

**CURS**

**LIMBA ENGLEZĂ PENTRU  
ADMINISTRAȚIA PUBLICĂ**

**ENGLISH FOR PUBLIC  
ADMINISTRATION**



**SILVIA OSMAN**

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## Cartea dintre două lumi

*English for Public Administration* nu este doar un manual, ci și o punte între o Românie care își găsește, din păcate, prea greu locul, și lumea civilizată la care aspirăm.

Silvia Osman își urmează cu o consecvență demnă de admirație demersul didactic vizând facilitarea comunicării în engleză pentru cei care activează în sfera politicii și a politologiei, a administrației publice, în relații internaționale și în presă. Noul manual pe care ni-l propune oferă posibilitatea aprofundării termenilor de specialitate, iar maniera în care a fost conceput îl transformă într-un instrument de lucru ușor de folosit.

Cred că într-un spațiu politic și publicistic care, în mod paradoxal, o dată cu aderarea României la Uniunea Europeană, s-a îndepărtat de problematica europeană, izolându-se de bună voie într-un cerc steril și continuu, o astfel de carte e merită nu doar să învețe, ci și să deschidă perspective. De aceea, utilitatea sa practică este dublată, în opinia mea, de potențialul de liant între spațiul public românesc și cel euro-atlantic în special.

Trăim într-o lume în care schimbul alert de informație, gradul tot mai mare de interdependență și balanța într-un curs accelerat de actualizare a influențelor geopolitice reflectă preeminența principiului vaselor comunicante asupra vieții societății umane. Nu numai că România nu își mai poate permite luxul izolării, fie și de bună voie, fie și pentru a înlocui aparent anostele teme europene cu frenezia scandalurilor autohtone. Dar o asemenea atitudine se dovedește extrem de păguboasă, mai ales în contextul recesiunii globale. România irosește șanse imense, cum sunt cele oferite de calitatea de membru al UE, în special în privința fondurilor europene, puse la dispoziție pentru a reduce decalajele de dezvoltare. Și nu cred că e vorba doar de dezinteresul factorilor de decizie, ci mai ales de lipsa de competență și de neștiință - inclusiv lipsa abilităților de a comunica într-o manieră profesionistă.

Manualul Silviei Osman vine în întâmpinarea tuturor celor care vor să fructifice șansele pe care le oferă atât apartenența țării lor la comunitatea euro-atlantică, cât și dinamismul unei lumi fără granițe. Sper ca roadele strădaniei acestei profesoare de excepție, dedicate vocației ei așa cum tot mai rar se întâmplă, se vor vedea cât de curând, la nivelul destinului individual, dar și, în ansamblu, asupra calității relației României cu lumea.

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*Vicepreședintele Comisiei pentru Dezvoltare a Parlamentului European*  
*Membri al Comisiei pentru Ocuparea Forței de Muncă și Afaceri Sociale*  
*din Parlamentul European și al Delegației Europarlamentare pentru*  
*Relațiile cu Congresul SUA*

## Câteva cuvinte despre noi...

**Best Smart Consulting** este o companie românească, înființată în anul 2007, recunoscută și autorizată ANC ca furnizor de formare profesională a adulților. În acest timp compania a dezvoltat relații cu clienți societăți comerciale și instituții publice pentru livrarea de servicii de formare profesională și consultanță în management.

Serviciile oferite de firma noastră vizează oferirea de soluții viabile de consultanță și instruire aplicabile în mediul expert competitiv și încercat de numeroase turbulente. Se propun clienților noi perspective de organizare internă și de dezvoltare de noi competențe pentru atingerea performanțelor organizaționale dorite.

**Best Smart Consulting** nu este o simplă firmă de training. Este o echipă de traineri și consultanți care vin în fața cursanților cu ani sau chiar de zeci de ani de experiență, un profesionalism cum rar mai găsești în România și, mai ales, cu dorința de a face performanță.

Best Smart Consulting este un concept care adună în jurul sau mai mult de 10 traineri, aproape toți educați în străinătate, absolvenți de MBA în Anglia, foști sau chiar actuali manageri în companii multinaționale prezente în România, consultanți cu experiență și cu un know-how cum mai rar întâlnești.

În condițiile în care goana după diplome a devenit sport național în România, Best Smart vine cu o serie de cursuri pe segmentul “hard skills” care își propun mai întâi de toate să pregătească într-un mod performant.

**Credem în cursuri făcute profesionist**, nu doar din a umple timpul cu vorbe goale și nu doar din dorința de a obține o simplă diplomă care nu spune nimic și este lipsită de fundament. Cu toate acestea, diplomele eliberate de noi sunt la finalul unor cursuri acreditate de ANC – Autoritatea Națională pentru Calificări (fost CNFPA). Sunt diplome cu greutate, care pot fi elemente cheie într-o carieră construită atent.

**Credem în puterea relațiilor pe care le creăm.** Cursurile Best Smart Consulting nu sunt simple operațiuni de predare a unor concepte și tehnici.

Cursurile noastre sunt întâlniri dintre oameni. Întâlnirile se transformă în relații, iar relațiile creează schimbare.

**Credem în schimbarea pe care cursurile noastre o generează** și la care am fost martori nu o singură dată: rezultatele cursurilor Best Smart Consulting se regăsesc în cifrele companiilor care își aduc angajații la cursuri, în strategiile pe care le adoptă, sau în performanțele ulterioare pe care le au absolvenții unui curs organizat de noi.

**Credem că ceea ce facem noi este profitabil:** Pentru clienții noștri, fie că sunt companii, fie că sunt oameni care doresc să se specializeze pe o nișă sau pe un serviciu. Suntem de părere că dacă tu devii profitabil prin noi și noi suntem profitabili prin tine. Este tipul de relație echitabilă și utilă pe care ni-l dorim cu fiecare client care ne calcă pragul, ne solicită sau participă la cursurile noastre.



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## Unit 1

*“Heaven and Earth never agreed better to frame a place for man’s habitation.”*

– Captain John Smith, 1607

### 1.1 Reading Skills

- **Previewing:** Research shows that it is easier to understand what you are reading if you begin with a general idea of what the passage is about. Previewing helps you form a general idea of the topic in your mind.

- To preview, read the title (if there is one), then the first sentence of each paragraph and the last sentence of the passage. You should do this as quickly as possible: remember that you are not reading for specific information, but for an impression of the topic.

### THE U.S. CONSTITUTION AND GOVERNMENT (I)

The United States of America has a written constitution, which sets out the principles of government. Drawn up in 1787, it has so far been changed or amended twenty-six times. The first ten amendments, known together as the Bill of Rights, set down such basic rights as the freedom of speech, of religion and of the press.

To ensure that no individual or group has too much power, the Constitution shares power among three groups, the executive (the President), the legislative (Congress) and the judicial (the courts), in such a way that each has a certain authority over the others (a system of checks and balances).

The President represents the country as Head of State but also has real political power. Elections for President are held every four years and no President may own office for more than two terms.

Presidential candidates are chosen by the political parties either through Primaries (direct elections) or at state conventions or caucuses (meetings of party representatives), depending on the state.

Congress consists of two houses, the Senate (to which each state elects two senators for a period of six years) and the House of Representatives, in which the number of representatives from each state depends on its population. Bills cannot become law until they have been passed by both houses, and if they are not passed by a two-thirds majority they can still be vetoed by the President. Bills must not conflict with the constitution.

The Federal government is responsible only for matters of national importance, such as foreign affairs, trade and defence. The governments of the individual states are responsible for all other matters.

*The Courts.* Federal judges are appointed by the President and confirmed by the Senate. The highest court, the Supreme Court, has the power to judge whether a law passed by the government conforms to the constitution and whether the President has acted constitutionally. If it judges that the President's behaviour has been unconstitutional, he or she may be impeached (accused of a crime against the State).<sup>1</sup>

## 1.2 Building Vocabulary

**caucus** *n* ~ 1) small group of people in a political party or organization who have a lot of influence or similar interests; 2) in the US: meeting held to decide which candidate a political group will support.

**system of checks and balances** – rules intended to prevent one person or group from having too much power within an organization.

**office** *n* – 1) work room or part of a company (We've got offices in London and Madrid.); 2) a position of authority and responsibility in a government or other organization; 3) a department of the national government in Britain, or an official government organization: the Home Office, the Foreign Office, the Office of Fair Trading, etc

**Primaries** *n* - in the USA, an election in which people who belong to a political party choose who will represent that party in an election for political office.

**to draw (drew, drawn) up** (phrasal verb) – 1) to prepare something, usually something official, in writing 2) to move a chair near to someone or something

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<sup>1</sup> From *Oxford Advanced Learner's Dictionary*, Oxford University Press, 1995

**to impeach** *v* – to make a formal statement saying that a public official is guilty of a serious offence in connection to their job, especially in the US.

**to set down** *v*- (phrasal verb) 1) to write or print something, especially to record it in a formal document; 2) if a vehicle sets down a passenger, it stops so that the passenger can get out; 3) to land an aircraft

**to set out** *v*- (phrasal verb) 1) to start a journey; 2) to start an activity with a particular aim; 3) to give the details of something or to explain it, especially in writing, in a clear, organized way; 4) to arrange something, usually a number of things, in an attractive and organized way.

**to share** *v*- 1) to have or use something at the same time as someone else; 2) to divide food, money, goods, etc and give part of it to someone else; 3) if two or more people or things share an activity, they each do some of it; 4) if two or more people or things share a feeling, quality or experience, they both or all have the same feeling, quality or experience; 5) to tell someone else about your thoughts, feelings, ideas, etc.

## 1.2 Vocabulary Practice

Form full, coherent sentences with the new vocabulary acquired in 1.2. Include them in your Portfolio.

### Synonyms

1. If a client insists upon being stubborn, lawyers have to take claims to court.
  - a. Obstinate
  - b. Indignant
  - c. Abject
  - d. Gauche
  
2. Psychologists encourage their patients not to get upset about trivial matters.
  - a. Unexpected
  - b. Unusual
  - c. Unimportant
  - d. Uncertain

3. A thrifty buyer purchases fruits and vegetables in season.
  - a. Healthy
  - b. Disinterested
  - c. Careful
  - d. Professional
  
4. Frontier settlements had to depend on the cavalry.
  - a. Visit
  - b. Trust
  - c. Meet
  - d. Help
  
5. In some state drivers are fined \$100 for careless driving.
  - a. Routine
  - b. Reckless
  - c. Adept
  - d. Aggressive
  
6. Feeling irritable may be a side effect of too much medication.
  - a. Drowsy
  - b. Grouchy
  - c. Dizzy
  - d. Silly
  
7. That a driver swerves in order to avoid an accident can be proven by examining the marks on the pavement.
  - a. Turns sharply
  - b. Stops quickly
  - c. Hits something else
  - d. Goes backwards
  
8. Mark Anthony's eulogy of Caesar at his funeral is memorably recorded in a play by Shakespeare.
  - a. Prayer
  - b. Biography
  - c. Praise
  - d. Denunciation
  
9. Drink only tepid water.
  - a. Slightly warm
  - b. Very hot



- c. Slightly cool
- d. Very cold

10. The other members of the Cabinet made fun of the Secretary of Interior when he purchased Alaska because, at the time, it was not considered valuable.

- a. Admired
- b. Derided
- c. Envied
- d. Endorsed

## 1.4 Grammar Skills – Acquiring Structures / Grammar Practice and Exercises

### Focusing on Structures

Choosing the right grammatical structure can make your sentences stronger and more concise. Although it is important to have variety in sentence structure, think about the best structure to use. Here are some guidelines for choosing the best structures:

- a) The subject and the verb of a sentence should reflect what is most important in a sentence. Example:
  - **Inconcise:** The situation that resulted in my grandfather's not being able to study engineering was that his father needed help around the farm.
  - **Concise:** My grandfather couldn't study engineering because his father needed help around the farm.
- b) Postponing the subject with structures like there is and it is can be effective to emphasize a point. But frequently they are just extra words that weaken your sentences. Example:
  - **Inconcise:** There were 25 cows on the farm that my grandfather had to milk every day. It was hard work for my grandfather.
  - **Concise:** My grandfather worked hard. He had to milk 25 cows on the farm every day.
  - **More concise:** My grandfather worked hard milking 25 cows daily.
- c) Complex sentences can often be made more concise by reducing clauses to phrases and phrases to single words. Example:

- **Inconcise:** Dairy cows were raised on the farm, which was located 100 kilometers from the nearest university and was in an area that was remote.
  - **Concise:** The dairy farm was located in a remote area, 100 kilometers from the nearest university.
- d) Use the passive voice only when the object, not the subject, is the focus. The passive voice is indirect, and in this structure the actor (the subject) loses its importance. The passive voice also requires a helping verb and the prepositional phrase that names the actor.
- **Inconcise:** In the fall, not only did the cows have to be milked, but also the hay was mowed and stacked by my grandmother's family.
  - **Concise:** In the fall, my grandmother's family not only milked the cows, but also mowed and stacked the hay.
- e) Some verbs need extra words to convey meaning. One verb that carries the complete meaning by itself can often replace a verb like this. Example:
- **Inconcise:** My father didn't have time to stand around doing nothing with his school friends.
  - **Concise:** My father had no time to loiter with his school friends.
- f) Information in two or more sentences can often be combined into one sentence. Example:
- **Inconcise:** profits from the farm were not large. Sometimes they were too small to meet the expenses of running a farm. They were not sufficient to pay for a university degree.
  - **Concise:** Profits from the farm were sometimes too small to meet operational expenses, let alone pay for a university degree.

## 1.5 Trivia<sup>2</sup> / Extra<sup>3</sup> / Miscellaneous<sup>4</sup>

The **nuclear family**, consisting of a mother, father and their children, may be more an American ideal than an American reality. Of course, the

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<sup>2</sup> Less important details or information

<sup>3</sup> Additional (information)

<sup>4</sup> Consisting of a mixture of various things which are not usually connected with each other

so-called traditional American family was always more varied than we had been led to believe, reflecting the very different racial, ethnic, class and religious customs among different American groups.

The most recent government statistics reveal that only about one third of all current American families fit the traditional mould and another third consists of married couples that either have no children or have none still living at home. Of the final one third, about twenty percent of the total number of American households are single people, usually women over sixty-five years of age. A small percentage, about three percent of the total, consists of unmarried people who choose to live together; and the rest, about seven percent, are single, usually divorced parents, with at least one child. Today, these varied family types are typical, and therefore, normal. Apparently, many Americans are achieving supportive relationships in family forms other than the traditional one.

## 1.6 Reading Comprehension Skills

*After reading the text carefully, please answer the following questions:*

1. With what is the passage mainly concerned?
  - a) the traditional American family,
  - b) the nuclear family
  - c) the current American family
  - d) the ideal family
2. How many single people were identified in the survey:
  - a) one third
  - b) one fourth
  - c) one fifth
  - d) less than one tenth of the total surveyed?
3. Who generally constitutes a one-person household?
  - a) a single man in his twenties,
  - b) an elderly man,
  - c) a single woman in her late sixties,
  - d) a divorced woman.
4. The author implies that
  - a) there have always been a wide variety of family arrangements in the United States,
  - b) racial, ethnic, and religious groups have preserved the traditional family structure,
  - c) the ideal American family is the best structure,
  - d) fewer married couples are having children.

## 1.7 Portfolio

Write a short essay, trying to answer the following question: **Is the ethos<sup>5</sup> of the traditional family at risk nowadays?** Please argue your personal standpoint.

## 1.8 Communication Skills

### Conversation, the Heart of Communication

The main way we trade ideas is in conversation. Conversation is the most important means of communication we possess.<sup>6</sup> It is flexible and dynamic. Any organization in general – and the organization that you belong to, in particular – is, in essence, a network of conversations. In fact, that's all it is. Without effective conversations, it cannot operate.

Conversations are the way we create shared meaning. All the other ways we communicate – interviews, presentations, written documents, and meetings – are variations on this central mode of communication. They all develop, or substitute for, conversation. If you want to communicate better, begin by improving your conversations.

How can we communicate more effectively? How can we begin to improve the quality of our conversations?

Point 8 in every Unit seeks to answer these questions and help you improve your conversation skills.

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<sup>5</sup> Ethos – a set of beliefs, ideas, etc about social behaviour and relationships of a person or a group: national ethos, working class ethos, etc.

<sup>6</sup> Harvard Business Review on Effective Communication, Harvard University School Press, 1999