

УДК 802(075):342.9

ББК

Мусаев Р. А.

Деловой английский язык государственного и муниципального служащего : учебное пособие / Р. А. Мусаев, Э. М. Муртазина; М-во образ. и науки России, Казан. нац. исслед. технол. ун-т. – 2-е изд., перераб. и доп. – Казань : Изд-во КНИТУ, 2016. – 208 с.

ISBN 978-5-7882-1921-9

Предназначено для студентов, обучающихся по программе подготовки бакалавров и магистрантов по направлению 38.03.04 и 38.04.04 «Государственное и муниципальное управление», стажеров, аспирантов и слушателей с целью ознакомления с зарубежным опытом, извлечения и оформления профессионально значимой информации, развития умения самостоятельно повышать уровень владения английским языком и умения работать со справочной литературой.

В основе учебного пособия лежит идея модульного обучения иностранному языку, при котором акцент делается на развитие у студентов навыков самостоятельного извлечения информации и на формирование профессиональных компетенций. Содержание второй части пособия охватывает наиболее актуальные проблемы государственного управления.

Рассчитано на аудиторную, самостоятельную и индивидуальную работу студентов в течение всего периода обучения деловому английскому языку в магистратуре, а также на курсах повышения квалификации государственных и муниципальных служащих и соответствует сетке часов и установкам рабочей программы кафедры «Иностранные языки в профессиональной коммуникации» КНИТУ.

Подготовлено на кафедре управления и кадровой политики ВШУ КНИТУ.

Печатается по решению редакционно-издательского совета Казанского национального исследовательского технологического университета

Рецензенты: д-р филол. наук, проф. *Р. М. Нугаев*
канд. филол. наук, доц. *Г. З. Садыкова*

ISBN 978-5-7882-1921-9

© Мусаев Р. А., Муртазина Э. М., 2016

© Казанский национальный исследовательский технологический университет, 2016

CONTENT

Introduction	3
MODULE ONE: Recruitment and Change of Image of Public Service	4
Block one. Reading for information: The service Career of Government Officials.	5
Text A. Development of Personnel Potential	6
Text B. Personnel Policy in Relation to Public Service	8
Text C. Planning the Career of State Officer	10
Text D. The Official Promotion in Public Service	12
Block two. Essential Business English in Situations: Making a Personal Presentation.	14
Block three. Oral practice: Question Technique. Open and Closed Questions.	17
Block four. Control.	20
MODULE TWO: The Constitution of Russian Federation.	23
Block one. Reading for information: The Russian Federation Constitution of 1993	24
Text A. Legislation of the Russian Federation underlying Local Self-Governance	25
Text B. Constitutional crisis of 1993	26
Text C. Overview of the Constitution	29
Text D. Constitutional human and civil rights and freedoms	33
Block two. Writing: 1. Working with Glossary of terms.	36
2. Filling forms. Curriculum Vitae	
Block three. Oral practice: Speech patterns and Conversational Formulas for easy conversation. Theme: Meeting and greeting people	42
Block four. Control: Guided review to Module two	46
Discussion of the problems put forward in Module two	
MODULE THREE: Municipality. General information.	48
Block one. Reading for information: Municipality. General Information.	49
Text A. Municipality as a form of People’s Self-governance.	50
Text B. Evolution of Municipality in Russia after the Revolution of 1917.	52
Text C. Municipal division of Russian Federation.	53

Text D. Municipalities as low-level Governance.	56
Block two. Writing: 1. Working with Glossary of terms.	58
2. Filling forms. Writing Business Letters.	
Block three. Oral practice: Speech patterns and Conversational Formulas for easy conversation. Theme: Expressing positive/negative attitude.	60
Block four. Control: Guided review to Module Three.	64
Discussion of the problems put forward in Module Three.	
MODULE FOUR: Participation of population in Self-Governance.	66
Block one. Reading for information: Participation of population in Self-Governance.	67
Text A. Basic forms of community participation in local self-governance.	67
Text B. Local referendum.	70
Text C. Territorial Self-Government (TSG).	72
Text D. Autonomy of Local Self-Governance.	73
Block two. Writing: 1. Working with Glossary of terms.	75
2. Filling forms. Structure and layout of a business letter.	
Block three. Oral practice: Speech patterns and Conversational Formulas for easy conversation. Theme: Formal speech.	81
Block four. Control: Guided review to Module Four.	87
Discussion of the problems put forward in Module Four.	
MODULE FIVE. Public administration	88
Block one. Reading for information: Public administration.	89
Text A. Public administration: definition of the term.	90
Text B. Nature and scope of public administration.	92
Text C. Responsibilities of municipal administration.	94
Text D. Representative body of municipality.	97
Block two. Writing: 1. Working with Glossary of terms.	98
2. Filling forms. Writing letters of inquiry.	
Block three. Oral practice: Speech patterns and Conversational Formulas for easy conversation. Theme: The ways of being efficient.	101
Block four. Control: Guided review to Module Five.	105
Discussion of the problems put forward in Module Five	
MODULE SIX. Bodies and Officials of the Municipal Government.	107

Block one. Reading for information: Bodies and officials of the municipal government.	108
Text A. Bodies and officials of the municipal government.	109
Text B. Representative body of municipality.	110
Text C. Powers of the representative body of municipality.	112
Text D. Head of municipal body.	115
Block two. Writing: 1. Working with Glossary of terms.	116
2. Filling forms. E-mailing.	
Block three. Oral practice: Speech patterns and Conversational Formulas for easy conversation. Theme: Making phone calls.	119
Block four. Control: Guided review to Module Six.	128
Discussion of the problems put forward in Module Six.	
MODULE SEVEN. Economic basis of local self-government.	130
Block one. Reading for information: Economic basis of local self- government.	131
Text A. Property in municipal ownership.	131
Text B. Formation of municipal property.	133
Text C. Local budget funds.	135
Text D. Property rights of municipalities.	139
Block two. Writing: 1. Working with Glossary of terms.	140
2. Filling forms. E-mailing.	
Block three. Oral practice: Speech patterns and Conversational Formulas for easy conversation. Theme: The ways of expressing Gratitude.	143
Block four. Control: Guided review to Module Seven.	147
Discussion of the problems put forward in Module Seven.	
MODULE EIGHT. European Parliament.	148
Block one. Reading for information: European Parliament.	149
Legislature, Bodies, Budget.	
Text A. EU Parliament Emerging, Elections and Formation.	150
Text B. Legislative Procedure of the EU Parliament.	152
Text C. Control and Powers.	154
Text D. Separation of Powers.	156
Block two. Writing: Working with Glossary of terms.	157
Block three. Oral practice Organizational Patterns for Speeches.	157
Block four. Control: Guided review to Module Eight.	158
Discussion of the problems put forward in Module Eight.	

Glossary of Terms.	160
Texts for individual practice in extensive reading.	170
Questions for self-assessment.	199
Bibliography.	201