

**English
for
Public Administration**

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MARIAN MIERLĂ**

English for Public Administration

**a lexical approach to the language
of public administration**



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PREFAȚĂ

Lucrarea de față se adresează studenților de la facultățile cu profil juridic și administrativ, profesioniștilor din administrația publică, tuturor celor care doresc să se familiarizeze cu limbajul specific domeniului juridic-administrativ. Obiectivul lucrării este de a facilita asimilarea lexicului de specialitate prin contexte specifice furnizate de texte autentice, precum și prin și exerciții diverse.

În contextul mutațiilor survenite în abordarea teoretică a administrației publice ca obiect de studiu interdisciplinar, al evoluției abordărilor conceptuale, și având în vedere amploarea perspectivei pluridisciplinare, lucrarea cuprinde texte din sfera administrației publice, cât și din domenii conexe – economie, drept și management.

Materialul este organizat în 30 de lecții axate pe teme – care pot fi abordate independent sau în succesiunea lor. Prima parte vizează noțiuni economice esențiale, precum *market economy (economie de piață)* și *enterprise (libera inițiativă)*, mai ușor accesibile datorită caracterului lor concret și impactului pe care fenomenele economice îl au în viața cotidiană; partea a doua este consacrată aspectelor juridice legate indisolubil de studiul administrației publice, dar care presupun un grad de abstractizare sporit. Partea a treia conține teme centrale ale administrației publice ca disciplină academică, dar și ca realitate socială – *bureaucracy (birocrație)*, *good governance (bună guvernare)*, *centralization vs. decentralization (centralizare vs. descentralizare)*, raportul dintre *administrație publică și management*.

Cele mai multe lecții conțin texte ilustrative pe teme de specialitate, care tratează concepte majore legate de sfera administrației publice, urmate de exerciții lexicale având ca scop fixarea termenilor și expresiilor frecvent folosite în textele de specialitate și identificarea corespondentelor lor din limba română, teme de eseu sau conversație și exerciții tip grilă.

În tratarea clasificărilor ramurilor juridice, am considerat utilă includerea unor tabele sinoptice contrastive pentru ilustrarea mai clară a opozițiilor care se stabilesc între acestea.

Lecțiile sunt urmate de o cheie a exercițiilor, înlesnind astfel verificarea în studiul individual. Mini-dicționarele anexate – englez-român și român-englez – cuprind majoritatea termenilor și expresiilor incluse în textele propuse spre discuție, facilitând înțelegerea și asimilarea terminologiei folosite.

Conceput ca un instrument de lucru individual, manualul poate constitui, de asemenea, un material de studiu auxiliar pentru seminariile de limba engleză pentru studenți, adresându-se în egală măsură cursanților, autodidacților și profesorilor.

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Introductory Unit

Current Trends in Public Administration: Interdisciplinarity

Exercise 1.

Read the following excerpts on public administration, then answer the questions on the next page.

- A.** “As an applied social science discipline, Public Administration is a highly diverse field of scientific enquiry that is evolving rapidly. [...] Complex societal challenges cannot be addressed through singular disciplinary perspectives. There is general agreement among scholars that their thinking should not be dependent on particular disciplines, in order to search for potential solutions to complex societal challenges. Interdisciplinary cooperation and integration often lead to transdisciplinarity from which new insight emerges.” (Gerrit van der Waldt, *Public Administration and Transdisciplinarity: A Modalistic Approach toward Knowledge Co-Construction*)
- B.** “Public administration is in a state of identity distress. Whereas for many years the questions of politics and policy were those which unconditionally ruled the discipline, at present public administration as a science, art, and profession is undergoing far-reaching transformations. Two major forces of rectification have increasingly augmented the conservative ones to create a more interdisciplinary orientation of the field. These are cultural and social inputs and organizational, managerial, and economical influences.” (Eran Vigoda, *Rethinking the Identity of Public Administration: Interdisciplinary Reflections and Thoughts on Managerial Reconstruction*)
- C.** “Public administration is an interdisciplinary field that builds on a variety of disciplinary approaches and values. Even so, there are three disciplines that form the underlying foundation of the field. In addition to the traditional managerial emphasis on efficiency and effectiveness, the field of public administration is heavily influenced by the representative and responsive nature of our political system, as well as our legal system’s emphasis on individual rights and equity. Thus, public administration is an interdisciplinary field, defined by the need to address conflicting political, legal and

managerial values and processes.” (Bradley E. Wright, *Public Administration as an Interdisciplinary Field: Assessing Its Relationship with the Fields of Law, Management, and Political Science*)

1. What is *public administration*?
2. What are the disciplines traditionally related to public administration?
3. What are the recent approaches to public administration? How do scholars account for the new trends in public administration research?

Exercise 2.

Look up in the text for the English equivalents of the Romanian phrases listed on the right.

- a) a aborda procese economice și juridice
.....
- b) abordări științifice
.....
- c) aport cultural și social
.....
- d) cercetare științifică
.....
- e) cooperare și integrare interdisciplinară
.....
- f) criză identitară
.....
- g) domeniu de cercetare
.....
- h) fundament subiacent
.....
- i) orientare interdisciplinară
.....
- j) perspectivă transdisciplinară
.....
- k) provocări la nivelul societății
.....
- l) științe sociale aplicate
.....
- m) a suferi transformări
.....
- n) transformări profunde
.....
- o) valori și procese opuse
.....

SECTION I.
BASIC ECONOMIC CONCEPTS

UNIT 1

The ISM-s. Capitalism vs. Communism

Exercise 1.

Fill in the blanks in the text with the appropriate word in the box, making the necessary changes.

competition	economic	economics	efficient
enterprise	establish	ownership	scarce

Pure, or laissez-faire, capitalism is characterized by the private (1).....of resources and the use of a system of markets and prices to coordinate and direct the (2)..... activity.

Government's role is limited to protecting private property and (3)..... an appropriate legal framework for free markets.

Command economy, or communism, is the polar alternative to pure capitalism and is characterized by public ownership of virtually all property resources and the rendering of economic decisions through central economic planning.

Since human and material wants are virtually unlimited, whereas economic resources – land, capital, labour and entrepreneurial ability – are (4)..... or limited, it can be concluded that (5)..... is concerned with the (6)..... management of scarce resources to achieve the maximum fulfilment of our material wants and capitalism may be characterized as an authentic self-regulating system motivated by the self-interest of individuals and regulated by (7).....

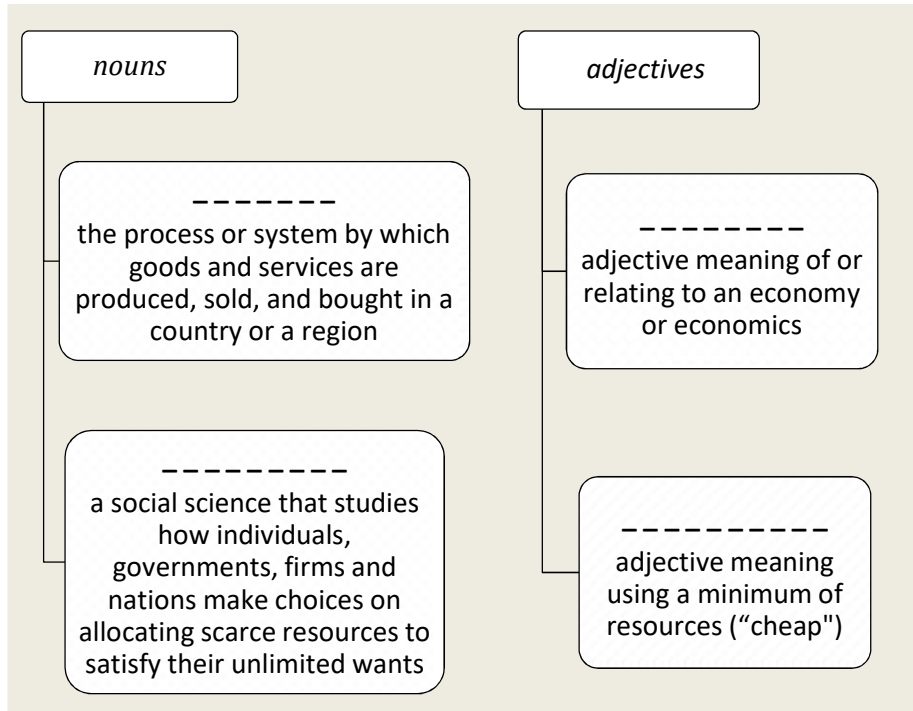
Capitalist Ideology

The framework of capitalism embraces the following institutions and assumptions:

- private property;
- freedom of (8)..... and choice;
- self-interest as the dominant motive;
- reliance on the price and market system;
- a limited role for the government;
- competition.

Exercise 2.

What are the concepts defined in the boxes on the right?



Exercise 3.

Match the words on the left with their definitions on the right.

1. competition	a) a project or undertaking that is especially difficult, complicated, or risky
2. enterprise	b) an economic system in which prices are determined by unrestricted competition between privately owned businesses
3. free market	c) an activity involving two or more firms, in which each firm tries to get people to buy its own goods in preference to the other firms' goods
4. ownership	d) insufficient for the demand
5. scarce	e) legal possession of something

Exercise 4.

Talking points and essay topics

1. *Socialism is the philosophy of failure, the creed of ignorance, and the gospel of envy. Its inherent virtue is the equal share of misery. (Winston Churchill)*
2. *Capitalism is the uneven distribution of wealth. Socialism is the even distribution of poverty.*
3. *Capitalism is private ownership of property. Socialism is state ownership of human beings. Pick one!*
4. *Capitalism justified itself and was adopted as an economic principle on the express ground that it provides selfish motives for doing good, and that human beings will do nothing except for selfish motives. (George Bernard Shaw)*

UNIT 2

The Fundamentals of Market Economy

Exercise 1.

Fill in the blanks in the text with the appropriate word in the box.

demand	employment	expenditures	macroeconomics
market economy	microeconomics	output	supply

Market. Supply and Demand

One of the definitions of *market* describes it as an institution or mechanism which brings together buyers (“demanders”) and sellers (“suppliers”) of particular goods and services.

Supply and demand represent a fundamental concept in economics and the backbone of (1); they are also the key determinants of price.

(2) refers to how much (quantity) of a product or service is desired by buyers while (3) represents the total amount of a product or service available for purchase.

The law of supply states that “other things being unchanged, the quantity of a product supplied varies directly with its price”, whereas according to the law of demand “other things being constant, the quantity of a product purchased will vary inversely with its price”.

Macroeconomics vs. Microeconomics

Economics is split between the analysis of how the overall economy works and how single markets function; it is the main divide and distinction between *macroeconomics* and *microeconomics*.

(4) deals either with the economy as a whole or with basic subdivisions or aggregates – such as the government, household, and business sectors – making up the economy; it is concerned with obtaining an overview, or general outline, of the structure of the economy and the relationships among the major aggregates constituting the economy and deals with issues such as total (5), the total level of (6), total income, aggregate (7), the general level of prices etc.

(8) deals with and focuses on specific units which comprise the economy, giving them detailed consideration.

Exercise 2.
Match the words on the left with their definitions on the right.

1. demand	a) a capitalistic economic system in which there is free competition and prices are determined by the interaction of supply and demand
2. employment	b) the amount of something produced by a person, machine, or industry
3. expenditures	c) the consumer's desire and ability to purchase a good or service
4. market economy	d) the fact of someone being paid to work for a company or organization
5. output	e) the total amount of a product (good or service) available for purchase at any specified price
6. supply	f) the total amount of money that a government or person spends

Exercise 3.
Talking points and essay topics

- 1. Underlying most arguments against the free market is a lack of belief in freedom itself. (Milton Friedman)*
 - 2. In a true free market economy, you can't make yourself rich without enriching your community. (Robert F. Kennedy, Jr.)*
 - 3. The first lesson of economics is scarcity: there is never enough of anything to fully satisfy all those who want it. The first lesson of politics is to disregard the first lesson of economics. (Thomas Sowell)*
 - 4. In a country well governed, poverty is something to be ashamed of. In a country badly governed, wealth is something to be ashamed of. (Confucius)*
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UNIT 3

Enterprise

Exercise 1.

Fill in the blanks with the appropriate word in the box.

business	entrepreneur	entrepreneurship	market
opportunities	profit	resources	risk

(1) is the process of designing, launching and running a new business, which is often initially a small business. The people who create these businesses are called *entrepreneurs*.

Entrepreneurship has been described as the “capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a (2)”. While definitions of entrepreneurship typically focus on the launching and running of businesses, due to the high risks involved in launching a start-up, a significant proportion of start-up businesses have to close due to “lack of funding, bad business decisions, an economic crisis, lack of (3) demand – or a combination of all of these”.

Entrepreneurs

Entrepreneurship is the act of being an (4), or “an owner or manager of a business enterprise who makes money through (5) and initiative”. Entrepreneurs act as managers and oversee the launch and growth of an enterprise. Entrepreneurship is the process by which either an individual or a team identifies a (6) opportunity and acquires and deploys the necessary resources required for its exploitation. Early 19th century French economist Jean-Baptiste Say provided a broad definition of entrepreneurship, saying that it “shifts economic (7) out of an area of lower and into an area of higher productivity and greater yield”. Entrepreneurs create something new, something different – they change or transmute values. Regardless of the firm size, big or small, they can partake in entrepreneurship opportunities. The opportunity to become an entrepreneur requires four criteria. First, there must be (8) or situations to recombine resources to generate profit. Second, entrepreneurship requires differences between people, such as preferential access to certain individuals or the ability to recognize information about opportunities. Third, taking on risk is a necessity. Fourth, the entrepreneurial process requires the organization of people and resources. (Wikipedia)

Exercise 2.

Look up in the text for equivalents of the following Romanian phrases.

- 1. cerere de piață
.....
- 2. companie nou-înființată
.....
- 3. lipsă de finanțare
.....
- 4. productivitate sporită
.....
- 5. randament superior
.....
- 6. a-și asuma un risc
.....
- 7. a conduce o afacere
.....
- 8. a dobândi resurse
.....
- 9. a transfera resurse
.....
- 10. a utiliza resurse
.....

Exercise 3.

The words in the box make strong partnerships with *business*. Translate the resulting *business*-phrases into Romanian, then fill in the blanks in the following sentences.

card	ethics	go out of	hours	launch	leaders	plan
person	run	school	sector	start	trip	woman

- 1. Almost half of those surveyed could not name anyone worthy of the title of best UKfor 1999.
- 2. Although banks in Macedonia are liquid and have enough to lend money to the as well, the political crisis creates a feeling of uncertainty and therefore interest rates are driven up
- 3. An example of bad is tax evasion.
- 4. Bleisure travel has become a commonly used term for travellers that combine a with leisure.
- 5. Like many musicians, she's found that she has to be a as well as a performer.
- 6. Many businesses and organizations have extended or unlimited if their business takes place continuously.

7. Nonmembers can attend free three times with the presentation of their
8. One launched a European study program because it believed it had to provide future managers with a multicultural experience.
9. Preparing to your means more than simply making sure you have a viable product and potential customers.
10.a small can be hugely rewarding both personally and financially.
11. That's a question that every should easily understand.
12. The new company will notif sales get better.
13. There are millions of small companies in the U.S. alone, anda newto compete in this sector will require hard work and dedication.
14. When starting a business, creating a is not only important for attracting funding and finance, but it is also a vital tool to investigate the viability of a business, set targets, define strategies and research market availability and stability.

Exercise 4.
Comprehension questions and
essay topics

What are the criteria of an entrepreneurship opportunity?

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UNIT 4

Entrepreneurship

Exercise 1.

Fill in the blanks in the text with words from the table, making the necessary changes

acquire	economist	expand	failure	growth	hire
innovation	leadership	plan	start-up	support	wealth

The entrepreneur is a factor in microeconomics and the study of entrepreneurship reaches back to the work of Adam Smith in the early 18th century. However, entrepreneurship was largely ignored theoretically until the late 19th and early 20th centuries and empirically until a profound resurgence in business and economics in the late 1970s. In the 20th century, the understanding of entrepreneurship owes much to the work of (1) Joseph Schumpeter in the 1930s. According to Schumpeter, an entrepreneur is a person who is willing and able to convert a new idea or invention into a successful (2) Entrepreneurship employs what Schumpeter called “the gale of creative destruction” to replace in whole or in part inferior innovations across markets and industries, simultaneously creating new products including new business models. In this way, creative destruction is largely responsible for the dynamism of industries and long-run economic (3)

The exploitation of entrepreneurial opportunities may include:

- developing a business (4)
- (5) the human resources;
- (6) financial and material resources;
- providing (7)
- being responsible for both the venture's success or (8)
- risk aversion.

Economist Joseph Schumpeter saw the role of the entrepreneur in the economy as “creative destruction” – launching innovations that simultaneously destroy old industries while ushering in new industries and approaches. For Schumpeter, the changes and “dynamic disequilibrium brought on by the innovating entrepreneur [were] the norm of a healthy economy”. While entrepreneurship is often associated with new, small, for-profit (9), entrepreneurial behaviour can be seen in small-, medium- and large-sized firms, new and established firms and in for-profit and not-for-profit organizations, including voluntary-

sector groups, charitable organizations and government.

Entrepreneurship may operate within an “entrepreneurship ecosystem” which often includes:

- government programs and services that promote entrepreneurship and (10) entrepreneurs and start-ups;
- non-governmental organizations such as small-business associations and organizations that offer advice and mentoring to entrepreneurs (e.g. through entrepreneurship centres or websites);
- small-business advocacy organizations that lobby governments for increased support for entrepreneurship programs and more small business-friendly laws and regulations;
- entrepreneurship resources and facilities (e.g. business incubators and seed accelerators);
- entrepreneurship education and training programs offered by schools, colleges and universities;
- financing (e.g. bank loans, venture capital financing, government and private foundation grants).

In the 2000s, usage of the term *entrepreneurship* (11)..... to include how and why some individuals (or teams) identify opportunities, evaluate them as viable, and then decide to exploit them. The term has also been used to discuss how people might use these opportunities to develop new products or services, launch new firms or industries, and create (12)..... . The entrepreneurial process is uncertain because opportunities can only be identified after they have been exploited. Entrepreneurs tend to exhibit positive biases towards finding new possibilities and seeing unmet market needs, and a tendency towards risk-taking that makes them more likely to exploit business opportunities. (Wikipedia)