекомендації в межах своєї компетенції.	РН 11.1 Уміти здійснювати пошук та узагальнення інформації, робити висновки і формулювати рекомендації іноземною мовою в сфері публічного управління та адміністрування.
РН 12. Уміти налагодити комунікацію між громадянами та органами державної влади і місцевого самоврядування.	РН 12.1 Уміти налагодити комунікацію між з іноземними громадянами та їх органами державної влади і місцевого самоврядування, ефективно використовуючи широкий діапазон словникового запасу і граматичні структури, необхідних для викладу власних думок та аналізу результатів у професійній діяльності.

## PART 1. THE BASIC COMPONENTS OF WRITING

### 1.1. FORMS OF ADDRESS

Inside Address Styling	Salutation Styling
<i>College and University Faculty and Official</i>	
chancellor (of a university) Dr. Amelia R. Smith Chancellor	Dear Dr. Smith
dean (of a college or university) Dean Amelia R. Smith or Dr. Amelia R. Smith Dean	Dear Dr. Smith Dear Dean Smith
instructor Mr. John R. Smith Instructor	Dear Mr. Smith
president Dr. Amelia R. Smith President or President Amelia R. Smith	Dear Dr. Smith Dear President Smith
<i>Diplomats</i>	
ambassador, foreign His Excellency John R. Smith Ambassador of- or Her Excellency Amelia R. Smith	Excellency Dear Mr. Ambassador  Excellency Dear Madame Ambassador

<p>president of a republic Her Excellency Amelia R. Smith President of_ or His Excellency John R. Smith President of_</p>	<p>Excellency Dear Madame President  Excellency Dear Mr. President</p>
<p>prime minister His Excellency John R. Smith or Her Excellency Amelia R. Smith</p>	<p>Excellency Dear Mr. Prime Minister  Excellency Dear Madame Prime Minister</p>
<i>Government Officials—Federal</i>	
<p>cabinet officer Secretary of_ or The Secretary of_ or The Honorable Amelia R. Smith Secretary of_</p>	<p>Sir Dear Mr. Secretary  Sir Dear Mr. Secretary Madam Dear Madam Secretary</p>
<p>director (as of an independent federal agency) The Honorable John R. Smith Director _ Agency</p>	<p>Dear Mr. Smith</p>
<p>district attorney The Honorable Amelia R. Smith District Attorney</p>	<p>Dear Mr. Smith</p>
<p>federal judge</p>	<p>Sir</p>

The Honorable John R. Smith Judge of the United States District Court of the_District of_	My dear Judge Smith Dear Judge Smith
senator, United States Senate The Honorable Amelia R. Smith United States Senate	Madam Dear Senator Smith
supreme court, associate justice Mr. Justice Smith The Supreme Court of the United States or Ms. Justice Smith The Supreme Court of the United States	Sir Mr. Justice My dear Mr. Justice Dear Mr. Justice Smith Madam Madam Justice My dear Madam Justice
supreme court, chief justice The Chief Justice of the United States The Supreme Court of the United States or The Chief Justice The Supreme Court	Sir My dear Mr. Chief Justice Dear Mr. Chief Justice or Madam My dear Madam Chief Justice Dear Madam Chief Justice
<i>Government Officials—Local</i>	
city attorney (includes city council, corporation counsel) The Honorable Amelia R. Smith Dear Ms. Smith	Dear Ms. Smith
county clerk The Honorable John R. Smith Dear Mr. Smith	Dear Ms. Smith



Clerk of_County	
judge The Honorable Amelia R. Smith Dear Judge Smith Judge of the_Court of-	Dear Judge Smith
mayor The Honorable John R. Smith Sir Mayor of_ Dear Mayor Smith	Sir Dear Mayor Smith
<i>Miscellaneous Professional Titles</i>	
Any rank not listed Full title+full name+comma+abbreviation of branch of service	Dear+rank+surname
attorney Ms. Amelia R. Smith, Attorney-at-Law or Amelia R. Smith, Esq.	Dear Ms. Smith  Dear Ms. Smith
certified public accountant Amelia R. Smith, C.P.A.	Dear Ms. Smith
dentist John R. Smith, D.D.S. or Dr. John R. Smith	Dear Dr. Smith  Dear Dr. Smith
engineer John R. Smith, P.E.	Dear Mr. Smith
physician Amelia R. Smith, M.D. or	Dear Dr. Smith

Dr. Amelia R. Smith	Dear Dr. Smith
veterinarian	
John R. Smith, D.V.M.	Dear Dr. Smith
or	
Dr. John R. Smith	Dear Dr. Smith
<i>Multiple Addressees</i>	
two or more men with same surname	Gentlemen
Mr. Arthur W. Jones	or
Mr. John H. Jones	Dear Messrs. Jones
or	
Messrs. A. W. and J. H. Jones	
or	
The Messrs. Jones	
two or more men with different surnames	Gentlemen or Dear Mr. Langley and
Mr. Angus D. Langley	Mr. Overton
Mr. Lionel P. Overton	or
or	Dear Messrs. Langley and Overton
Messrs. A. D. Langley and L. P. Overton	
or	
Messrs. Langley and Overton	
two or more married women with same surname	Mesdames
Mrs. Arthur W. Jones	or
Mrs. John H. Jones	Dear Mesdames Jones
or	
Mesdames A. W. and J. H. Jones	
or	
The Mesdames Jones	
two or more unmarried women with same	Ladies

<p>surname</p> <p>Miss Alice H. Danvers</p> <p>Miss Margaret T. Danvers</p> <p>or</p> <p>Misses Alice and Margaret Danvers</p> <p>or</p> <p>The Misses Danvers</p>	<p>or</p> <p>Dear Misses Danvers</p>
<p>two or more women with same surname but whose marital status is unknown or irrelevant</p> <p>Ms. Alice H. Danvers</p> <p>Ms. Margaret T. Danvers</p>	<p>Dear Ms. Alice and Margaret Danvers</p>
<p>two or more married women with different surnames</p> <p>Mrs. Allen Y. Dow</p> <p>Mrs. Lawrence R. Frank</p> <p>or</p> <p>Mesdames Dow and Frank</p>	<p>Dear Mrs. Dow and Mrs. Frank</p> <p>Or</p> <p>Mesdames or Dear Mesdames Dow and Frank</p>
<p>two or more unmarried women with different surnames</p> <p>Miss Elizabeth Dudley</p> <p>Miss Ann Raymond</p> <p>or</p> <p>Misses E. Dudley and A. Raymond</p>	<p>Ladies or Dear Miss Dudley and Miss Raymond</p> <p>or</p> <p>Dear Misses Dudley and Raymond</p>
<p>two or more women with different surnames but whose marital status is unknown or irrelevant</p> <p>Ms. Barbara Lee</p> <p>Ms. Helen Key</p>	<p>Dear Ms. Lee and Ms. Key</p>

## 1.2. ESSENTIAL STEPS TO EFFECTIVE WRITING

To craft an effective message, a writer must take four preliminary steps:

- Why: Determine the purpose of your message.
- Who: Identify your audience and the proper tone for that audience.
- Which: Decide which form of writing is best in this situation.
- How: Consider how to prepare your message in the most effective way.

Each of these steps is described in turn below.

### **Step 1: Determine the Purpose of Your Message**

Purposes can be put into two broad categories: writing to inform and writing to persuade. There is an easy way to determine your purpose. You simply ask yourself, “Why am I writing this message?” For example, are you writing to tell an individual or a group what transpired at a staff meeting? Are you writing to your immediate supervisor about an idea you have to streamline an office procedure?

The first message is intended to inform; the second is an effort to persuade someone else to consider your point of view. The construction of your message will vary depending on what your purpose is:

- If your goal is to inform: Put the most important information at the beginning of the message.
- If your goal is to persuade: First present the problem and then propose your solution. Explain why you think the problem is a problem, why your solution will solve the problem, and how you would proceed to carry out the solution to the problem.

### **Example: Message to Inform**

Dear Karen:

I will not be able to attend the meeting today because of a prior commitment. I will be in touch with you tomorrow to find out what was discussed.

Sincerely,

Lou

### **Example: Message to Persuade**

Dear Janet:

In reviewing the latest figures from the accounting department, I noticed that we again are very close to going over our monthly budget for office supplies. As in the past four months, most of the expenditures went toward the repair and maintenance of our photocopier.

In conducting research into how to solve this problem, I located a photocopier at HMS Office Supply Store that is being offered at a discount because this particular model is being phased out.

The purchase price is \$1,200. Even though the initial outlay for purchasing this new photocopier would cause us to go over budget, I think that in the long run this acquisition would be cost-effective. We would save not only in terms of eliminating the costly repairs the old machine requires (an average of \$125 a month for the past four months alone) but also in terms of staff time now spent dealing with problems with the old machine.

Could we meet tomorrow to discuss this option?

Sincerely,

Carlos

## **Step 2: Identify Your Audience and the Proper Tone**

Once you have determined the purpose of your writing, you need to think about whom you are writing to and craft your message to that audience. If you do not address the right people, your message will lose much of its impact. In a very helpful chart in *Plain Language in Government Writing*, Judith Gillespie Myers groups public sector audiences into four main types: managers, experts or advisors, operators, and general readers. We agree in general with her groups but would categorize the four types as follows:

- Decision makers
- Staff members
- Experts
- General public

Examples of decision makers are elected executives, appointed chief executives, and department managers. Overall, decision makers supervise others and decide how public organizations will act.

Staff members include people on the front lines of an organization and those who provide services to support them. Frontline staff members include teachers, postal workers, and firefighters; examples of support staff members are personnel clerks, finance clerks, and administrative assistants.

Experts can be internal or external to the organization. Examples include civil engineers, scientists, attorneys, and planners.

The general public can be defined as those people outside a public organization who have a need for the services provided by the organization or who have an interest in the organization's goals and values. The scope of the public being addressed can range from very broad (for example, all citizens of a city) to moderate (for example, residents in a park and recreation district) to narrow (residents of a neighborhood or even a single individual).

Once you have identified your audience, you can set the tone of your message on the basis of your audience's general characteristics. The table below lists each group's general characteristics and the appropriate tone for each audience.

Type of Audience	General Characteristics	Tone
Decision makers	Broad perspective; relate the organization to a larger environment; most interested in information necessary to make decisions	Short, to the point, formal language
Staff members	Narrower perspective related to specific work responsibilities and personal situation; can only be expected to know their own jobs; looking for information related to their job and personal situation	Light, not as formal
Experts	Very narrow perspective; concerned about their area of expertise; looking for information specifically related to their area of expertise	Formal but more detailed than for decision makers
General public	Varied perspectives; lack in-depth knowledge of subjects and terms; looking for information that affects their personal lives	Conversational and explanatory

In the following examples, we can see how one topic – an organization moving to a new office – is approached differently depending on the audience that is being addressed.

### Example: Memo to a Decision Maker

To: Peter

From: Robin

Date: August 6, 2020

Subject: Relocation Date

All preliminary work on the relocation of the staff to the new offices has been completed, and we have set a date of August 14 for the final move. You can now notify staff members.

If you have any questions, please let me know.

As you can see, this memo is short and provides only a broad overview of the subject.

### Example: Memo to Staff

To: All Department Heads

From: Peter Piperman, Village Manager

Date: August 6, 2014

Subject: Relocation Date

It's official – our new building is ready! We will start our move on August 14. Please plan to meet in the conference room at 9:00 a.m. on August 13 to review our plans.

Thanks for your continuing efforts as we make this move.

Even though this memo is also short, you can see a major difference in tone from the preceding example. This less formal tone fits well with the concept of a team approach to managing staff.

#### **Example: Memo to Expert**

To: Joe Lombardi, Crew Chief

From: Robin Mann, Project Manager

Date: August 7, 2014

Subject: Certification Request Form for the New Building

As soon as you can, please send me a copy of the certification request form from the ADA that shows the requirements to be in compliance with the specs in Title III. I will then make the certification request and supporting materials available for public inspection.

Thank you.

Here we see a memo with much more technical information, including some terminology that the expert will already be familiar with.

#### **Example: Letter to General Public**



Village of Smithtown  
578 Lee Road  
Smithtown, Illinois 60006

August 6, 2014

Mr. and Mrs. Jack Waters  
424 Eastern Way  
Smithtown, Illinois 60006

Dear Mr. and Mrs. Waters:

We are pleased to announce that the building that will house the new administrative offices for the Village of Smithtown has been completed. Our new address will be 364 Village Lane.

Telephone numbers will not change. We will start moving on August 14 and plan to be open for business beginning at 9:00 a.m. on August 18.

We will keep our office on Lee Road open during the transition, so if you need to contact any village official during the time of the move, please feel free to get in touch with us there.

Thank you again for your tremendous support during this time of change. We look forward to serving you in our new offices!

Sincerely,  
Judith Griffin Mayor

This letter to the public contains all the information that citizens will need to continue communications with their local officials. The tone is more formal than the memo to the staff but is not overly stuffy and avoids jargon.

Note: Always remember that no matter which audience you address and which tone you adopt, any written communication can find its way into the public arena. Indeed, every communication written by a public official or staff member is ultimately a public document under the various freedom of information acts (sometimes referred to as open records acts or sunshine acts), and thus the audience may be the media and every member of the community at large. It is therefore vitally important to take care in what and how you write and how you present your organization.

### Step 3: Decide Which Form Is Best

We discuss forms of writing in more detail later in this book. Here we simply note that a great deal of public sector writing involves four basic forms: memos, letters, electronic messages, and reports.

Each of these forms has its own characteristics and purposes, as shown below.

Memos	Brief messages, usually between people in the same organization
Letters	Longer, more in-depth, and more formal correspondence, usually from someone in the organization to individual(s) outside the organization
Electronic messages	Usually communicated in e-mail format; somewhat less formal than memos; used to communicate both with people in the same organization and with persons outside
Reports	Presentation of facts given in a logical sequence; written for the public or for internal audiences and/or technical specialists

You saw examples of memos and a letter earlier in this chapter (see examples under Step 2). You might notice now that they indeed have distinct characteristics. The memos have “To,” “From,” “Date,” and “Subject” lines; they are brief; and they are sent to colleagues in the organization. The letter, on the other hand, is much more formal. It is presented on letterhead and addressed to someone outside the organization. The tone, as might be expected, is also more formal than the tone in the memos.

No matter what the form of your message is, however, a communication is effective only if it is first well prepared.

#### **Step 4: Consider How to Prepare Your Message**

Finally, before you begin the actual writing process, you need to think about how to prepare your message so you can present the most effective communication possible. This preparation involves answering two questions:

- What content should I include in my message?
- How should this content be presented?

The best way to prepare your message so that it has all the content you need to include and presents that content in an effective manner is to follow these two steps: (1) brainstorm (write down ideas as they come to you) and (2) organize.

#### **Brainstorm**

You can guide yourself through the brainstorming process in various ways, but the one we recommend for public sector writers is to adopt what journalists call the “5 Ws and 1 H.” That is, to get started, write down the answers to the following questions:

- Who is involved in this situation?
- What is going to happen/has happened?
- Where is it going to happen/did it happen?
- When is it happening/did it happen?
- Why is it happening/did it happen?
- How is it happening/did it happen?

We would also add the following question – a critical one when working in the public sector: *What does this mean to the person reading the communication?*

Now let us take a topic and brainstorm. Say you need to write a letter to the general public regarding a new leaf collection program the village is adopting. (Note that at this point, we have completed Steps 1-3: we know the purpose of the correspondence [to inform], the audience [the general public], and the form [a letter].) We brainstorm by writing down the following:

- *Who*: The village, all the citizens of the village

- *What*: A new leaf collection program
- *Where*: Throughout the village
- *When*: November 3, 2014
- *Why*: Improve efficiency
- *How*: New bags, new collection dates
- *What does this mean to me*: Citizens need to take new actions to get leaves picked up

We need to emphasize one other point here – even though the purpose of your letter is to inform the village citizens of something, you also need to take into consideration an important facet of human nature: some people do not like change, and even more people do not like change when it causes them to do something different from what they are used to doing. This point is highlighted in the brainstorming process when we answer the “What does this mean to me” question and see the words “new” and “actions.” Thus, even though our purpose is to inform (and therefore the most important information is placed at the beginning of the message), we also need to focus attention on the “why,” that is, why this new program is better for everyone (it improves efficiency). Your letter, then, will contain the answers to all the questions listed above but also will include additional information about “why” and “what does this mean to me.”

Now that you have brainstormed and know what information needs to go into your letter, you can move to the next step in the preparation process: organizing your thoughts into an effective message.

## **Organize**

One of the best ways to organize your thoughts is to get out a new piece of paper, pick up that pen or pencil again, and write out your main ideas in outline form. Each outline should have the following components:

- Introduction

- Body
- Conclusion

The main purpose of an outline is to help you get your thoughts in proper order so that the reader of your message can easily follow what you are trying to say. The outline is a tremendous help because it causes you to think in terms of order.

In the introduction, you explain why you are writing your message. In the body, you present the point or points you are writing about. In the conclusion, you sum up the main points and suggest further action (if applicable).

**Example: Outline of a Letter to Residents to Explain the New Leaf Collection Program**

1. Explain why letter is being written [Introduction]
2. Describe former system [Body]
  - A. Specific method adopted
  - B. Why it no longer works well
3. Describe new system
  - A. Specific method adopted
  - B. Why it is an improvement on old system
4. Express appreciation for cooperation [Conclusion]

The example below shows the letter we wrote as a result of the brainstorming and organizing process.

**Example: Letter to Residents to Explain the New Leaf Collection Program**

Village of Hanville  
 348 South Pine Street  
 Hanville, Illinois 60004

*Office of the Mayor*

October 6, 2014

Dear Resident:

Greetings. I am pleased to announce that our new leaf collection program is set to begin on Monday, November 3, 2014.

As you all know, our former system of raking leaves into the street had begun to create problems. When that program was implemented in 1980, we had only 250 citizens, and the system worked efficiently. With the village population now reaching 1,100, however, resulting in an increase in new homes, new trees, and thus new leaves, we have seen that having so many leaves raked into the street has caused flooding and traffic problems, leading to safety concerns.

After careful study by the Public Works Department, we have endorsed the new plan whereby all residents will place their leaves in specially designated bags (see attached picture). These bags are available for purchase at all local hardware stores and grocery supermarkets. The bags should be placed with your garbage and recyclables for collection on your regularly scheduled garbage collection day. This new system will allow us to reduce the flooding and traffic hazards we have been experiencing because of the old program.

Thank you to everyone involved in this effort to keep our village rated the cleanest village in the south suburban area!

Sincerely,  
Mayor Arbor

### **Key Points**

Before you begin writing, you need to identify the following:

- The purpose of your message
- Your audience and what tone your message should take

- Which form you should use
- What content you should include in your message

## **EXERCISES FOR CHAPTER**

### **Exercise 1.1**

Read the following passage and then answer the questions that follow it.

Get involved in making the environment healthy! Plant a tree in your yard or help others plant trees. Trees help in the following ways:

- Trees in your yard can increase your home's value by up to 15 percent.
- Trees conserve energy in the winter by slowing down those cold winds.
- Trees conserve energy in the summer by shading your home from the sun, thus reducing your air-conditioning bills.
- Trees help the air – they produce the oxygen we breathe, and they filter the particulates in the air.

Call now to get started. Our telephone number is (652) 555–0961.

### **Questions**

- a. What is the general purpose of this message?
- b. Who is the audience?
- c. Is the message effective? Why or why not?

### **Exercise 1.2**

**Read the following passage and then answer the questions that follow it.**

The Municipality anticipates that the contract for the preparation of the EA will be approved and implemented by July 2015. For Barn Road Project #02-433, pending state DOT approval, the Municipality and the Skyler Engineering Firm, LLC, will execute the necessary steps to contract (10 percent local match) for an Environmental

Assessment (EA) in accordance with the work scope approved by the state DOT on June 5, 2020. It is estimated that the EA will be completed in 18 months.

### **Questions**

- a. What is the general purpose of this message?
- b. Who is the audience?
- c. Is the message organized well? Why or why not?



## **PART 2. READING**

### **2.1. CIVIL SERVICE**

The term civil service can refer to either a branch of governmental service in which individuals are employed (hired) on the basis of professional merit as proven by competitive examinations; or the body of employees in any government agency apart from the military, which is a separate extension of any national government.

A civil servant or public servant is a person in the public sector employed for a government department or agency. The extent of civil servants of a state as part of the “civil service” varies from country to country. In the United Kingdom, for instance, only Crown (national government) employees are referred to as civil servants whereas county or city employees are not.

Many consider the study of civil service to be a part of the field of public administration. Workers in “non-departmental public bodies” (sometimes called “QUANGOs”) may also be classed as civil servants for the purpose of statistics and possibly for their terms and conditions. Collectively a state’s civil servants form its civil service or public service.

An international civil servant or international staff member is a civilian employee that is employed by an intergovernmental organization. These international civil servants do not

resort under any national legislation (from which they have immunity of jurisdiction) but are governed by an internal staff regulations. All disputes related to international civil service are brought before special tribunals created by these international organizations such as, for instance, the Administrative Tribunal of the ILO.

Specific referral can be made to the International Civil Service Commission (ICSC) of the United Nations, an independent expert body established by the United Nations General Assembly. Its mandate is to regulate and coordinate the conditions of service of staff in the United Nations common system, while promoting and maintaining high standards in the international civil service.

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

Governmental authorities at all levels are significantly affected by a range of global developments, such as the recent financial crisis, urbanisation, demographic challenges and heightened security concerns. Such global development trends shape the strategic plans adopted by governments to foster sustainable economic growth, and ensure the prosperity and well-being of citizens and businesses. Everywhere today, all of us – both within our firm and among our clients – find ourselves in an entirely unfamiliar environment of uncertainty, instability and sweeping change. The new reality is becoming a fact of life and our common future.

Competition between countries, and individual regions and cities is intensifying. The inflow of investment in infrastructure development reveals the global potential and competitive advantages of new economic agglomerations that are appearing on the map of the world. At the same time, cooperation between the public, private and non-profit sectors is taking on a global scale and becoming more active. In this context, government leaders face a number of critical challenges, including managing stakeholder relations and supporting an open dialogue based on trust.

Civil servants must understand and effectively respond to the complex challenges they face, improve their operational efficiency.

**1. Read the text. Say if the following sentences are true or false. Correct the false statements.**

1. The term civil service can refer to either a branch of governmental service; or the body of employees in any government agency. \_\_\_\_\_

2. A civil servant or public servant is a person in the public sector employed for a government department or agency. \_\_\_\_\_
3. Workers in “non-departmental public bodies” may also be classed as civil servants for the purpose of statistics and possibly for their terms and conditions. \_\_\_\_\_
4. A state’s civil servants form its civil service or public service. \_\_\_\_\_
5. An international civil servant or international staff member is a civilian employee that is employed by a nongovernmental organization. \_\_\_\_\_
6. All disputes related to international civil service are brought before special tribunals created by these international organizations such as, for instance, the Administrative Tribunal of the ILO. \_\_\_\_\_
7. Governmental authorities at all levels are significantly affected by a range of global developments, such as the recent financial crisis, urbanisation, demographic challenges and heightened security concerns. \_\_\_\_\_
8. Civil servants must understand and effectively respond to the complex challenges they face, improve their operational efficiency. \_\_\_\_\_

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

1. public sector	a. the part of an economy that is controlled by the state
2. public administration	b. a special agency of the United Nations, established under the Treaty of Versailles in 1919, with the aim of promoting lasting peace through social justice
3. intergovernmental	c. the implementation of government policy and also an academic discipline that studies this implementation and prepares civil servants for working in the public service
4. quango	d. an organization which most countries belong to. Its role is to encourage international peace, co-operation, and friendship

5. administrative tribunal	e. a body established by or under Act of Parliament to decide claims and disputes arising in connection with the administration of legislative schemes, normally of a welfare or regulatory nature
6. ILO	f. relating to or conducted between two or more governments
7. stakeholder	g. a semi-public administrative body outside the civil service but receiving financial support from the government, which makes senior appointments to it a member of the civil service
8. the United Nations	h. a person with an interest or concern in something, especially a business

**3. Make up word combinations in accordance with the text and translate them.**

1. professional	a. public bodies
2. competitive	b. examinations
3. non-departmental	c. of jurisdiction
4. intergovernmental	d. organization
5. immunity	e. challenges
6. maintaining	f. high standards
7. financial	g. crisis
8. demographic	h. economic growth
9. foster	i. change
10. sweeping	j. relations
11. inflow	k. of investment
12. non-profit	l. merit
13. global	m. scale
14. stakeholder	n. operational efficiency
15. improve	o. sectors

#### **4. Complete the gaps with the correct word.**

1. A civil servant or public servant is a person in the \_\_\_\_\_ sector employed for a government \_\_\_\_\_ or \_\_\_\_\_.
2. In the United Kingdom, for instance, only \_\_\_\_\_ (national government) employees are referred to as civil servants whereas \_\_\_\_\_ or \_\_\_\_\_ employees are not.
3. Many consider the study of civil \_\_\_\_\_ to be a part of the field of \_\_\_\_\_ administration.
4. An international civil servant or international staff member is a civilian employee that is employed by an \_\_\_\_\_ organization.
5. These international civil servants do not \_\_\_\_\_ under any national legislation (from which they have \_\_\_\_\_ of jurisdiction).
6. All disputes related to international civil service are brought before special \_\_\_\_\_.
7. Nations common system, while \_\_\_\_\_ and \_\_\_\_\_ high standards in the international civil service.
8. Cooperation between the \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ sectors is taking on a global scale and becoming more active.

#### **5. Answer the questions. Think of more questions of your own.**

1. What does the term civil service refer to?
2. Who is a civil servant?
3. What does an international civil servant do?
4. What challenges do the civil servants face?

#### **6. Give a summary of the text**

### **2.2. PUBLIC ADMINISTRATION**

Public Administration can be broadly described as the development, implementation and study of government policy. Today public administration is often

regarded as including also some responsibility for determining the policies and programs of governments. Specifically, it is the planning, organizing, directing, coordinating, and controlling of government operations.

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

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

Lorenz von Stein, since 1855 professor in Vienna, is considered to be the founder of the science of public administration. According to him, the science of public administration was an interaction between theory and practice and combined several disciplines, such as sociology, political sciences, administrative law and public finance.

In the United States Woodrow Wilson was the first to consider the science of public administration. In an 1887 article entitled "The Study of Administration" Wilson wrote "it is the object of administrative study to discover, first, what government can properly and successfully do, and secondly, how it can do these proper things with the utmost possible efficiency and at least possible cost either of money or of energy".

In most of the world the establishment of highly trained administrative, executive classes has made public administration a distinct profession. The body of public administrators is usually called the civil service. Traditionally the civil service is contrasted with other bodies serving full time, such as the military, the judiciary, and the police.

In most countries a distinction is also made between the home civil service and those persons engaged abroad on diplomatic duties. A civil servant, therefore, is one of a body of persons who are directly employed in the administration of the internal affairs of the state and whose role and status are not political, ministerial, military, or constabulary.

**1. Read the text. Say if the following sentences are true or false. Correct the false statements.**

1. Public Administration can be broadly described as the development, implementation and study of government policy. \_\_\_\_\_
2. Today public administration is the planning, organizing, directing, coordinating, and controlling of government operations. \_\_\_\_\_
3. Within nations public administration is practiced at the central and local levels. \_\_\_\_\_
4. Woodrow Wilson is considered to be the founder of the science of public administration. \_\_\_\_\_
5. In the United States Lorenz von Stein was the first to consider the science of public administration. \_\_\_\_\_
6. In an 1787 article entitled “The Study of Administration” it was written “it is the object of administrative study to discover, first, what government can properly and successfully do, and secondly, how it can do these proper things with the utmost possible efficiency and at least possible cost either of money or of energy”. \_\_\_\_\_
7. In most of the world the establishment of highly trained administrative, executive classes has made public administration a distinct profession. \_\_\_\_\_
8. The body of public administrators is usually called the civil service. \_\_\_\_\_

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

1. development	a. the process of developing or being developed
2. implementation	b. the process of making plans for something
3. planning	c. the process of putting a decision or plan into effect; execution
4. organize	d. bring the different elements of (a complex activity or organization) into a
5. coordinate	harmonious or efficient relationship
6. control	e. the process or activity of running a business, organization, etc.
7. administration	f. the power to influence or direct people's behaviour or the course of events

**3. Make up word combinations in accordance with the text and translate them**

1. government	a. Administration
2. Public	b. policy
3. implementation	c. level
4. reigning	d. model
5. local	e. organization
6. non-governmental	f. of law
7. internal	g. duties
8. civil	h. servant
9. distinct	i. affairs
10. diplomatic	j. profession

**4. Complete the gaps with the correct word**

1. Public Administration can be broadly described as the \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ of government policy.



2. Public administration is the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ of government operations.
3. Within nations public administration is practiced at the \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ levels.
4. From the \_\_\_\_\_ century, the \_\_\_\_\_ was the reigning model of the administrative organization in Western Europe.
5. \_\_\_\_\_, since 1855 professor in Vienna, is considered to be the founder of the science of public administration.
6. In the United States \_\_\_\_\_ was the first to consider the science of public administration.
7. In 1887 Wilson wrote an article entitled “\_\_\_\_\_”.
8.  
The body of public administrators is usually called the \_\_\_\_\_.
9. Traditionally the civil service is contrasted with other bodies serving full time, such as the \_\_\_\_\_, the \_\_\_\_\_, and the \_\_\_\_\_.
10. A civil servant, therefore, is one of a body of persons whose role and status are not \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_.

**5. Answer the questions. Think of more questions of your own.**

1. What is Public Administration?
2. Is public administration a feature of all nations?
3. On what levels is public administration practiced?
4. What was the reigning model of the administrative organization in Western Europe in the 16th century?
5. What did states need for the implementation of law and order and for setting up a defensive structure?
6. Who is considered to be the founder of the science of public administration?
7. Who was the first to consider the science of public administration?
8. Is public administration a distinct profession?

9. How is the body of public administrators called?

**6. Give a summary of the text.**

**2.3. WHAT IS GOVERNMENT**

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

**1. Decide True or False. Correct false sentences.**

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

8. A military force protects the country if other countries attack it \_\_\_\_\_

**2. Answer the questions. Think of more questions of your own.**

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

**3. Match the words with the translation. Make up sentences of your own using the words.**

1. to contain	a. вирішувати
2. to break the law	b. уникати
3. to collect	c. обмінювати
4. to make sure	d. захищати
5. to solve	e. дотримуватись закону
6. to exchange	f. порушувати закон
7. to follow the law	g. описувати
8. to protect	h. переконатися

**2.4. GOVERNMENTAL FUNCTIONS**

In all modern states, governmental functions have greatly expanded with the emergence of government as an active force in guiding social and economic development.

One of the main governmental functions is self-preservation. The country must seek to command the attachment of a community of citizens as well as to preserve itself from external violence. Civil war signifies that the government has lost one of the basic attributes of political authority: its monopoly of force and its control over

the use of violence. In a fundamental sense, political authority may be preserved from the threat of civil war only when there exists in the political community an agreement on the basic principles of the regime. Such a consensus is the result, among other things, of a shared 'ideology' that gives fellow citizens a sense of communal belonging and recognizes interlocking values, interests, and beliefs. Ideology is sometimes associated with ancient customs, sometimes with religion, sometimes with the sort of common need that has led to the formation of many nation-states, and sometimes with the fear of a common enemy. The ideological commitment that people call patriotism is typically the product of several of these forces. In this sense, civic education should be counted among the essential functions of the state.

Governments must preserve themselves against external as well as domestic threats. For this purpose they maintain armed forces and carry on intelligence activities. They also try to prevent the entry of aliens who may be spies or terrorists, imprison or expel the agents of foreign powers, and embargo the export of materials that may aid a potential enemy.

Supervision and resolution of conflicts is another key function of the government. Representative institutions are themselves a device for the resolution of conflict. Elections in constitutional democracies provide opportunities for mass participation in a process public decision; parliamentary institutions provide for public hearings on major issues of policy; and political parties integrate a variety of interests and effect compromises on policy that win acceptance from many different groups.

Another function of the government is regulation of the economy: regulation of the production, distribution, and export of goods, allotting funds or subsidies for the support of agriculture, support of domestic manufacturers, the use of taxes and tariffs, the issuance of money, lending and insurance.

To some extent, all modern governments assume responsibility for protecting the political and social rights of their citizens. All modern governments participate directly in provision of goods and services. In addition to that, public functions include public education, fire protection, conservation of natural resources, flood

control, postal services, the provision of health care, the operation of public transport facilities, airport and port maintenance, and water-supply systems.

**1. Answer the questions. Think of more questions of your own.**

1. What does the governmental function of self-preservation imply?
2. According to the article, under what condition can political authority be preserved from the threat of civil war?
3. What does a shared «ideology» provide fellow citizens with?
4. What is patriotism typically the product of?
5. What do governments do to preserve themselves against external as well as domestic threats?
6. Why can representative institutions be called a device for the resolution of conflict?
7. What constitutes the governmental function of regulation of the economy?
8. What other functions do modern governments perform?

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

1. aid	a. the act of making available coins, currency, or stamps by a government, or the items themselves:
2. commitment	b. an agreement in which you pay a company money and they pay your costs if you have an accident, injury, etc.
3. expand	c. the work needed to keep something in good condition
4. goods	d. to help or support someone or something
5. Insurance	e. the activity of lending money to people and organizations which they pay back with interest
6. Issuance	f. to increase in size, number, or importance, or to make something increase in this way
7. lending	g. a promise or firm decision to do something, or the fact of promising something

8. maintenance	h. things for sale, or the things that you own
9. tax	i. an amount paid to the government based on a person's income, a company's profits, the value of goods and services etc, or this money considered together

### 3. Complete the gaps with the correct word

facilities	rights	authority	domestic
regulations	agreement	distribution	

- Prices of goods are governed by the cost of the raw materials, as well as by the cost of production and \_\_\_\_\_.
- The new charter establishes the \_\_\_\_\_ and duties of citizens
- The community center has some of the newest equipment and best \_\_\_\_\_ in town.
- Focusing on exporting can help fight off \_\_\_\_\_ and foreign competition.
- Negotiations will continue for an ambitious \_\_\_\_\_ on trade and other matters.
- The government has the \_\_\_\_\_ to regulate phone service provided over the internet.
- They are introducing new policies and \_\_\_\_\_ for e-commerce.

## 2.5. LOCAL GOVERNMENT IN UKRAINE

The local government in Ukraine consists of two systems based on administrative divisions of Ukraine. There are 24 oblasts, the Autonomous Republic of Crimea, and two city councils with special status (regions), with each region further divided into amalgamated hromadas and raions (districts).

In Ukraine, relations regarding the organization and activity of entities of local government are regulated by the Constitution of Ukraine, laws "About local self-governance in Ukraine" and "About local state administrations".

Deputies in Ukrainian local councils work on a voluntary basis.

There are two systems of local government:

- a system of local self government as public government (like public sector) of territorial community (amalgamated hromada) and formed by them municipal governing bodies (municipal authority)(local councils);
- a system of local bodies of state executive power that is represented by local state administrations.

The local state administrations are bodies (agents) of state executive power at local level that are subordinated to bodies of executive power of higher level, and also accountable to and under the control of the relevant representative bodies (local councils) in the field of the powers delegated to them. Their functions have state nature (reflect the state interest), predetermined by tasks and problems of state significance and they are the embodiment of the policy of deconcentration. At functional level the local state executive government does not have independent rights and powers distinct and separate from the rights and powers of bodies of the central state government.

As for territorial communities, they are natural corporations of local residents who carry out self-government directly or through local self-governing authorities and exist on principles of self-organization and are not subordinated hierarchically to other government entities.

The village, township, or city mayor is the chief executive of the local community at the village (or association of several villages), town or city level, elected by universal, equal and direct suffrage by secret ballot every four years in the manner prescribed by law. The village or township mayor leads the executive committee of the respective village, township or city council, and presides at its meetings.

The deputies elected in local elections work on a voluntary basis. Meaning that they work for free for 5 years in a row.

The financial basis of local government consists of movable and immovable property, revenues, other funds, land, natural resources and common property, and is managed by district and regional councils. Territorial communities of villages, towns and cities may unite (on a contractual basis) objects of communal property and budget funds for implementation of joint projects, or to jointly finance (or maintain) communal enterprises, organizations and institutions. The state participates in the revenue of local budgets, financially supporting local self-government. Costs to local government arising from decisions of public authorities are compensated by the state.

**1. Answer the questions. Think of more questions of your own.**

1. What systems does local government consist of?
2. What are the local state administrations subordinated to?
3. What community is not subordinated hierarchically to other government entities?
4. How is village or township mayor elected?
5. What does the financial basis of local government consists of?
6. Why do territorial communities of villages, towns and cities may unite objects of communal property and budget funds?

**2. Make up word combinations in accordance with the text and translate them.**

1. territorial	a. property
2. executive	b. projects
3. movable	c. community
4. public	d. entities
5. joint	e. power
6. government	f. authorities



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

1. entity	a. an organization or a business that has its own separate legal and financial existence
2. community	b. the people living in one particular area or people who are considered as a unit because of their common interests, social group, or nationality
3. municipal	c. relating to or belonging to the government of a town or city
4. power	d. the ability to control or influence people, organizations, events, etc.
5. delegate	e. to give a particular job, duty, etc. to someone else so that they do it for you
6. suffrage	f. the right to vote in an election, especially to vote for representatives in a government
7. preside	g. to be in charge of a formal meeting or ceremony
8. division	h. one of the main separate parts that a company, or group of companies, is divided into

### 4. Complete the gaps with the correct word.

revenue	residents	elected	costs
regulates	unite	ballot	carrying out

- Governments are calling on national business communities to \_\_\_\_\_ in the current crisis
- He was \_\_\_\_\_ executive vice president and chief financial officer.
- The agency \_\_\_\_\_ the financial services industry.
- \_\_\_\_\_ of Westville complained about the town's bus system.
- The government is \_\_\_\_\_ a review of state pension provision.
- They need to restructure the tax system to collect more \_\_\_\_\_.
- Escalating \_\_\_\_\_ have adversely affected profits.

8. The election of the government is carried out by secret \_\_\_\_\_.

## **2.6. A GOVERNMENT BUDGET**

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

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

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

A budget can be of three types:

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

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

**Surplus Budget:** When government receipts are more than expenditure.

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

**1. Match the phrases with their translation. Make up sentences of your own using the words.**

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

**2. Answer the questions.**

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

**3. Complete the sentences.**

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

9. When government receipts are \_\_\_\_\_ to the government \_\_\_\_\_, it is a balanced budget.

10. When government expenditure exceeds government \_\_\_\_\_, the budget is \_\_\_\_\_.

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

##### **Budget types**

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

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

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

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

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

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

## **2.7. TAXES?**

Taxes are involuntary fees levied on individuals or corporations and enforced by a government entity – whether local, regional or national – in order to finance

government activities. In economics, taxes fall on whomever pays the burden of the tax, whether this is the entity being taxed, such as a business, or the end consumers of the business's goods.

To help fund public works and services – and to build and maintain the infrastructures used in a country – the government usually taxes its individual and corporate residents. The tax collected is used for the betterment of the economy and all living in it. In the U.S. and many other countries in the world, taxes are applied to some form of money received by a taxpayer. The money could be income earned from salary, capital gains from investment appreciation, dividends received as additional income, payment made for goods and services, etc.

A percentage of the taxpayer's earnings or money is taken and remitted to the government. Payment of taxes at rates levied by the state is compulsory, and tax evasion – the deliberate failure to pay one's full tax liabilities – is punishable by law. Most governments use an agency or department to collect taxes; in the United States, this function is performed by the Internal Revenue Service (IRS).

There are several very common types of taxes:

Income Tax – a percentage of individual earnings filed to the federal government

Corporate Tax – a percentage of corporate profits taken as tax by the government to fund federal programs.

Sales Tax – taxes levied on certain goods and services

Property Tax – based on the value of land and property assets

Tariff – taxes on imported goods imposed in the aim of strengthening internal businesses

Estate tax – rate applied to the fair market value of property in a person's estate at the time of death

Tax systems vary widely among nations, and it is important for individuals and corporations to carefully study a new locale's tax laws before earning income or doing business there.

Paying taxes should be done in a way that is comfortable to the tax-payer. Collecting taxes should be as cheap as possible to the government. The government uses the money collected from taxes to pay for things. For example, people who work for the government must be paid, so some taxes are used to pay these people. Taxes are also used to pay for education, health care, and to maintain things like roads, bridges, sewers, and buildings.

**1. Answer the questions. Think of more questions of your own.**

1. What are taxes?
2. Why are taxes collected?
3. What are the consequences of tax evasion?
4. What are the common types of taxes?
5. What body does usually collect taxes?
6. What things are taxes used by government?

**2. Match the sentence halves.**

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

### 3. Make up word combinations in accordance with the text and translate them.

1. corporate	a. assets
2. capital	b. evasion
3. additional	c. gains
4. tax	d. income
5. end	e. liabilities
6. property	f. market value
7. fair	g. residents
8. tax	h. consumers

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

1. levy	a. someone who pays taxes:
2. value	b. money earned by a person, company, government, etc. over particular period of time:
3. taxpayer	c. the amount of money that something is worth
4. fee	d. part of the profit of a company that is paid to shareholders:
5. percentage	e. to officially ask for an amount of money, such as a tax, for a government or organization
6. income	f. an amount of something, often expressed as a number out of 100
7. dividend	g. a person who buys goods or services for their own use
8. consumer	h. an amount of money paid for a particular piece of work or for a particular right or service:

## 2.8. PUBLIC FINANCE

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

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

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

**Components of Public Finance.** The main components of public finance include activities related to collecting revenue, making expenditures to support society, and implementing a financing strategy (such as issuing government debt). The main components include:

**Tax collection.** Tax collection is the main revenue source for governments. Examples of taxes collected by governments include sales tax, income tax (a type of progressive tax), estate tax, and property tax. Other types of revenue in this category include duties and tariffs on imports and revenue from any type of public services that are not free.

**Budget.** The budget is a plan of what the government intends to have as expenditures in a fiscal year. In the U.S., for example, the president submits to Congress a budget request, the House and Senate create bills for specific aspects of the budget, and then the President signs them into law.

**Expenditures.** Expenditures are everything that a government actually spends money on, such as social programs, education, and infrastructure. Much of the government's spending is a form of income or wealth redistribution, which is aimed at benefiting society as a whole. The actual expenditures may be greater than or less than the budget.

**Deficit/Surplus.** If the government spends more than it collects in revenue there is a deficit in that year. If the government has less expenditures than it collects in taxes, there is a surplus.



National Debt. If the government has a deficit (spending is greater than revenue), it will fund the difference by borrowing money and issuing national debt. The Treasury is responsible for issuing debt, and when there is a deficit, the Office of Debt Management (ODM) will make the decision to sell government securities to investors.

**1. Answer the questions. Think of more questions of your own.**

1. What is public finance?
2. What functions does Public finance have to perform within the country?
3. What are the main components of public finance?
4. What is the main revenue source for governments?
5. What is government's spending?
6. What happens if the government spends more than it collects in revenue?
7. What does the government implement if there is a deficit?

**2. Make up word combinations in accordance with the text and translate them.**

1. external	a. expenditure
2. government	b. collection
3. promote	c. aggression
4. public	d. redistribution
5. state	e. debt
6. tax	f. the welfare
7. wealth	g. authorities

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

1. citizen	a. the government department that is responsible for financial matters such as spending and tax
2. duty	b. an amount that is more than is needed:
3. fiscal year	c. someone who lives in a particular town, country, or

	state
4. infrastructure	d. a period of 12 months for which a government records its income and spending:
5. surplus	e. the general state of health or degree of success of a person, business, country, etc
6. The Treasury	f. a tax paid to the government, especially on things that you bring into a country
7. welfare	g. the basic systems and services that are needed in order to support an economy, for example, transport and communication systems and electricity and water supplies:

**4. Complete the sentences with the correct form of the given words**

implement	tariffs	taxes	debts
borrow	revenue	expenditure	

1. The government's annual \_\_\_\_\_ on arms has been reduced.
2. The US has imposed new \_\_\_\_\_ on chocolate from Brazil.
3. Countries who had \_\_\_\_\_ heavily to pay for oil imports were hit hard.
4. Companies become insolvent because they cannot pay their \_\_\_\_\_.
5. The government has promised that they'll reduce \_\_\_\_\_.
6. The corporation has \_\_\_\_\_ a new compensation plan for its sales force.
7. They need to restructure the tax system to collect more \_\_\_\_\_.

**2.9. CORRUPTION. SCALES OF CORRUPTION**

Corruption is a form of dishonest or unethical conduct by a person entrusted with a position of authority, often to acquire personal benefit. Corruption may include

many activities including bribery and embezzlement, though it may also involve practices that are legal in many countries. Government, or «political», corruption occurs when an officeholder or other governmental employee acts in an official capacity for personal gain.

Stephen D. Morris, a professor of politics, writes that corruption is the illegitimate use of public power to benefit a private interest.

Economist Ian Senior defines corruption as an action to (a) secretly provide (b) a good or a service to a third party (c) so that he or she can influence certain actions which (d) benefit the corrupt, a third party, or both (e) in which the corrupt agent has authority. Daniel Kaufmann, from the World Bank, extends the concept to include «legal corruption» in which power is abused within the confines of the law – as those with power often have the ability to make laws for their protection. The effect of corruption in infrastructure is to increase costs and construction time, lower the quality and decrease the benefit.

Corruption can occur on different scales. There is corruption that occurs as small favors between a small number of people (petty corruption), corruption that affects the government on a large scale (grand corruption), and corruption that is so prevalent that it is part of the everyday structure of society, including corruption as one of the symptoms of organized crime (systemic corruption).

*Petty corruption* occurs at a smaller scale and takes place at the implementation end of public services when public officials meet the public, for example, in many small places such as registration offices, police stations and many other private and government sectors.

*Grand corruption* is defined as corruption occurring at the highest levels of government in a way that requires significant subversion of the political, legal and economic systems. Such corruption is commonly found in countries with authoritarian or dictatorial governments but also in those without adequate policing of corruption.

The government system in many countries is divided into the legislative, executive and judiciary branches in an attempt to provide independent services that

are less subject to grand corruption due to their independence from one another. It is affecting half of the world.

*Systemic corruption* is corruption which is primarily due to the weaknesses of an organization or process. It can be contrasted with individual officials or agents who act corruptly within the system.

Factors which encourage systemic corruption include conflicting incentives, discretionary powers; monopolistic powers; lack of transparency; low pay; and a culture of impunity. Specific acts of corruption include bribery, extortion, and embezzlement in a system where corruption becomes the rule rather than the exception.

**1. Answer the questions. Think of more questions of your own.**

1. When does government or «political» corruption occur?
2. How does Ian Senior define corruption?
3. What does «legal corruption» mean?
4. What scales of corruption are mentioned in the text?
5. Why is the government system in many countries divided into three branches?

**2. Make up word combinations in accordance with the text and translate them.**

1. corrupt	a. offices
2. legal	b. benefit
3. make	c. corruption
4. personal	d. corruption
5. petty	e. laws
6. public	f. agent
7. registration	g. power

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

1. bribery	a. freedom from punishment for something that has been done that is wrong or illegal:
2. embezzlement	b. a person who holds a position of authority and responsibility in a government or other organization
3. impunity	c. a situation in which business and financial activities are done in an open way without secrets, so that people can trust that they are fair and honest
4. officeholder	d. the crime of secretly taking money that is in your care or that belongs to an organization or business you work for
5. subversion	e. the crime of giving someone, especially someone in a position of authority, money, a gift, etc. so that they will do something illegal or dishonest for you
6. transparency	f. the act of trying to destroy or damage an established system or government

### 4. Complete the sentences with the correct form of the given words.

extortion	corruption	illegitimate	impunity
authority	transparency	government	

- Many of these insurance claims are \_\_\_\_\_.
- He was found guilty of obtaining the money by \_\_\_\_\_.
- The \_\_\_\_\_ is spending millions of dollars in its attempt to combat drug abuse.
- She thought that her money and power gave her the right to ignore the law with \_\_\_\_\_.
- Concerns have been raised about a lack of \_\_\_\_\_ regarding the company's healthcare and pension liabilities.

6. The investigation revealed political chicanery and \_\_\_\_\_ at the highest levels.
7. The company had the owner's \_\_\_\_\_ to contract on his behalf.

## VOCABULARY

**abide (by)** – слідувати (нормам), дотримуватись, слухатись

**ability** – можливість

**abolish** – відміняти

**absorb** – поглинати

**abstain** – утримуватись

**accompany** – супроводити

**accord** – згода, погодженість

**accountable** – відповідальний

**achieve** – досягати, добиватися

**achievement** – досягнення

**acknowledge** – визнати, підтверджувати

**adapt** – пристосовувати, адаптувати

**adhere (to)** – дотримуватись, слідувати (нормам)

**adjourn** – припиняти (збори)

**adjudicate** – розглядати справу, вирішувати суперечку

**adjust** – корегувати

**adopt** – приймати, ухвалювати, засвоювати

**advisory** – дорадчий, консультативний

**affairs** – справи

**aftermath** – наслідок

**agenda** – порядок денний, програма, план

**aid** – допомога

**allege** – твердити, заявляти

**allow** – дозволяти

**ambiguous** – неоднозначний, сумнівний

**amend** – вносити поправки (дозакону), поліпшувати

**annual** – річний, щорічний

**application** – заявка, застосування

**apply** – застосовувати

**apply for** – звертатися (заповідкою, дозволом), подавати заяву

**appoint** – призначати (на посаду)

**apprenticeship** – професійне навчання без відриву від виробництва

**approval** – схвалення

**arrange** – організувати

**arrangement** – згода, домовленість

**asset** – ресурс, (-s) – активи, майно

**assistance** – допомога, сприяння

**attain** – досягати

**authorise** – дозволяти

**authority** – влада, орган

**awareness** – обізнаність

**bargain** – вести переговори

**determine** – визначати, встановлювати

**enshrine** – зберігати (погляди)

**link** – з'єднувати, звязувати; **to be linked to** – бути пов'язаним з

**biannually** – два рази на рік

**bilateral** – двосторонній

**bilateral negotiations** – двобічні переговори

**bill** – законопроект

**binding** – зобов'язальний

**blame** – звинувачувати

**board of directors** – рада директорів

**body of law** – сукупність правових норм

**breach** – порушувати (закон); пробивати

**break-up** – розпад

**brief** – резюмувати, коротко повідомляти

**broaden** – розширювати

**chair** – головувати, очолювати

**chairmanship** – головування



**chairperson/chair** – голова  
**challenge** – викликати (на дуель),заперечувати, брати під сумнів  
**chamber** – палата  
**circulate** – циркулювати  
**circumstance** – обставини, умови  
**civil society** – громадянське суспільство  
**civilian** – цивільний  
**claim** – вимагати, претендувати  
**clause** – положення, стаття, пункт  
**cloud** – приховувати  
**collapse** – руйнування  
**commercial** – комерційний  
**commitment** – доручення, зобов'язання  
**common market** – спільний ринок  
**Commonwealth of Independent States** – Співдружність незалежних держав  
**competence** – юрисдикція, повноваження  
**competitive** – конкурентний  
**complement** – доповнювати  
**complementary** – додатковий  
**comprise** – містити в собі,охоплювати  
**concentrate** – зосереджуватися  
**consensus** – згода, консенсус  
**consider** – розглядати,обдумувати  
**constant** – постійний, сталий  
**constitute** – складати, утворювати  
**conventional** – звичайний,стандартний  
**convergence** – зближення,злиття  
**convince** – переконувати  
**cooperation** – співпраця  
**cope** – справлятися

**corruption** – корупція  
**counterfeit** – підробляти (документи)  
**counterpart** – копія, двійник;колега  
**coup** – заколот  
**court of appeal** – апеляційний суд  
**custom duty** – митний режим,мито  
**customs union** – митний союз  
**deal** – п. угода (бізнес); v. займатися чимсь, поводитись (with)  
**declare** – проголошувати, робити заяву  
**decontamination** – дезактивація  
**deed** – справа, дія, вчинок  
**delay** – п. затримка, зволікання;v. відкладати, запізнюватися  
**deliberate** – спланований,свідомий  
**deliberation** – розсуд  
**deployment** – розміщення  
**derive** – походити (з чогось),одержувати, діставати  
**design** – розробляти  
**destruction** – руйнування  
**determine** – визначати, вирішувати  
**direct (toward)** – спрямовувати  
**disappear** – зникати  
**discharge** – звільнення, демобілізація  
**dismay** – стурбованість  
**dispute** – суперечка  
**disruptive** – руйнівний  
**dissent** – не погоджуватись  
**dissolution** – розпад, розпуск  
**distribute** – розповсюджувати, розподіляти  
**diverge** – розходитися, відхилятися  
**diverse** – різноманітний, урізноманітнений, диверсифікований

**division** – розподіл, відділ, відділення  
**domestic** – домашній, національний, внутрішній  
**draft** – складати план, (законо) проект; приготувати чернетку  
**draw up** – складати (документ), укладати (законо)проект  
**drift** – перехід, зміна  
**due to** – зумовлений, внаслідок  
**earn** – заробляти  
**economic policy** – економічна політика  
**efficient** – дієвий, ефективний  
**effort** – зусилля, напруження  
**eligible** – той, що підходить; що може бути обраним  
**embassy** – посольство  
**emerge** – виникати, з'являтися  
**employability** – здатність отримати роботу, здатність працевлаштуватися  
**employment** – зайнятість  
**enable** – давати змогу, робити можливим  
**encompass** – оточувати, охоплювати, містити в собі  
**encourage** – заохочувати  
**endorse** – схвалювати, підтримувати, підтверджувати  
**enduring** – довготривалий, стійкий  
**engage** – займатися  
**enhance** – збільшувати, посилювати  
**enter into force** – вступати в дію  
**entire** – цілий, суцільний  
**entirety** – цілісність  
**entrepreneurship** – підприємництво  
**equip** – оснащувати, надавати  
**eradicate** – знищувати  
**escort** – охороняти, ескортувати  
**establish** – засновувати, встановлювати

**executive** – виконавчий

**expand** – поширювати (ся), розширяти (ся)

**expenditure** – видаток

**expire** – закінчуватися (прострок дії)

**extend** – витягувати, розтягувати

**extension** – продовження

**external relations** – зовнішні відносини

**external trade** – зовнішня торгівля

**facilitate** – полегшувати, сприяти

**fall-off** – спад, падіння

**falter** – вагатися, діяти нерішуче

**fiscal** – фіскальний, фінансовий

**foreign policy** – зовнішня політика

**former** – колишній

**foster** – стимулювати, заохочувати, сприяти

**found** – засновувати, укладати фундамент

**fulfilment** – виконання

**function** – функціонувати

**fundamental freedoms** – фундаментальні свободи

**gain** – здобувати, одержувати

**goods** – товари

**gradual** – поступовий

**grant** – надавати

**grow** – рости, вирощувати

**guarantee** – гарантія; v. гарантувати

**guidance document** – інструкція, керівництво, керуючий документ

**guidelines** – інструкції

**hallmark** – відмінна риса, ознака

**handle** – вирішувати

**handover** – передача повноважень

**home affairs** – внутрішні справи  
**human rights** – права людини  
**human trafficking** – торгівля людьми  
**identify** – визначати, ідентифікувати  
**impact** – вплив  
**implement** – виконувати  
**implementation** – втілення, реалізація  
**impose** – нав'язувати, накладати (санкції)  
**include** – включати  
**inconvenience** – незручність  
**incumbent** – діючий, той, що обіймає посаду  
**incur** – набувати, зазнавати, підпадати  
**industry** – індустрія, промисловість  
**inherent** – вроджений, властивий  
**initiation** – ініціація, ведення у дію  
**interest rate** – процентна ставка  
**intergovernmental** – міжурядовий  
**internal** – внутрішній  
**internal relations** – внутрішні відносини  
**international agreement** – міжнародна угода, договір  
**intimidate** – залякувати  
**introduce** – вводити, запроваджувати  
**inventory** – реєстр, інвентар  
**investment stocks** – інвестиційні акції  
**involve** – включати, містити в собі  
**irrespective of** – незалежний від  
**irreversible** – необоротний, неповоротний  
**issue** – видавати  
**jeopardize** – ставити під загрозу  
**join** – приєднувати (ся), з'єднувати (ся)

**justice** – правосуддя  
**land border** – наземний кордон  
**launch** – розпочинати, вводити в дію  
**lay down** – закладати  
**leader** – лідер  
**legal** – правовий  
**legal base** – юридична основа,правова база  
**legislative** – законотворчий, законодавчий  
**legislature** – законодавчий орган, законодавча влада  
**let alone** – не говорячи про  
**liaising** – підтримування зв'язку  
**liaison** – зв'язки, контакт  
**liberty** – свобода  
**living standards** – життєві стандарти  
**loan** – позика  
**maintain** – підтримувати, відстоювати  
**maintenance** – підтримка  
**major** – основний  
**manage** – управляти; справлятися  
**mandate** – мандат, наказ  
**marital status** – сімейний стан  
**market economy** – ринкова економіка  
**market forces** – ринкові сили  
**mediate** – виступати посередником  
**membership** – членство  
**merchant** – торговець, торговий  
**merger** – злиття  
**minutes** – протокол (зборів)  
**modify** – видозмінювати  
**multilateral** – багатосторонній

**negotiation(s)** – переговори  
**neighbourhood** – оточення, сусідство  
**net** – чистий, фактичний, кінцевий  
**Nongovernmental organization (NGO)** – неурядова організація  
**nominee** – номінант  
**notes** – банкноти, нотатки  
**null and void** – недійсний  
**objective** – мета, прагнення, adj. об'єктивний  
**obligation** – зобов'язання  
**obstacle** – перепона  
**obtain** – отримувати  
**offer** – n. пропозиція; v. пропонувати  
**outcome** – результат  
**outline** – окреслювати  
**outward stocks** – зовнішні інвестиції  
**overproduction** – надвиробництво  
**override** – відмінити (рішення, закон)  
**oversee** – контролювати, наглядати  
**overthrow** – скинути, перемогти  
**parliamentary inquiry** – парламентський запит  
**partnership** – партнерство  
**permanent representation** – постійне представництво  
**persuade** – переконувати  
**plenary session** – пленарне засідання  
**political entity** – політична єдність  
**position** – посада  
**possess** – володіти  
**postal code (zip code)** – індекс  
**postpone** – відкладати, відстрочувати  
**posture** – позиція

**precedence** – передування, пріоритет, першість  
**precondition** – передумова  
**precursor** – попередник, попередниця  
**present** – презентувати, представляти  
**preservation** – збереження  
**preside** – головувати  
**pressure** – тиск  
**presumption of innocence** – презумпція невинуватості  
**prevent** – запобігати  
**primacy** – первинність  
**procurement** – постачання (обладнання), придбання  
**promote** – розвивати, відстоювати, представляти  
**proponent** – прихильник; той, що пропонує щось для обговорення  
**proposal** – пропозиція, проект (закону)  
**prosperity** – процвітання, благоустрій  
**prosperous** – сприятливий, процвітаючий  
**protect** – захищати  
**protection** – захист, охорона  
**provide** – забезпечувати, надавати  
**provider** – постачальник, провайдер  
**provision** – положення, умова (договору); постачання  
**public administration** – державне управління  
**public health** – охорона здоров'я  
**purely** – виключно  
**qualification** – кваліфікація  
**quality** – якість  
**raise** – рости, збільшувати  
**range** – сфера, царина  
**rapidly** – швидко  
**ratify** – затверджувати, ратифікувати



**reach** – досягати

**reassure** – запевняти, відновлювати довіру

**recipient** – одержувач; той, хто отримує щось

**reciprocal** – зворотній, обопільний

**reduce** – зменшувати, скорочувати

**reduction** – скорочення, зменшення

**reference** – посилання, довідка, рекомендація

**refuse** – відмовлятися

**regulation** – правило, регламент, постанова

**reinforcement** – підкріплення, підмога

**reject** – відхиляти

**remove** – забирати, усувати, звільняти (з посади), пересувати

**renounce** – відмовлятися, зрекатися

**replace** – замінити, заступати

**representative** – представник

**requirement** – вимога, потреба

**resignation** – відставка

**resource** – ресурс

**response** – відповідь, реакція

**responsibility** – обов'язок, відповідальність

**restore** – відновлювати (ся), відроджувати

**retain** – зберігати, утримувати

**reunite** – (воз) з'єднувати

**revenue** – прибуток

**rule of law** – верховенство закону

**ruling** – судове рішення

**run counter (to)** – суперечити

**safeguard** – охороняти, захищати

**seat** – посада

**secondary** – вторинний

**sectional interests** – групові інтереси  
**security** – безпека  
**security policy** – політика безпеки  
**seek** – шукати, прагнути  
**self-consciously** – самосвідомо  
**senior** – головний, старший  
**serve** – служити, обіймати посаду  
**share in** – приймати участь, бути часткою, зробити внесок  
**shared values** – спільні цінності  
**shortage** – брак, нестача  
**side-effect** – побічний ефект  
**sign** – підписувати  
**significant** – важливий, значний  
**silent approval** – мовчазне схвалення  
**simple majority vote** – проста більшість голосів  
**single currency** – єдина валюта  
**slate** – висувати у кандидати  
**smooth** – згладжувати, полегшувати  
**social policy** – соціальна політика  
**specified** – визначений  
**spectrum** – спектр  
**spell** – період  
**split** – роз'єднувати, ділити на частини  
**spurring** – стимулювання, спонукання  
**stability** – стабільність  
**standing committee** – постійний комітет  
**stay out** – залишатися поза чимось  
**step up** – розширювати  
**strengthen** – зміцнювати  
**stretch** – розтягувати

**submit** – подавати на розгляд, пропонувати  
**subordinate** – підпорядкований, підлеглий  
**subsequent** – подальший, наступний  
**success** – успіх  
**supplement** – доповнювати  
**support** – підтримувати  
**supranational organs** – наднаціональні органи  
**supremacy** – верховенство  
**supreme** – верховний  
**surplus** – надлишок  
**surround** – оточувати, супроводжувати  
**surveillance** – нагляд  
**sustain** – підтримувати, підтверджувати (теорію)  
**sustainable development** – збалансований розвиток  
**tackle** – займатися, братися  
**take effect** – вступати в дію  
**take on** – братися (до роботи)  
**target** – п. ціль; v. націлювати(ся)  
**taxing** – оподаткування  
**threat** – загроза  
**transaction** – справа, переказ  
**transparent** – відкритий, прозорий  
**treaty** – договір, угода  
**unanimously** – одностайно  
**underpinning** – підкріплення  
**underrated** – недооцінений  
**undertake** – починати(ся),  
зобов'язуватися  
**unemployment** – безробіття  
**unexpected** – непередбачуване

**unification** – об'єднання  
**uniform** – однаковий, стандартний; уніформа  
**unify** – об'єднувати, єднати  
**universal suffrage** – загальні вибори  
**unprecedented** – безпрецедентне  
**vacancy** – вакансія  
**validity** – дійсність, законність  
**value** – цінність  
**visa policy** – візова політика  
**vital interests** – життєві інтереси  
**vocation** – призвання  
**vocational training** – професійна освіта  
**vote (upon)** – голосувати  
**vote of censure** – вотум недовіри  
**wage** – проводити (кампанію)  
**widespread** – широкорозповсюджений

## IRREGULAR VERBS

When you use a simple past form or a past participle form of a verb, some verbs are regular verbs and some verbs are irregular verbs. If a verb is regular, the past simple and past participle end in **-ed**. But when the past simple and past participle don't end in **-ed**, the verb is irregular. The following verbs are irregular verbs.

<b>Infinitive</b>	<b>Simple Past</b>	<b>Past Participle</b>
1. to awake	awoke	awoken
2. to be	was	been
3. to beat	beat	beat
4. to become	became	become
5. to begin	began	begun
6. to bend	bent	bent
7. to bite	bit	bitten
8. to bleed	bled	bled
9. to blow	blew	blown
10. to break	broke	broken
11. to bring	brought	brought
12. to build	built	built
13. to burn	burnt/burned	burnt/burned
14. to buy	bought	bought
15. to catch	caught	caught
16. to choose	chose	chosen
17. to come	came	come
18. to cost	cost	cost
19. to cut	cut	cut
20. to deal	dealt	dealt

21. to dig	dug	dug
22. to do	did	done
23. to draw	drew	drawn
24. to dream	dreamt/dreamed	dreamt/dreamed
25. to drink	drank	drunk
26. to drive	drove	driven
27. to eat	ate	eaten
28. to fall	fell	fallen
29. to feed	fed	fed
30. to feel	felt	felt
31. to fight	fought	fought
32. to find	found	found
33. to fly	flew	flown
34. to forget	forgot	forgotten
35. to freeze	froze	frozen
36. to get	got	got
37. to give	gave	given
38. to go	went	gone
39. to grow	grew	grown
40. to hang	hung	hung
41. to hang	hanged	hanged
42. to have (got)	had	had
43. to hear	heard	heard
44. to hide	hid	hid
45. to hit	hit	hit
46. to hold	held	held
47. to hurt	hurt	hurt
48. to keep	kept	kept
49. to know	knew	known

50. to lay	laid	laid
51. to lead	led	led
52. to learn	learnt/learned	learnt/learned
53. to leave	left	left
54. to let	let	let
55. to lie	lay	lain
56. to light	lit	lit
57. to lose	lost	lost
58. to make	made	made
59. to mean	meant	meant
60. to meet	met	met
61. to pay	paid	paid
62. to prove	proved	proved/proven
63. to put	put	put
64. to read	read	read
65. to ride	rode	ridden
66. to ring	rang	rung
67. to rise	rose	risen
68. to run	ran	run
69. to say	said	said
70. to see	saw	seen
71. to sell	sold	sold
72. to send	sent	sent
73. to shake	shook	shaken
74. to shine	shone	shone
75. to shoot	shot	shot
76. to show	showed	showed/shown
77. to shut	shut	shut
78. to sing	sang	sung

79. to sit	sat	sat
80. to sleep	slept	slept
81. to smell	smelt/smelled	smelt/smelled
82. to speak	spoke	spoken
83. to spend	spent	spent
84. to stand	stood	stood
85. to steal	stole	stolen
86. to stick	stuck	stuck
87. to stink	stank/stunk	stunk
88. to swear	swore	sworn
89. to swim	swam	swum
90. to take	took	taken
91. to teach	taught	taught
92. to tear	tore	torn
93. to tell	told	told
94. to think	thought	thought
95. to throw	threw	thrown
96. to understand	understood	understood
97. to wear	wore	worn
98. to win	won	won
99. to write	wrote	written



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