

PREFACE

Nowadays, English has acquired the status of one of the languages of international communication in Ukraine, which means that the application of English in different public spheres expands, and new requirements for the level of English used in public authorities arise. Currently, civil service officials who hold managerial positions, as well as applicants for senior positions in public authorities, are required to know English.

This coursebook is designed for students of the specialty "Public Management and Administration", who will be able to use the knowledge acquired during the study of a professionally oriented English course in their future managerial activities.

The coursebook consists of three units, a list of references, and an English-Ukrainian glossary. Units of the coursebook contain topic-related texts that characterize three branches of power, civil service and local government in the United States, Canada, United Kingdom, Austria, and Denmark, as well as tasks to check text comprehension and assimilation of new lexical material and to improve grammatical skills. At the end of each unit, there are self-assessment tests to control the material studied.

The coursebook is rich in authentic material, which can be used both for classroom activities and for self-study. It will facilitate the development of communicative and creative abilities of students and form the culture of communication in a foreign language.