

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
Житомирський державний університет імені Івана Франка

**English for Students of Public Administration
and Management**
**спеціальностей «Публічне управління та
адміністрування»**

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Посібник-практикум містить систему навчальних завдань, спрямованих на формування та розвиток іншомовної комунікативної компетентності, а також удосконалення знань, умінь і навичок з англійської мови у професійній сфері. Видання призначене для проведення практичних занять та організації самостійної роботи студентів спеціальності «Публічне управління та адміністрування». Навчальний матеріал структуровано відповідно до тематики фахової підготовки майбутніх фахівців у галузі публічного управління та адміністрування. Посібник містить різноманітні лексичні, граматичні та комунікативні вправи, спрямовані на розвиток навичок професійного спілкування англійською мовою, опанування спеціалізованої термінології та вдосконалення мовленнєвих компетентностей.

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Вступ

Сучасні процеси державотворення, реформування системи публічного управління та інтеграції України до європейського освітнього і правового простору зумовлюють зростання вимог до рівня іншомовної професійної підготовки майбутніх фахівців у сфері публічного управління та адміністрування. Володіння англійською мовою є важливою складовою професійної компетентності державного службовця, оскільки забезпечує доступ до міжнародного досвіду, нормативно-правових документів, наукових досліджень, сучасних управлінських практик та ефективної міжкультурної комунікації.

Практикум з дисципліни «Іноземна мова за професійним спрямуванням» розроблено для студентів першого курсу спеціальності «Публічне управління та адміністрування» відповідно до вимог освітньо-професійної програми підготовки здобувачів вищої освіти. Видання спрямоване на формування іншомовної комунікативної компетентності студентів, розвиток навичок професійного спілкування, удосконалення лексичних, граматичних, перекладацьких і мовленнєвих умінь у контексті майбутньої професійної діяльності.

Структура практикуму охоплює два змістові модулі: «Legal Systems» та «Public Administration». Тематика першого модуля знайомить студентів із основами правових систем, джерелами права, юридичною професією, судовою системою, правоохоронною діяльністю та альтернативними способами вирішення спорів. Другий модуль присвячений питанням державного управління,

державної служби, функціям уряду, місцевому самоврядуванню, державному бюджету, податковій системі, публічним фінансам та антикорупційній політиці.

Практикум містить 23 теми, кожна з яких включає комплекс вправ, спрямованих на послідовний розвиток мовних компетентностей студентів. Для кожної теми запропоновано лексичні вправи, граматичні завдання, тексти для читання з післятекстовими завданнями, вправи на переклад та завдання для розвитку усного і писемного мовлення. Така структура забезпечує інтегрований підхід до вивчення професійно орієнтованої англійської мови та сприяє формуванню навичок використання іншомовних знань у професійній діяльності.

Особливу увагу приділено розвитку навичок критичного мислення, аналізу професійної інформації, використанню сучасної термінології у сфері права та публічного управління, а також підготовці студентів до ефективної професійної комунікації в міжнародному середовищі.

Матеріали практикуму можуть бути використані під час аудиторної роботи, самостійної підготовки студентів, індивідуальних занять, поточного та підсумкового контролю знань. Запропоновані завдання відповідають сучасним вимогам до підготовки фахівців у галузі публічного управління та спрямовані на формування професійних, комунікативних і міжкультурних компетентностей, необхідних для майбутньої професійної діяльності.

Практикум адресований студентам закладів вищої освіти, які навчаються за спеціальністю «Публічне управління та

адміністрування», а також може бути корисним викладачам англійської мови професійного спрямування, аспірантам і всім, хто цікавиться питаннями права, державного управління та професійної англійської комунікації.

Topic 1. Rule of Law

Exercise 1. Vocabulary Practice

Complete the sentences using the words below:

law, justice, constitution, equality, rights, court, freedom, citizens, legal, government

1. The _____ guarantees the basic principles of the state.
2. All _____ must obey the law.
3. The _____ protects people's interests.
4. Every person has fundamental human _____.
5. The principle of _____ means that all people are treated equally.
6. The _____ system regulates social relations.
7. The _____ decides legal disputes.
8. The _____ adopts and enforces laws.
9. People enjoy _____ of speech in democratic countries.
10. The rule of _____ is essential for democracy.

Exercise 2. Grammar Practice (Passive Voice)

Rewrite the sentences in the Passive Voice.

1. The government protects human rights.
2. Parliament adopts new laws.
3. Courts resolve legal disputes.
4. Lawyers provide legal advice.
5. Citizens elect representatives.
6. Police officers investigate crimes.
7. Judges interpret legislation.
8. The state guarantees equality.
9. Authorities enforce regulations.
10. The constitution defines citizens' rights.

Exercise 3. Reading Comprehension

Read the text.

The Rule of Law

The rule of law is a fundamental principle of democratic societies. It means that everyone, including government officials, is subject to the law. Laws should be clear, public, and applied equally to all citizens. The rule of law protects human rights, prevents abuse of power, and promotes justice. Independent courts play a key role in ensuring that laws are followed. Without the rule of law, corruption and discrimination may become common. Democratic governments rely on strong legal institutions to maintain social order and public trust.

Answer the questions.

1. What is the rule of law?
2. Who must obey the law?
3. How should laws be applied?
4. What does the rule of law protect?
5. What can it prevent?
6. Why are independent courts important?
7. What may happen without the rule of law?
8. What institutions support the rule of law?
9. How does the rule of law influence society?
10. Why is public trust important?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. The rule of law is a basic democratic principle.
2. Courts ensure equal justice for all citizens.
3. Human rights must be protected by law.

4. Independent judges make fair decisions.
5. Legal institutions prevent corruption.

Translate into English.

1. Усі громадяни рівні перед законом.
2. Конституція гарантує основні права людини.
3. Судова система забезпечує справедливість.
4. Держава повинна захищати свободу громадян.
5. Закон має застосовуватися однаково до всіх.

Exercise 5. Writing & Speaking Practice

Answer the questions.

1. What does the rule of law mean?
2. Why is equality before the law important?
3. How do courts protect citizens?
4. What rights should every citizen have?
5. Why must government officials obey the law?
6. What is the role of the constitution?
7. How does the rule of law support democracy?
8. What problems may occur without the rule of law?
9. Why is justice important in society?
10. How can citizens promote respect for the law?

Topic 2. Modern Legal Systems

Exercise 1. Vocabulary Practice

Use the words:

civil law, common law, precedent, legislation, judge, court, legal system, code, case law, statute

1. France is an example of a _____ country.
2. The UK follows the _____ tradition.

3. A judicial decision may become a _____.
4. Parliament adopts new _____.
5. A _____ hears legal disputes.
6. A _____ applies legal rules.
7. Every country has its own _____.
8. Civil law countries rely on legal _____.
9. Judicial decisions form _____.
10. A _____ is a written law.

Exercise 2. Grammar Practice (Present Simple)

Put the verbs in brackets into the Present Simple.

1. Courts (resolve) disputes.
2. Judges (interpret) laws.
3. Parliament (adopt) legislation.
4. Lawyers (represent) clients.
5. The constitution (define) state powers.
6. Citizens (elect) representatives.
7. Governments (provide) public services.
8. Police officers (enforce) laws.
9. Legal systems (vary) across countries.
10. Courts (protect) individual rights.

Exercise 3. Reading Comprehension

Read the text.

Modern Legal Systems

Modern legal systems are generally divided into civil law and common law traditions. Civil law systems rely on written legal codes. Common law systems are based on judicial precedents. Both systems aim to ensure justice and legal certainty. Civil law is common in continental Europe, while common law developed in England and spread to many countries. Despite their differences, modern legal systems often borrow elements from each other.

Answer the questions.

1. What are the two major legal traditions?
2. What do civil law systems rely on?
3. What are judicial precedents?
4. What is the basis of common law?
5. What do both systems seek to achieve?
6. Where is civil law common?
7. Where did common law originate?
8. How did common law spread?
9. Do legal systems influence one another?
10. Why is legal certainty important?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Civil law systems rely on written codes.
2. Common law is based on judicial precedents.
3. Courts interpret legislation.
4. Legal certainty is important for society.
5. Judges apply legal principles.

Translate into English.

1. Правова система України належить до континентальної правової традиції.
2. Судді використовують законодавство при вирішенні справ.
3. Загальне право розвинулося в Англії.
4. Судовий прецедент є важливим джерелом права.
5. Кожна країна має власну правову систему.

Exercise 5. Writing & Speaking Practice

1. Define civil law.
2. Define common law.
3. Explain the concept of precedent.
4. Compare civil law and common law.
5. Which legal tradition is used in Ukraine?
6. Why are legal codes important?
7. What is the role of judges?
8. How do courts ensure justice?
9. What similarities exist between legal systems?
10. Which legal system seems more effective? Why?

Topic 3. Sources of Law

Exercise 1. Vocabulary Practice

Use the words:

constitution, statute, custom, precedent, regulation, treaty, legislation, decree, source, authority

1. The _____ is the highest law of the state.
2. A _____ is a written law adopted by parliament.
3. International agreements are called _____.

4. Judicial decisions may become a _____.
5. Government agencies issue _____.
6. Traditional practices may become legal _____.
7. Parliament produces _____.
8. A presidential _____ may have legal force.
9. Every legal _____ influences society.
10. Legal rules are created by competent _____.

Exercise 2. Grammar Practice (Modal Verbs)

Complete with **must, may, can, should**.

1. Citizens _____ obey the law.
2. Judges _____ interpret legislation.
3. Governments _____ protect human rights.
4. Courts _____ resolve disputes fairly.
5. Lawyers _____ provide legal assistance.
6. Parliament _____ adopt new laws.
7. Citizens _____ participate in elections.
8. Legal rules _____ change over time.
9. Courts _____ consider precedents.
10. Public officials _____ act ethically.

Exercise 3. Reading Comprehension

Read the text.

Sources of Law

Sources of law are the origins of legal rules. They include constitutions, statutes, judicial precedents, customs, and international treaties. Different legal systems recognize different sources of law. The constitution is usually the highest legal authority. Statutes are adopted by legislatures, while precedents are created through court decisions. Customs may also influence legal development.

Answer the questions.

1. What are sources of law?
2. Name five sources of law.
3. Which source is usually supreme?
4. Who adopts statutes?
5. How are precedents created?
6. What role do customs play?
7. Are treaties sources of law?
8. Do all countries recognize the same sources?
9. Why are sources of law important?
10. How do sources of law affect society?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. The constitution is the supreme law of the state.
2. Parliament adopts statutes.
3. International treaties influence national legislation.
4. Courts create legal precedents.
5. Customs may become legal norms.

Translate into English.

1. Джерела права формують правову систему.
2. Законодавство регулює суспільні відносини.
3. Судовий прецедент є важливим джерелом права.
4. Конституція має найвищу юридичну силу.
5. Міжнародні договори впливають на національне право.

Exercise 5. Writing & Speaking Practice

1. What are sources of law?
2. Why is the constitution important?
3. How are statutes adopted?
4. What is a legal precedent?
5. Why do customs matter?
6. What role do treaties play?
7. Which source of law is most important?
8. How do courts influence legal development?
9. Why does society need legal rules?
10. How do sources of law change over time?

Topic 4. Spheres of Law

Exercise 1. Vocabulary Practice

Complete the sentences using:

criminal law, civil law, administrative law, labour law, constitutional law, contract, offence, employee, government, dispute

1. _____ regulates crimes and punishments.
2. _____ deals with agreements between people.
3. _____ governs relations between employers and workers.
4. _____ regulates public administration.

5. _____ defines the structure of the state.
6. A _____ is a legal agreement between parties.
7. Theft is a criminal _____.
8. An _____ has rights and responsibilities at work.
9. The _____ implements public policies.
10. Courts resolve legal _____.

Exercise 2. Grammar Practice (Comparatives)

Complete the sentences using comparative forms.

1. Criminal law is _____ (strict) than civil law.
2. Administrative law is _____ (complex) than many people think.
3. Labour law is _____ (important) for employees than for employers.
4. Constitutional law is _____ (fundamental) than ordinary legislation.
5. Civil disputes are usually _____ (expensive) than criminal cases.
6. Modern legal systems are _____ (efficient) than old systems.
7. Public administration is becoming _____ (transparent).
8. Legal education is _____ (accessible) today.
9. International law is _____ (influential) than before.
10. Courts work _____ (effectively) with digital technologies.

Exercise 3. Reading Comprehension

Read the text.

Spheres of Law

Law is divided into different branches. Criminal law deals with crimes and punishment. Civil law regulates relationships between individuals and organizations. Constitutional law governs the structure of the state and the rights of citizens. Labour law regulates employment relations. Administrative law controls the activities of government institutions. Each branch serves a specific purpose in society.

Answer the questions.

1. What does criminal law regulate?
2. What is the purpose of civil law?
3. What does constitutional law govern?
4. Which branch regulates employment?
5. What is administrative law concerned with?
6. Why is law divided into branches?
7. Which branch protects citizens' rights?
8. How does labour law help employees?
9. Why is administrative law important?
10. What role does law play in society?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Criminal law protects society from crime.
2. Labour law regulates working conditions.
3. Administrative law governs public institutions.
4. Constitutional law protects citizens' rights.
5. Civil law regulates private relationships.

Translate into English.

1. Конституційне право визначає структуру держави.
2. Трудове право захищає працівників.
3. Адміністративне право регулює діяльність органів влади.
4. Цивільне право вирішує приватні спори.
5. Кримінальне право передбачає покарання за злочини.

Exercise 5. Writing & Speaking Practice

1. What sphere of law interests you most?
2. Why is criminal law important?
3. What rights do employees have?
4. How does constitutional law affect citizens?
5. What is the role of administrative law?
6. Give an example of a civil dispute.
7. How does labour law protect workers?
8. Why should citizens know basic legal principles?
9. Which branch of law is the most important?
10. Explain the relationship between law and society.

Topic 5. National System

Exercise 1. Vocabulary Practice

Use:

state, parliament, government, judiciary, constitution, authority, citizen, legislation, institution, democracy

1. The _____ is the highest legal act.
2. The _____ adopts laws.
3. The _____ implements laws.
4. The _____ interprets laws.
5. Every _____ has rights and duties.

6. Public _____ exercise state power.
7. Ukraine is a democratic _____.
8. New _____ regulates social relations.
9. State _____ perform public functions.
10. _____ is based on popular sovereignty.

Exercise 2. Grammar Practice (Articles)

Insert **a, an, the** where necessary.

1. Ukraine is ___ independent state.
2. ___ Constitution is the supreme law.
3. Parliament is ___ legislative body.
4. Citizens elect ___ President.
5. Courts are part of ___ judiciary.
6. Government develops ___ public policy.
7. Law is ___ important social institution.
8. Every citizen has ___ right to vote.
9. Ukraine is ___ democratic country.
10. State authorities work for ___ public interest.

Exercise 3. Reading Comprehension

Read the text.

National Legal System

Every country has its own legal system. A national legal system consists of legal norms, institutions, and procedures. In Ukraine, the Constitution is the highest legal act. State power is divided into legislative, executive, and judicial branches. These branches work together to ensure stability and protect citizens' rights.

Answer the questions.

1. What does a national legal system include?

2. What is the highest legal act in Ukraine?
3. How is state power divided?
4. What is the role of parliament?
5. What is the role of government?
6. What is the role of courts?
7. Why are legal institutions important?
8. How are citizens protected?
9. What ensures political stability?
10. Why is separation of powers necessary?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. The Constitution is the foundation of the legal system.
2. Parliament adopts legislation.
3. Courts administer justice.
4. Government implements public policy.
5. State institutions serve citizens.

Translate into English.

1. Правова система України базується на Конституції.
2. Законодавча влада приймає закони.
3. Судова влада здійснює правосуддя.
4. Державні установи захищають права громадян.
5. Демократія передбачає участь громадян в управлінні державою.

Exercise 5. Writing & Speaking Practice

1. What is a national legal system?
2. Why is the Constitution important?
3. What are the branches of power?

4. How does parliament influence society?
5. Why is the judiciary independent?
6. What responsibilities does government have?
7. How are citizens involved in democracy?
8. What institutions exist in your community?
9. Why is the separation of powers important?
10. Describe the legal system of Ukraine.

Topic 6. Legal Education

Exercise 1. Vocabulary Practice

Complete using:

law school, degree, student, faculty, curriculum, internship, qualification, lecturer, examination, profession

1. A future lawyer studies at _____.
2. Students receive a university _____.
3. Every _____ must complete academic requirements.
4. The law _____ offers legal courses.
5. The _____ includes compulsory subjects.
6. Practical training is called _____.
7. A lawyer must obtain professional _____.
8. A university _____ teaches students.
9. Students take an _____ at the end of the semester.
10. Law is a respected _____.

Exercise 2. Grammar Practice (Future Simple)

Use Future Simple.

1. Students (study) legal disciplines.
2. Future lawyers (work) in different institutions.
3. Universities (provide) professional training.

4. Graduates (obtain) qualifications.
5. Legal education (help) students develop skills.
6. Many graduates (become) attorneys.
7. The curriculum (include) practical training.
8. Students (complete) internships.
9. Lecturers (assess) students' progress.
10. Legal knowledge (be) useful in public administration.

Exercise 3. Reading Comprehension

Read the text.

Legal Education

Legal education prepares students for careers in law and public administration. Students study constitutional law, civil law, criminal law, and other legal disciplines. Universities combine theoretical knowledge with practical training. Internships help students gain professional experience. Successful graduates may work as lawyers, judges, prosecutors, or public servants.

Answer the questions.

1. What is the purpose of legal education?
2. What subjects do students study?
3. Why is practical training important?
4. What is an internship?
5. What experience do internships provide?
6. What careers can graduates choose?
7. Why is legal knowledge valuable?
8. How do universities prepare professionals?
9. What skills should students develop?
10. How can legal education support public administration?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Legal education combines theory and practice.
2. Students study different branches of law.
3. Internships provide practical experience.
4. Universities prepare future legal professionals.
5. Graduates can work in public institutions.

Translate into English.

1. Юридична освіта є важливою для майбутніх фахівців.
2. Студенти проходять практику в державних установах.
3. Навчальна програма включає правові дисципліни.
4. Випускники отримують професійну кваліфікацію.
5. Практичний досвід допомагає майбутній кар'єрі.

Exercise 5. Writing & Speaking Practice

1. Why did you choose your specialty?
2. What is the importance of legal education?
3. What skills should a law student develop?
4. Why are internships necessary?
5. What legal subjects are the most useful?
6. Describe a successful legal professional.
7. How can legal knowledge help public administrators?
8. What are your career goals?
9. What qualities should a lecturer have?
10. How does education influence professional success?

Topic 7. Legal Profession

Exercise 1. Vocabulary Practice

Complete the sentences using:

lawyer, attorney, advocate, prosecutor, judge, client, ethics, courtroom, legal advice, profession

1. A _____ represents clients in legal matters.
2. A _____ makes decisions in court.
3. A _____ brings criminal charges against suspects.
4. A _____ seeks to protect the interests of a client.
5. Every legal _____ requires professional competence.
6. A _____ asks a lawyer for assistance.
7. Legal _____ are important for all legal professionals.
8. Court hearings take place in a _____.
9. Lawyers provide _____ to individuals and organizations.
10. The legal _____ is respected in many countries.

Exercise 2. Grammar Practice (Present Perfect)

Put the verbs into the Present Perfect.

1. Lawyers (represent) many clients.
2. The judge (make) an important decision.
3. Prosecutors (investigate) the case.
4. The attorney (prepare) legal documents.
5. Courts (resolve) numerous disputes.
6. Legal professionals (improve) their qualifications.
7. The advocate (defend) the client.
8. Parliament (adopt) new legislation.
9. The lawyer (provide) legal advice.
10. Citizens (exercise) their rights.

Exercise 3. Reading Comprehension

Read the text.

The Legal Profession

The legal profession includes lawyers, judges, prosecutors, attorneys, and legal consultants. Legal professionals help people understand and apply the law. They represent clients, prepare legal documents, and participate in court proceedings. Professional ethics play an important role in legal practice. Legal professionals must be competent, honest, and impartial.

Answer the questions.

1. Who belongs to the legal profession?
2. What services do lawyers provide?
3. Why are legal documents important?
4. What role do judges perform?
5. What do prosecutors do?
6. Why is ethics important?
7. What qualities should legal professionals have?
8. How do lawyers help society?
9. Why is competence important?
10. What responsibilities do legal professionals have?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Lawyers represent clients in court.
2. Judges make independent decisions.
3. Professional ethics are essential for lawyers.
4. Legal professionals protect citizens' rights.
5. Prosecutors participate in criminal proceedings.

Translate into English.

1. Юристи надають правову допомогу громадянам.
2. Суддя повинен бути неупередженим.
3. Прокурор представляє державне обвинувачення.
4. Професійна етика є важливою частиною юридичної діяльності.
5. Правова професія вимагає високої відповідальності.

Exercise 5. Writing & Speaking Practice

1. What qualities should a lawyer possess?
2. Why is ethics important in law?
3. What is the role of a judge?
4. How do lawyers protect citizens?
5. What responsibilities does a prosecutor have?
6. Which legal profession would you choose?
7. How can lawyers contribute to society?
8. Why is legal advice important?
9. What challenges do legal professionals face?
10. Describe a typical working day of a lawyer.

Topic 8. Dispute Resolution

Exercise 1. Vocabulary Practice

Complete the sentences using:

dispute, negotiation, arbitration, mediation, settlement, agreement, conflict, claim, compromise, resolution

1. A legal _____ may arise between two parties.
2. _____ is a process of discussing a problem to reach an agreement.
3. _____ involves an independent third party making a decision.

4. _____ helps parties find a mutually acceptable solution.
5. A _____ ends a legal disagreement.
6. An _____ is reached when both sides accept terms.
7. A _____ may occur in business relations.
8. A legal _____ can be submitted to court.
9. A _____ requires concessions from both sides.
10. Peaceful _____ is often preferable to litigation.

Exercise 2. Grammar Practice (First Conditional)

Complete the sentences.

1. If the parties negotiate, they _____ (reach) an agreement.
2. If mediation is successful, the dispute _____ (end).
3. If a claim is valid, the court _____ (consider) it.
4. If parties cooperate, they _____ (avoid) litigation.
5. If the judge approves the settlement, it _____ (become) binding.
6. If a conflict arises, lawyers _____ (assist) the parties.
7. If arbitration is chosen, an arbitrator _____ (make) a decision.
8. If both sides compromise, they _____ (benefit).
9. If negotiations fail, the case _____ (go) to court.
10. If laws are followed, disputes _____ (decrease).

Exercise 3. Reading Comprehension

Read the text.

Dispute Resolution

Dispute resolution refers to methods used to solve disagreements between individuals or organizations. Common methods include negotiation, mediation, arbitration, and litigation. Negotiation is often the simplest method because parties communicate directly. Mediation involves a neutral mediator who helps parties reach a voluntary agreement. Arbitration results in a decision made by an arbitrator. Effective dispute resolution saves time and resources.

Answer the questions.

1. What is dispute resolution?
2. Name four methods of dispute resolution.
3. Why is negotiation popular?
4. Who participates in mediation?
5. What is the role of a mediator?
6. What happens in arbitration?
7. How does dispute resolution save resources?
8. Which method involves direct communication?
9. Why do organizations use mediation?
10. What are the advantages of peaceful settlement?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Negotiation is an effective method of dispute resolution.
2. Mediation helps parties reach a voluntary agreement.
3. Arbitration can be faster than litigation.
4. A mediator remains neutral during discussions.
5. Settlement reduces legal expenses.

Translate into English.

1. Сторони намагаються досягти компромісу.
2. Медіація допомагає вирішити конфлікти мирним шляхом.
3. Арбітраж є альтернативою судовому розгляду.
4. Переговори часто передують судовому процесу.
5. Вирішення спорів сприяє стабільності суспільства.

Exercise 5. Writing & Speaking Practice

1. What is dispute resolution?
2. Why is negotiation effective?
3. What are the advantages of mediation?
4. How does arbitration differ from litigation?
5. Why should conflicts be resolved peacefully?
6. Describe a situation that requires mediation.
7. What qualities should a mediator have?
8. How can compromise help both parties?
9. What are the disadvantages of court proceedings?
10. Which method of dispute resolution would you prefer?

Topic 9. Judiciary in the USA, UK and Ukraine

Exercise 1. Vocabulary Practice

Complete the sentences using:

judiciary, court, judge, appeal, supreme court, trial, justice, verdict, jurisdiction, decision

1. The _____ is responsible for administering justice.
2. A _____ hears legal cases.
3. A _____ presides over court proceedings.
4. Parties may file an _____ against a decision.

5. The _____ is the highest judicial body.
6. A _____ examines evidence and arguments.
7. Courts aim to ensure _____.
8. A _____ is announced at the end of a trial.
9. Courts exercise legal _____.
10. Every court issues a _____.

Exercise 2. Grammar Practice (Passive Voice)

Rewrite the sentences in the Passive Voice.

1. Courts hear legal disputes.
2. Judges interpret laws.
3. The Supreme Court reviews important cases.
4. Lawyers present evidence.
5. The jury reaches a verdict.
6. Courts protect constitutional rights.
7. Parliament establishes courts.
8. Judges make decisions.
9. Citizens respect judicial authority.
10. Legal institutions maintain justice.

Exercise 3. Reading Comprehension

Read the text.

Judiciary in the USA, UK and Ukraine

The judiciary is one of the three branches of government. Courts interpret and apply the law. The judicial systems of the USA, the UK, and Ukraine have different structures but share common goals. The Supreme Court is the highest court in the USA. In the UK, the Supreme Court is the final court of appeal. In Ukraine, the Supreme Court is the highest judicial authority within the court system. Independent courts protect rights and ensure justice.

Answer the questions.

1. What is the judiciary?
2. What functions do courts perform?
3. What is the highest court in the USA?
4. What is the role of the UK Supreme Court?
5. What is the highest court in Ukraine?
6. Why is judicial independence important?
7. How do courts protect citizens?
8. What do judicial systems have in common?
9. Why are appeals important?
10. How does the judiciary support democracy?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Courts ensure the rule of law.
2. Judges must remain independent.
3. The Supreme Court reviews important cases.
4. Judicial decisions affect society.
5. Citizens have the right to a fair trial.

Translate into English.

1. Судова влада є незалежною гілкою влади.
2. Верховний Суд є найвищим судовим органом.
3. Судді ухвалюють рішення відповідно до закону.
4. Кожен має право на справедливий суд.
5. Судова система захищає права людини.

Exercise 5. Writing & Speaking Practice

1. What is the role of the judiciary?
2. Why are independent courts important?
3. What is the function of the Supreme Court?
4. How does the judiciary protect human rights?
5. Compare the court systems of the USA, UK, and Ukraine.
6. Why is a fair trial important?
7. What qualities should a judge possess?
8. How do appeals contribute to justice?
9. What challenges do modern courts face?
10. Explain the relationship between democracy and the judiciary.

Topic 10. Mediation

Exercise 1. Vocabulary Practice

Complete the sentences using:

mediator, mediation, agreement, negotiation, conflict, neutral, compromise, communication, settlement, dispute

1. A _____ helps parties resolve disagreements.
2. _____ is an alternative method of dispute resolution.
3. The parties reached an _____ after several meetings.
4. Effective _____ is essential during mediation.

5. A _____ may arise between individuals or organizations.
6. The mediator must remain _____.
7. A successful _____ benefits both parties.
8. Mediation often begins with _____.
9. A peaceful _____ avoids court proceedings.
10. The parties worked together to solve the _____.

Exercise 2. Grammar Practice (Modal Verbs)

Choose the correct modal verb: **must, should, may, can.**

1. A mediator _____ remain impartial.
2. Parties _____ cooperate to achieve a settlement.
3. Mediation _____ reduce legal expenses.
4. Participants _____ respect each other's opinions.
5. A mediator _____ impose a decision.
6. Parties _____ reach an agreement voluntarily.
7. Mediation _____ be used in family disputes.
8. Participants _____ communicate honestly.
9. The mediator _____ facilitate discussion.
10. Successful mediation _____ improve relationships.

Exercise 3. Reading Comprehension

Read the text.

Mediation

Mediation is a voluntary process in which a neutral third party helps disputing parties reach an agreement. Unlike a judge or arbitrator, a mediator does not make decisions. Instead, the mediator facilitates communication and encourages cooperation. Mediation is often faster and less expensive than litigation. It is widely used in commercial, family, and workplace disputes.

Answer the questions.

1. What is mediation?
2. Who participates in mediation?
3. What does a mediator do?
4. Does a mediator make decisions?
5. Why is mediation popular?
6. Where is mediation commonly used?
7. How does mediation save money?
8. Why is communication important?
9. What are the advantages of mediation?
10. How does mediation differ from litigation?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Mediation is a voluntary process.
2. A mediator remains neutral.
3. Parties try to reach an agreement.
4. Mediation saves time and money.
5. Effective communication helps resolve disputes.

Translate into English.

1. Медіатор допомагає сторонам знайти рішення.
2. Медіація є альтернативою судовому розгляду.

3. Сторони досягли взаємної згоди.
4. Конфлікт було вирішено мирним шляхом.
5. Переговори сприяють порозумінню між сторонами.

Exercise 5. Writing & Speaking Practice

1. What is mediation?
2. Why is neutrality important?
3. What qualities should a mediator have?
4. How does mediation differ from arbitration?
5. What are the benefits of mediation?
6. Can mediation be used in public administration?
7. Why is communication important in conflict resolution?
8. Describe a situation where mediation would be useful.
9. How can mediation improve relationships?
10. Would you choose mediation instead of litigation? Why?

Topic 11. Law Enforcement

Exercise 1. Vocabulary Practice

Complete the sentences using:

police, investigation, crime, evidence, arrest, suspect, officer, law enforcement, security, criminal

1. The _____ protect public safety.
2. A police _____ serves the community.
3. An _____ begins after a crime is reported.
4. The police collect _____ during investigations.
5. A person believed to have committed a crime is a _____.
6. An _____ may be made if there is sufficient evidence.
7. _____ agencies enforce laws.

8. Public _____ is important for society.
9. Theft is a type of _____.
10. A _____ offence may result in prosecution.

Exercise 2. Grammar Practice (Past Simple)

Put the verbs into the Past Simple.

1. The police (investigate) the incident.
2. Officers (collect) evidence.
3. The court (hear) the case.
4. The suspect (appear) before the judge.
5. The prosecutor (present) arguments.
6. Witnesses (provide) information.
7. Authorities (arrest) the suspect.
8. The jury (reach) a verdict.
9. The judge (announce) the decision.
10. Citizens (cooperate) with law enforcement agencies.

Exercise 3. Reading Comprehension

Read the text.

Law Enforcement

Law enforcement agencies are responsible for maintaining public order and enforcing laws. Police officers investigate crimes, gather evidence, and protect citizens. Effective law enforcement contributes to public safety and confidence in government institutions. Modern law enforcement also emphasizes respect for human rights and cooperation with communities.

Answer the questions.

1. What is the role of law enforcement?
2. What do police officers do?

3. Why is evidence important?
4. How does law enforcement protect society?
5. What is public order?
6. Why is public confidence important?
7. What rights must law enforcement respect?
8. How do communities cooperate with police?
9. What challenges do law enforcement agencies face?
10. Why is crime prevention important?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Police officers protect citizens.
2. Law enforcement agencies investigate crimes.
3. Evidence is essential in criminal cases.
4. Public safety is a government priority.
5. Citizens should cooperate with police.

Translate into English.

1. Поліція підтримує громадський порядок.
2. Правоохоронні органи забезпечують безпеку населення.
3. Слідчі збирають докази.
4. Повага до прав людини є важливою.
5. Боротьба зі злочинністю потребує співпраці суспільства.

Exercise 5. Writing & Speaking Practice

1. What is the role of the police?
2. Why is public safety important?
3. How do investigations help society?
4. What qualities should police officers possess?
5. Why must law enforcement respect human rights?

6. How can citizens help prevent crime?
7. What challenges do police face today?
8. Why is evidence important in criminal cases?
9. How can public trust in police be strengthened?
10. Describe the responsibilities of law enforcement agencies.

Topic 12. Legal Profession (Professional Ethics and Practice)

Exercise 1. Vocabulary Practice

Complete the sentences using:

ethics, integrity, responsibility, confidentiality, client, advocate, professionalism, competence, justice, reputation

1. Legal _____ guide lawyers' behavior.
2. Every lawyer must demonstrate _____.
3. Lawyers have a _____ to their clients.
4. Client _____ must be protected.
5. A _____ seeks to defend the interests of a client.
6. _____ is essential for effective legal work.
7. Lawyers should maintain high standards of _____.
8. The legal profession promotes _____.
9. A lawyer's _____ is important for career success.
10. Public trust depends on professional _____.

Exercise 2. Grammar Practice (Reported Speech)

Rewrite the sentences in Reported Speech.

1. The lawyer said, "I will represent my client."
2. The judge said, "The hearing begins tomorrow."
3. The client said, "I need legal advice."
4. The prosecutor said, "We have sufficient evidence."
5. The advocate said, "I support my client's position."

6. The witness said, "I saw the incident."
7. The attorney said, "The contract is valid."
8. The judge said, "The decision is final."
9. The lawyer said, "Ethics are important."
10. The client said, "I trust my lawyer."

Exercise 3. Reading Comprehension

Read the text.

Professional Ethics in Law

Professional ethics are fundamental to legal practice. Lawyers must act honestly, competently, and responsibly. They are required to protect confidential information and avoid conflicts of interest. Ethical behavior strengthens public trust in the legal system. Legal professionals who follow ethical principles contribute to justice and the rule of law.

Answer the questions.

1. Why are ethics important in law?
2. What qualities should lawyers demonstrate?
3. What is confidential information?
4. Why should conflicts of interest be avoided?
5. How do ethics support justice?
6. Why is public trust important?
7. What responsibilities do lawyers have?
8. How does ethical behavior influence society?
9. What happens when ethical standards are ignored?
10. How do ethics support the rule of law?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Professional ethics are essential for lawyers.
2. Lawyers must protect confidential information.

3. Integrity strengthens public trust.
4. Ethical behavior promotes justice.
5. Legal professionals must act responsibly.

Translate into English.

1. Юристи повинні дотримуватися професійної етики.
2. Конфіденційність є важливою частиною юридичної практики.
3. Високі моральні стандарти сприяють довірі суспільства.
4. Професіоналізм є необхідною рисою юриста.
5. Етична поведінка підтримує верховенство права.

Exercise 5. Writing & Speaking Practice

1. Why is ethics important in the legal profession?
2. What is confidentiality?
3. How can lawyers maintain public trust?
4. Why is integrity important?
5. What responsibilities do legal professionals have?
6. Describe an ethical dilemma a lawyer might face.
7. How does professionalism affect legal practice?
8. What qualities define a successful lawyer?
9. Why should lawyers avoid conflicts of interest?
10. How do ethics contribute to justice?

Module II Public Administration

Topic 13. Civil Service

Exercise 1. Vocabulary Practice

Complete the sentences using:

civil servant, public service, recruitment, responsibility, transparency, efficiency, ethics, policy, administration, accountability

1. A _____ works in government institutions.
2. _____ refers to services provided by the state.
3. The process of hiring employees is called _____.
4. Every public official has a high level of _____.
5. _____ helps prevent corruption.
6. Public institutions should operate with _____.
7. Professional _____ guide civil servants' behavior.
8. Government _____ influence society.
9. Public _____ ensures implementation of state decisions.
10. _____ means being answerable for actions and decisions.

Exercise 2. Grammar Practice (Present Simple)

Put the verbs in brackets into the Present Simple.

1. Civil servants (implement) government policies.
2. Public institutions (provide) services to citizens.
3. Governments (develop) strategic plans.
4. Officials (follow) ethical standards.
5. Citizens (expect) transparency.
6. Ministries (coordinate) public programs.
7. Public administration (support) social development.
8. Employees (perform) official duties.
9. Authorities (manage) public resources.

10. Civil servants (serve) society.

Exercise 3. Reading Comprehension

Read the text.

Civil Service

Civil service is an important component of public administration. Civil servants work in government institutions and implement public policies. Their responsibilities include providing services, preparing documents, and supporting decision-making processes. Effective civil service promotes transparency, accountability, and trust in government.

Answer the questions.

1. What is civil service?
2. Where do civil servants work?
3. What responsibilities do they have?
4. Why is civil service important?
5. What is public policy?
6. How does civil service support citizens?
7. Why is transparency important?
8. What is accountability?
9. How can civil servants build trust?
10. What skills should civil servants possess?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Civil servants implement government policies.
2. Public service is essential for society.
3. Transparency increases public trust.
4. Civil servants must follow ethical standards.
5. Effective administration improves governance.

Translate into English.

1. Державні службовці працюють в органах влади.
2. Відкритість сприяє довірі громадян.
3. Публічне управління забезпечує надання послуг.
4. Відповідальність є важливою рисою державного службовця.
5. Уряд реалізує державну політику.

Exercise 5. Writing & Speaking Practice

1. What is civil service?
2. Why is public trust important?
3. What responsibilities do civil servants have?
4. How can transparency improve governance?
5. What ethical standards should public officials follow?
6. Why is accountability important?
7. Describe the role of a civil servant.
8. How can public services be improved?
9. What skills are necessary for public administration?
10. Would you like to become a civil servant? Why?

Topic 14. Public Administration

Exercise 1. Vocabulary Practice

Complete the sentences using:

governance, management, policy, implementation, authority, institution, decision-making, regulation, administration, service

1. Public _____ refers to the management of public affairs.
2. Good _____ promotes social development.

3. Government _____ are responsible for public functions.
4. Public _____ are provided to citizens.
5. State _____ enforce laws and regulations.
6. Policy _____ requires effective planning.
7. Public _____ helps achieve organizational goals.
8. _____ processes influence government actions.
9. Government agencies adopt _____.
10. Effective _____ improves public trust.

Exercise 2. Grammar Practice (Passive Voice)

Rewrite the sentences in the Passive Voice.

1. Governments implement policies.
2. Public institutions provide services.
3. Authorities enforce regulations.
4. Officials prepare reports.
5. Ministries develop programs.
6. Agencies manage public resources.
7. Citizens evaluate government performance.
8. Administrators make decisions.
9. Institutions collect information.
10. Public organizations deliver services.

Exercise 3. Reading Comprehension

Read the text.

Public Administration

Public administration is the process of implementing government policies and managing public resources. It involves planning, organizing, coordinating, and controlling activities in public institutions. Effective public administration ensures that services are delivered efficiently and fairly. It plays a key role in economic and social development.

Answer the questions.

1. What is public administration?
2. What activities does it include?
3. Why is planning important?
4. How does public administration support society?
5. What resources are managed?
6. Why is efficiency important?
7. How does administration affect development?
8. What institutions participate in public administration?
9. Why are public services necessary?
10. What are the goals of public administration?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Public administration implements government policy.
2. Public resources must be managed effectively.
3. Government institutions provide public services.
4. Planning improves organizational performance.
5. Public administration supports economic development.

Translate into English.

1. Публічне управління є важливою складовою державної діяльності.
2. Державні ресурси повинні використовуватися ефективно.
3. Планування допомагає досягати цілей.
4. Органи влади надають послуги громадянам.
5. Управлінські рішення впливають на суспільство.

Exercise 5. Writing & Speaking Practice

1. What is public administration?
2. Why is planning important?
3. What functions do public institutions perform?
4. How does public administration improve society?
5. What challenges do public administrators face?
6. Why should public resources be managed effectively?
7. How can public services be improved?
8. What role does technology play in administration?
9. What qualities should public administrators have?
10. Describe an example of effective governance.

Topic 15. What is Government?

Exercise 1. Vocabulary Practice

Complete the sentences using:

government, authority, legislation, executive, parliament, citizen, democracy, election, power, constitution

1. The _____ governs the country.
2. Public _____ is exercised by state institutions.
3. _____ consists of laws adopted by parliament.
4. The _____ branch implements laws.

5. _____ adopts legislation.
6. Every _____ has rights and responsibilities.
7. _____ allows citizens to participate in governance.
8. Citizens vote during an _____.
9. State _____ must be limited by law.
10. The _____ defines the structure of government.

Exercise 2. Grammar Practice (Articles)

Insert **a, an, the** where necessary.

1. Ukraine is ___ democratic state.
2. ___ government is responsible for public policy.
3. Citizens elect ___ parliament.
4. ___ Constitution is the supreme law.
5. Government is ___ important institution.
6. Every citizen has ___ right to vote.
7. Parliament is ___ legislative authority.
8. Ukraine has ___ president.
9. Public administration serves ___ society.
10. Democracy requires ___ active participation of citizens.

Exercise 3. Reading Comprehension

Read the text.

What is Government?

Government is a system through which a country is governed. It creates laws, implements policies, and provides public services. Governments are responsible for maintaining order, protecting citizens, and promoting development. In democratic countries, citizens participate in elections and influence government decisions through their representatives.

Answer the questions.

1. What is government?

2. What functions does government perform?
3. Why are laws important?
4. How does government protect citizens?
5. What public services are provided?
6. What is democracy?
7. How do citizens participate in government?
8. Why are elections important?
9. What is the role of representatives?
10. How does government influence development?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Government provides public services.
2. Citizens participate in elections.
3. Parliament adopts laws.
4. Democratic governments are accountable to citizens.
5. Government promotes economic development.

Translate into English.

1. Уряд відповідає за розвиток держави.
2. Громадяни обирають своїх представників.
3. Демократія базується на участі громадян.
4. Конституція визначає структуру влади.
5. Державні органи забезпечують громадський порядок.

Exercise 5. Writing & Speaking Practice

1. What is government?
2. Why do societies need governments?
3. What functions does government perform?
4. Why are elections important?

5. How can citizens influence government decisions?
6. What is democracy?
7. What responsibilities does government have?
8. How does government promote development?
9. What is the relationship between citizens and government?
10. Describe the structure of government in Ukraine.

Topic 16. Governmental Functions

Exercise 1. Vocabulary Practice

Complete the sentences using:

security, welfare, taxation, regulation, education, healthcare, infrastructure, defense, justice, economy

1. The government provides national _____ to protect citizens.
2. Public _____ includes support for vulnerable groups.
3. _____ is necessary to finance public services.
4. Government _____ helps maintain social order.
5. Public _____ prepares citizens for future careers.
6. _____ services improve public health.
7. Roads and bridges are part of national _____.
8. National _____ protects the country from external threats.
9. Courts ensure _____ in society.
10. Governments support the national _____ through policies.

Exercise 2. Grammar Practice (Modal Verbs)

Choose the correct modal verb.

1. Governments _____ provide essential public services.

2. Citizens _____ obey the law.
3. Public institutions _____ improve service quality.
4. Governments _____ invest in education.
5. Officials _____ act responsibly.
6. Public funds _____ be used efficiently.
7. Authorities _____ ensure public safety.
8. Governments _____ support economic growth.
9. Citizens _____ participate in democratic processes.
10. Public policies _____ address social problems.

Exercise 3. Reading Comprehension

Read the text.

Governmental Functions

Governments perform many important functions. They maintain public order, protect national security, provide healthcare and education, and support economic development. Governments also collect taxes to finance public services. Effective governance helps improve citizens' quality of life and ensures sustainable development.

Answer the questions.

1. What are the main functions of government?
2. Why is public order important?
3. How do governments protect citizens?
4. Why is healthcare necessary?
5. What role does education play?
6. Why do governments collect taxes?
7. How does government support the economy?
8. What is sustainable development?
9. How can governance improve quality of life?
10. Which governmental function is the most important?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Governments provide essential services.
2. Education contributes to national development.
3. Public healthcare improves quality of life.
4. Taxation finances government programs.
5. Security is a key governmental function.

Translate into English.

1. Уряд забезпечує громадський порядок.
2. Освіта є важливою державною функцією.
3. Податки фінансують державні програми.
4. Держава підтримує економічний розвиток.
5. Національна безпека захищає громадян.

Exercise 5. Writing & Speaking Practice

1. What are governmental functions?
2. Why is public security important?
3. How does education benefit society?
4. Why should governments provide healthcare?
5. What is the purpose of taxation?
6. How can governments support economic growth?
7. Which governmental function is the most important?
8. How do public services improve people's lives?
9. What challenges do governments face?
10. Describe the role of government in modern society.

Topic 17. Local Government in Ukraine

Exercise 1. Vocabulary Practice

Complete the sentences using:

municipality, mayor, council, community, local authority, budget, citizen, development, administration, region

1. A _____ manages local affairs.
2. The _____ is the head of a city administration.
3. The city _____ adopts local decisions.
4. Every _____ can participate in local governance.
5. Local _____ provide public services.
6. Municipalities prepare an annual _____.
7. Local _____ aims to improve living conditions.
8. Public administration exists at the national and _____ levels.
9. Communities cooperate with local _____.
10. Each _____ has its own administrative structure.

Exercise 2. Grammar Practice (Comparatives)

Complete the sentences using comparative forms.

1. Local government is _____ (close) to citizens than central government.
2. Large cities are usually _____ (populated) than villages.
3. Community participation is becoming _____ (important).
4. Local budgets are often _____ (limited) than national budgets.
5. Public services are becoming _____ (accessible).

6. Local authorities work _____ (efficiently) with digital tools.
7. Municipal projects are _____ (visible) to citizens.
8. Local administration is _____ (responsive) to community needs.
9. Some regions are _____ (developed) than others.
10. Citizens today are _____ (active) in local governance.

Exercise 3. Reading Comprehension

Read the text.

Local Government in Ukraine

Local government allows communities to manage local affairs independently. Local councils, mayors, and executive bodies are responsible for public services, infrastructure, and community development. Decentralization reforms in Ukraine have increased the powers of local authorities. Active citizen participation helps improve governance and local development.

Answer the questions.

1. What is local government?
2. Who manages local affairs?
3. What responsibilities do local councils have?
4. What is the role of a mayor?
5. What is decentralization?
6. How has decentralization affected local authorities?
7. Why is citizen participation important?
8. What services do local governments provide?
9. How do local authorities support development?
10. What challenges may local governments face?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Local governments provide public services.
2. Citizens participate in community development.
3. The mayor leads the local administration.
4. Local councils adopt important decisions.
5. Decentralization strengthens local governance.

Translate into English.

1. Місцеве самоврядування наближає владу до громадян.
2. Громади вирішують місцеві питання.
3. Міська рада ухвалює рішення для громади.
4. Місцевий бюджет фінансує громадські проекти.
5. Громадяни можуть брати участь у місцевому управлінні.

Exercise 5. Writing & Speaking Practice

1. What is local government?
2. Why is decentralization important?
3. What functions do local councils perform?
4. How can citizens participate in local governance?
5. What responsibilities does a mayor have?
6. How does local government improve communities?
7. What challenges exist in local administration?
8. Why are local budgets important?
9. How can communities become more active?
10. Describe local government in your area.

Topic 18. A Government Budget

Exercise 1. Vocabulary Practice

Complete the sentences using:

budget, expenditure, revenue, deficit, surplus, allocation, finance, taxation, investment, program

1. A government _____ is a financial plan.
2. Public _____ includes spending on services.
3. Government _____ comes from taxes and other sources.
4. A _____ occurs when spending exceeds income.
5. A _____ exists when income exceeds spending.
6. Funds are distributed through budget _____.
7. Public _____ supports government activities.
8. _____ is an important source of revenue.
9. Governments make public _____ in infrastructure.
10. Social _____ support citizens' needs.

Exercise 2. Grammar Practice (Future Simple)

Put the verbs into the Future Simple.

1. The government (prepare) a new budget.
2. Parliament (approve) financial legislation.
3. Authorities (increase) funding for education.
4. Public institutions (receive) budget allocations.
5. The ministry (manage) public finances.
6. Citizens (benefit) from government programs.
7. The state (invest) in infrastructure.
8. Revenue (grow) next year.
9. Government spending (support) economic development.
10. New projects (improve) public services.

Exercise 3. Reading Comprehension

Read the text.

A Government Budget

A government budget is a plan for managing public finances. It shows how much revenue the government expects to receive and how much money it plans to spend. Major budget expenditures include education, healthcare, infrastructure, and defense. A balanced budget helps ensure financial stability and sustainable development.

Answer the questions.

1. What is a government budget?
2. What does a budget include?
3. What is revenue?
4. What is expenditure?
5. Which sectors receive government funding?
6. Why is a balanced budget important?
7. How does budgeting affect development?
8. What happens when spending exceeds revenue?
9. Why are public finances important?
10. How can governments improve financial management?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. The government budget finances public services.
2. Revenue comes from different sources.
3. Budget expenditures support national development.
4. Infrastructure projects require significant investment.
5. Financial planning is essential for stability.

Translate into English.

1. Державний бюджет фінансує освіту та охорону здоров'я.
2. Доходи держави формуються за рахунок податків.
3. Видатки бюджету повинні бути ефективними.
4. Інвестиції сприяють економічному розвитку.
5. Збалансований бюджет підтримує фінансову стабільність.

Exercise 5. Writing & Speaking Practice

1. What is a government budget?
2. Why is budgeting important?
3. What are the main sources of government revenue?
4. How should public funds be allocated?
5. Why is financial planning necessary?
6. What sectors should receive more funding?
7. What is a budget deficit?
8. How can governments improve budget management?
9. Why are investments important?
10. Describe the role of a budget in public administration.

Topic 19. Taxes

Exercise 1. Vocabulary Practice

Complete the sentences using:

tax, taxpayer, income tax, VAT, budget, revenue, duty, payment, government, finance

1. A _____ is a mandatory contribution to the state.

2. Every _____ must comply with tax legislation.
3. _____ is paid on personal earnings.
4. _____ is added to the price of many goods and services.
5. Taxes help fund the state _____.
6. Government _____ comes largely from taxation.
7. Customs _____ may be imposed on imported goods.
8. Tax _____ must be made on time.
9. The _____ uses tax income to provide public services.
10. Public _____ depends on effective tax collection.

Exercise 2. Grammar Practice (Present Perfect)

Put the verbs into the Present Perfect.

1. Citizens (pay) their taxes.
2. The government (introduce) a new tax policy.
3. Tax authorities (collect) revenue.
4. Parliament (approve) tax legislation.
5. Businesses (submit) tax reports.
6. The ministry (improve) tax administration.
7. Taxpayers (fulfill) their obligations.
8. The state (increase) budget revenues.
9. Officials (review) financial data.
10. Economists (analyze) tax reforms.

Exercise 3. Reading Comprehension

Read the text.

Taxes

Taxes are mandatory payments collected by governments to finance public services and development programs. Different types of taxes include income tax, value-added tax (VAT), and property tax. Tax revenues support education, healthcare, infrastructure, and national security. Effective tax administration helps ensure economic stability and public trust.

Answer the questions.

1. What are taxes?
2. Why do governments collect taxes?
3. What types of taxes are mentioned in the text?
4. How are tax revenues used?
5. Why is tax administration important?
6. How do taxes support public services?
7. What is VAT?
8. Why is public trust important?
9. How can tax systems influence the economy?
10. What responsibilities do taxpayers have?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Taxes finance public services.
2. Citizens are required to pay taxes.

3. VAT is an important source of revenue.
4. Tax administration supports economic stability.
5. Governments use taxes to fund development programs.

Translate into English.

1. Податки є основним джерелом доходів держави.
2. Платники податків повинні виконувати свої обов'язки.
3. Податкова система впливає на економіку.
4. Доходи бюджету формуються за рахунок податків.
5. Податкова політика підтримує розвиток держави.

Exercise 5. Writing & Speaking Practice

1. What are taxes?
2. Why do citizens pay taxes?
3. What types of taxes do you know?
4. How are tax revenues used?
5. Why is tax compliance important?
6. How do taxes affect economic development?
7. What are the advantages of a fair tax system?
8. How can tax administration be improved?
9. What is the role of taxpayers in society?
10. Should tax systems be simplified? Why?

Topic 20. Public Finance

Exercise 1. Vocabulary Practice

Complete the sentences using:

finance, expenditure, revenue, debt, investment, treasury, budget, economy, resource, funding

1. Public _____ concerns government financial activities.
2. Government _____ includes spending on services.
3. Public _____ comes from taxes and other sources.
4. National _____ may increase if spending exceeds revenue.
5. Public _____ supports economic growth.
6. The _____ manages state financial resources.
7. The government prepares a yearly _____.
8. Public finance influences the national _____.
9. Governments manage public _____ carefully.
10. Social programs require sufficient _____.

Exercise 2. Grammar Practice (Conditionals)

Complete the First Conditional sentences.

1. If revenue increases, the government _____ (invest) more in education.
2. If expenditure grows too quickly, the deficit _____ (increase).
3. If public resources are managed efficiently, citizens _____ (benefit).
4. If the economy develops, tax revenues _____ (rise).
5. If funding is available, new projects _____ (start).
6. If investments increase, infrastructure _____ (improve).

7. If public debt grows, financial risks _____ (appear).
8. If authorities plan carefully, resources _____ (be used) effectively.
9. If citizens trust institutions, cooperation _____ (improve).
10. If financial reforms succeed, the economy _____ (become) stronger.

Exercise 3. Reading Comprehension

Read the text.

Public Finance

Public finance refers to the management of government income, expenditure, and debt. It plays a crucial role in providing public services and supporting economic growth. Governments use financial planning to allocate resources effectively. Sound public finance helps maintain stability, encourage investment, and improve living standards.

Answer the questions.

1. What is public finance?
2. What areas does it include?
3. Why is public finance important?
4. How do governments allocate resources?
5. What is the role of financial planning?
6. How does public finance support development?
7. Why is investment important?
8. How can public finance improve living standards?
9. What challenges can governments face?
10. Why is financial stability important?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Public finance supports economic development.
2. Governments allocate resources through budgeting.
3. Financial planning improves efficiency.
4. Public debt should be managed carefully.
5. Investment contributes to economic growth.

Translate into English.

1. Публічні фінанси є важливою складовою державного управління.
2. Уряд управляє державними доходами та видатками.
3. Ефективне використання ресурсів підтримує розвиток.
4. Інвестиції покращують інфраструктуру.
5. Фінансова стабільність є важливою для суспільства.

Exercise 5. Writing & Speaking Practice

1. What is public finance?
2. Why is budgeting important?
3. How can governments improve financial management?
4. What are the sources of public revenue?
5. Why should public debt be controlled?
6. How does public finance affect citizens?
7. What role does investment play in development?
8. How can governments improve efficiency?
9. Why is transparency important in finance?

10. Describe the relationship between finance and public administration.

Topic 21. Corruption

Exercise 1. Vocabulary Practice

Complete the sentences using:

corruption, bribery, transparency, accountability, fraud, ethics, abuse of power, integrity, trust, investigation

1. _____ undermines public confidence in government.
2. _____ involves offering money or benefits for illegal advantages.
3. _____ helps prevent corruption.
4. Public officials should demonstrate _____.
5. _____ means taking responsibility for decisions and actions.
6. _____ is a form of financial crime.
7. An _____ may reveal illegal activities.
8. _____ occurs when officials misuse authority.
9. Professional _____ guide public servants.
10. Public _____ increases when institutions act honestly.

Exercise 2. Grammar Practice (Passive Voice)

Rewrite the sentences in the Passive Voice.

1. Authorities investigate corruption cases.
2. Governments introduce anti-corruption measures.
3. Public institutions promote transparency.
4. Citizens report illegal activities.

5. Courts punish corruption offences.
6. Officials implement ethical standards.
7. Auditors examine financial documents.
8. Investigators collect evidence.
9. Agencies monitor public spending.
10. Parliament adopts anti-corruption laws.

Exercise 3. Reading Comprehension

Read the text.

Corruption

Corruption is the abuse of entrusted power for private gain. It can occur in both public and private sectors. Corruption weakens institutions, reduces public trust, and slows economic development. Governments and international organizations implement anti-corruption measures to increase transparency and accountability. Public participation and ethical leadership are essential in combating corruption.

Answer the questions.

1. What is corruption?
2. Where can corruption occur?
3. How does corruption affect institutions?
4. Why does corruption reduce trust?
5. How can corruption influence economic development?
6. What measures help prevent corruption?
7. Why is transparency important?
8. What is accountability?
9. How can citizens help fight corruption?

10. Why is ethical leadership important?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Corruption damages public trust.
2. Transparency reduces opportunities for corruption.
3. Governments adopt anti-corruption policies.
4. Ethical leadership strengthens institutions.
5. Accountability promotes responsible governance.

Translate into English.

1. Корупція негативно впливає на розвиток держави.
2. Відкритість допомагає запобігати корупції.
3. Громадяни повинні повідомляти про незаконні дії.
4. Етичні стандарти є важливими для державної служби.
5. Боротьба з корупцією потребує спільних зусиль.

Exercise 5. Writing & Speaking Practice

1. What is corruption?
2. Why is corruption dangerous for society?
3. How can transparency reduce corruption?
4. What role do citizens play in preventing corruption?
5. Why is accountability important?
6. How can governments combat corruption?
7. What are the consequences of bribery?
8. Why should public officials follow ethical standards?
9. How does corruption affect economic development?
10. Suggest ways to strengthen integrity in public administration.

Topic 22. Scales of Corruption

Exercise 1. Vocabulary Practice

Complete the sentences using:

petty corruption, grand corruption, fraud, bribery, public official, transparency, accountability, investigation, influence, abuse

1. _____ usually involves small payments for services.
2. _____ occurs at high levels of government or business.
3. _____ is the act of offering money to gain an unfair advantage.
4. Financial _____ may involve false documents.
5. A _____ must act in the public interest.
6. _____ helps reduce corruption risks.
7. _____ ensures responsibility for decisions.
8. Law enforcement agencies conduct an _____ into corruption cases.
9. Powerful individuals may use their _____ improperly.
10. Corruption often involves an _____ of authority.

Exercise 2. Grammar Practice (Reported Speech)

Rewrite the sentences in Reported Speech.

1. The official said, "We are fighting corruption."
2. The investigator said, "We have collected evidence."
3. The citizen said, "Transparency is important."
4. The minister said, "We will introduce reforms."

5. The journalist said, "The report reveals corruption."
6. The auditor said, "We found irregularities."
7. The mayor said, "The project was successful."
8. The officer said, "The investigation continues."
9. The expert said, "Accountability improves governance."
10. The public servant said, "Ethics are essential."

Exercise 3. Reading Comprehension

Read the text.

Scales of Corruption

Corruption can occur on different scales. Petty corruption usually involves small amounts of money and occurs in everyday interactions. Grand corruption involves high-ranking officials and large financial resources. Both forms of corruption weaken institutions, reduce public trust, and damage economic development. Effective anti-corruption policies require transparency, accountability, and public participation.

Answer the questions.

1. What is petty corruption?
2. What is grand corruption?
3. How do the two forms differ?
4. How does corruption affect institutions?
5. Why does corruption reduce public trust?
6. How does corruption influence economic development?
7. What measures help prevent corruption?
8. Why is accountability important?
9. How can citizens contribute to anti-corruption efforts?

10. Why should governments fight corruption?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Petty corruption often occurs in everyday situations.
2. Grand corruption involves significant financial resources.
3. Transparency helps prevent corruption.
4. Public trust depends on honest governance.
5. Accountability strengthens public institutions.

Translate into English.

1. Корупція може існувати на різних рівнях.
2. Великомасштабна корупція завдає значної шкоди державі.
3. Громадяни повинні підтримувати антикорупційні ініціативи.
4. Відкритість підвищує довіру до влади.
5. Ефективний контроль допомагає зменшити корупцію.

Exercise 5. Writing & Speaking Practice

1. What is petty corruption?
2. What is grand corruption?
3. Which form of corruption is more harmful? Why?
4. How can transparency reduce corruption?
5. Why is public participation important?
6. What role do the media play in combating corruption?
7. How can governments strengthen accountability?
8. Why should corruption be punished?
9. How does corruption affect citizens?
10. Suggest measures to reduce corruption in public administration.

Topic 23. Civil Service (Revision and Professional Competences)

Exercise 1. Vocabulary Practice

Complete the sentences using:

**competence, leadership, responsibility, professionalism,
communication, management, ethics, service, decision-making,
governance**

1. Professional _____ is necessary for effective public administration.
2. Strong _____ helps organizations achieve goals.
3. Public officials must demonstrate _____.
4. _____ is important when working with citizens.
5. Effective _____ improves organizational performance.
6. Ethical _____ builds public trust.
7. Public _____ should focus on citizens' needs.
8. Good _____ requires informed decisions.
9. _____ skills are important for administrators.
10. Successful _____ depends on qualified professionals.

Exercise 2. Grammar Practice (Mixed Revision)

Choose the correct form.

1. Civil servants _____ (work/works) for public institutions.
2. The government _____ (has introduced/introduced) new reforms.

3. Public services _____ (are provided/provide) by state institutions.
4. Citizens _____ (should/must to) respect the law.
5. If public officials act ethically, citizens _____ (will trust/trust) them more.
6. The minister said that reforms _____ (were/are) necessary.
7. Transparency is _____ (important/more important) than secrecy.
8. Resources _____ (manage/are managed) effectively by administrators.
9. Public servants _____ (have improved/improved) service quality recently.
10. Governments _____ (develop) policies to solve social problems.

Exercise 3. Reading Comprehension

Read the text.

Professional Competences in Civil Service

Modern civil servants require a variety of professional competences. These include communication skills, leadership, ethical behavior, analytical thinking, and decision-making abilities. Public servants must work effectively with citizens, colleagues, and stakeholders. Continuous professional development helps improve the quality of public administration and public services.

Answer the questions.

1. What competences do civil servants need?

2. Why are communication skills important?
3. What is the role of leadership?
4. Why is ethical behavior necessary?
5. What does analytical thinking help with?
6. Why is decision-making important?
7. Who do public servants work with?
8. What is professional development?
9. How does training improve public administration?
10. Why are competences important for governance?

Exercise 4. Translation Practice

Translate into Ukrainian.

1. Professional competences improve public administration.
2. Leadership is important for effective management.
3. Public servants should communicate clearly with citizens.
4. Ethical behavior strengthens public trust.
5. Continuous learning supports professional growth.

Translate into English.

1. Державні службовці повинні постійно вдосконалювати свої навички.
2. Лідерство допомагає досягати організаційних цілей.
3. Ефективна комунікація покращує якість послуг.
4. Професіоналізм є основою державної служби.
5. Компетентність сприяє ефективному врядуванню.

Exercise 5. Writing & Speaking Practice

1. What competences are necessary for civil servants?

2. Why is professionalism important?
3. How can public servants improve their skills?
4. What role does leadership play in public administration?
5. Why is communication important when working with citizens?
6. How does ethics influence governance?
7. What qualities should a successful administrator possess?
8. Why is continuous learning important?
9. How can public services be improved?
10. Describe your ideal public servant.

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2. [Council of Europe](#)
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