**Grammar Focus**

**Infinitive**

Інфінітив – це неособова форма дієслова яка відповідає на питання “що (з)робити?”, наприклад, ***to read*** (читати). Інфінітив вживається у таких випадках (тут і далі наводиться перелік лише найбільш вживаних дієслів):

• Після дієслів *afford, agree, appear, arrange, begin, be going, choose, decide, demand, expect, fail, forget, hope, learn, like, need, offer, plan, prepare, pretend, promise, refuse, seem, swear, tend, want, wait, wish:*

***They plan to learn English*** *–* Вони збираються вивчати англійську

• Після словосполучення “дієслово + додаток” (з дієсловами *advise, allow, appoint, ask, beg, cause, choose, command, dare, desire, enable, encourage, expect, forbid, force, help, invite, need, order, permit, persuade, select, teach, tell, urge, want, warn):*

***She asked him to leave*** – Вона попросила, аби він пішов геть

• Після дієслів чуттєвого сприйняття (*feel, hear, see, smell, observe, watch*). Інфінітив (без частки ***to***) у цьому випадку перекладається як дієслово доконаного виду (що зробив?): ***I saw her go out*** *– Я бачила, як вона* ***вийшла*** *з будівлі.*

• Після дієслів ***let*** (*дозволяти* тощо) і ***make*** (*змушувати*) вживається інфінітив без

частки ***to: She let me borrow her pen*** (Вона дозволила мені взяти її ручку), ***He***

***made her go home* (**Він змусив її йти додому).

• Після прикметників *afraid, ashamed, (be) worth it, disappointed, disturbed, eager,*

*foolish, free, glad, happy, likely, lucky, pleased, prepared, ready, reluctant, sad, sorry,*

*stupid, surprised, the first (last), the only, too old etc, old enough, willing, wrong*: ***I***

***am happy to be here*** *– Я щаслива бути тут.*

• У безособових реченнях, що починаються з ***It* (*It’s not easy to learn English*** *– Нелегко вивчити англійську мову;* ***It takes an hour to get there –*** *Потрібна година,*

*аби добратися туди*)*, а також у деяких іменникових конструкціях* (***That’s a high***

***price to pay; She does not have a permission to enter***)*.*

• Для зазначення мети: *Use this device* ***to make your life better;*** *Make some notes* ***(in***

***order) to remember things;*** *Do it* ***to get what you want;*** *This device is intended* ***to***

***make your life better.***

• Заперечна форма інфінітиву утворюється шляхом додавання ***not*** перед інфінітивом: *She advised me* ***not*** *to do it.* ***–*** *Вона порадила мені не робити цього.* Однак у багатьох випадках природніше вживати заперечення з присудком (*She advised me to do it – She* ***did not*** *advise me to do it*) або замінювати інфінітив на його антонім (*She asked him not* ***to leave –*** *She asked him* ***to stay***).

• Інфінітив може мати форми *Continuous* (*It’s a pleasure* ***to be jogging*** *in such weather*)*, Perfect* (передає дію, яка відбулася раніше тієї, що виражена присудком:

*She was happy* ***to have finished*** *it at last* – Вона почувалася щасливою від того, що

нарешті завершила справу), а також *Perfect Continuous* (*She did not expect him* ***to***

***have been working*** *for so long –* Вона не очікувала, що він працюватиме так довго)

**Unit 15. The System of Government of**

the UK. The Queen

**Task 1. Read the text about the system of the government in the UK.**

**Write a paragraph of 8-10 sentences to the text.**

The United Kingdom of Great Britain and Northern Ireland (the UK) is a parliamentary democracy with a constitutional monarch as head of state. The UK consists of England, Scotland, Wales and Northern Ireland. Britain’s population is over 57 million people. The United Kingdom is a unitary state.

The British constitution has never been wholly reduced to writing. However, Britain has many enactments which are very important for the country. The State Organs of the UK are the Monarchy, Legislature and Executive. The monarchy is the most ancient secular institution in the UK, and it is hereditary. Her Majesty Queen Elizabeth II is the present Head of State of the UK. However, the Queen in Great Britain is not absolute. The Queen reigns but doesn’t rule. Her Majesty’s government governs in the name of the Queen. As a rule the Queen acts on the advice of her ministers. She may, however, have her own point of view on different problems. The monarch has an important constitutional role as head of state. The Queen summons and dissolves Parliament. She opens every session of Parliament with a speech from the throne; confers honours and makes appointments to all important offices of state. As Head of State she has the power to declare war, to make peace, to sign international agreements. It is important to understand that the political stability of Great Britain owes much to monarchy. But the Queen’s powers are limited by Parliament but reigns with the support of Parliament.

**Vocabulary**

****

|  |  |
| --- | --- |
| a parliamentary democracy | парламентська демократія |
| a constitutional monarch | конституційний монарх |
| to consist of | складатися з |
| a unitary state | унітарна держава |
| to reduce to writing | викладати в письмовій формі |
| to have enactments | мати законодавчі акти |
| legislature and executive | законодавча і виконавча гілки влади |
| a secular institution | світський інститут |
| be hereditary | спадковий |
| to reign , not rule | царювати, а не управляти |
| to act on the advice of sbd. | діяти за порадою кого-небудь |
| to have one’s own point of view on sth. | мати свій власний погляд на ... |
| a constitutional role | конституційна роль |
| as a head of state | в якості глави держави |
| Powers | повноваження |
| to summon and dissolve Parliament | скликати і розпускати парламент |
| to confer honours | присуджувати почесні звання |
| to make appointments to all offices | призначати на державні посади |
| to declare war / to make peace | оголошувати війну / укладати мир |
| to owe much to… | забезпечуватися багато в чому завдяки ... |

**Task 2. Read the article about administrative culture and report on its salient ideas.**

**ADMINISTRATIVE CULTURE**

For purposes of understanding public administration, we can think of culture as existing at three distinct levels: societal, political and administrative. It is necessary to point out that individual organizations in government will develop their own cultures (Parker and Bradley, 2000) Some organizational cultures, such as that of the British Treasury (Thain, 2004), may be very elitist, while others (many social service agencies) may be extremely participatory and allow workers and clients substantial influence over decisions. In addition, organizations may provide their members with the means of interpreting general social and political values, so that very strong organizations, for example elite military organizations, can obtain somewhat greater freedom from control by prevailing social norms or other organizations in government. Let us first look at several aspects of societal culture that affect the performance of administration. The first of these cultural elements is the very basic question of the acceptability of “bureaucracy” as a means of large scale organization in the society.

Reinhard Bendix (1956) made the distinction between entrepreneurial and bureaucratic societies. This did not mean that business leadership was particularly aggressive or creative, but rather that it was largely personal.

The administration of public policy in Great Britain appears to follow many of the same entrepreneurial principles. Despite the development of the complex bureaucracy in Whitehall, the manner of functioning of public administration appears to be decision making through bargaining and negotiation as much as through the bureaucratic imposition of authority. Even the Tresuary’s pervasive authority over the public budget contains many elements of bargaining and negotiation.

The breakdown of the former Soviet Union, and the attempts of those countries to adapt to more democratic forms of management, has emphasized the existence of another style of administration. This might be termed a “control” system of administration. Rather than relying on individual initiative or the internal controls – hierarchy and law – of the bureaucracy, this form of administration is oriented toward using elaborate (and often extremely expensive) forms of external controls. For example, in most communist systems was compliance of the individual administrator, and an assurance of close conformity to the preferences of the dominant regime (Wilson, 1992). This style of administration appears to have been characteristic of Russia under the Tsars as well as under communism, and to have been exported to other countries under Russian influence, e.g. Poland (Obolonsky, 1999). It may still exist to some extent in the People’s Republic of China, North Korea and Vietnam.

As well as entrepreneurial, bureaucratic and control organizations, contemporary societies have been developing yet another type – the participatory organization. Rather than relying on the entrepreneurial actions of one or a few individuals, the authority of rules and structure, or on external controls, a participatory organization derives its energy from its members and their active involvement. This form of organization is central for voluntary organizations, but has been less common in workplace organizations. Further, as well as involving the members of the organization the participatory organization also involves its clients, or “customers”, and also attempts to use their information and commitment to improve the performance of the organization.

The rights and duties of civil servants derive from a variety of sources: penal codes, by which some breaches of discipline peculiar to civil servants are classified as offences; statutes which define the position of the civil servants; the general principles of the civil service which the government is bound to apply under the supervision of courts.

These rights and obligations vary from one country to another. Most States demand that the civil servant should devote all his time and effort to the service; in others however it is possible to follow a private profession and hold an official post at the same time. In Great Britain the civil servant is bound to observe a strict political neutrality and must resign if he stands for Parliament. In France, civil servants can enter Parliament without severing their connection with the civil service. Highly-placed civil servants, and officials belonging to certain services, such as the police, always have a much more limited freedom of opinion and action than those in subordinate or technical positions. In many countries, such officials as diplomats or soldiers cannot marry without authorization, and so on.

Nevertheless, however much the rights and duties of civil servants vary, they are always subject to a certain number of common rules, and in varying degrees their position is always different from that of a private law employee. The conditions of the employees are always affected by the public nature of their duties.

There are some obligations which only concern particular categories of officials: wearing uniform; paying caution money, in the case of public accountants; obtaining authorization to marry for diplomats and the military; residence in the place of work; not leaving one’s place of duty without permission; not undertaking certain activities after termination of duties and so on. These duties are more than just a catalogue of legal obligations. They form a real moral code for the civil service. The public nature of the civil servant’s work lays on him wider duties whose aim is to guarantee the continuity in the working of the administrative service.

Legal provisions regulating working hours are not usually applicable to civil servants. Unless there is statutory provision to the contrary or special agreement by contract, the State is entitled to demand that its officials work overtime; in some countries, if the needs of the service require, it can even shorten or cancel holidays and leave.

The handbook for new civil servants issued by the British Treasury reminds the official that he is bound always to hold himself at the disposition of the administration. In most countries the duty to be always at the disposition of the service means that the civil servant is forbidden to take on other work.

The civil servant’s freedom to resign his post is in every case subject to fairly strict formal rules. Some categories of officials can only be allowed to resign with the consent of the State. In every case, resignation will only be possible after a certain length of time and if it is tendered in due form.

It is undesirable however for the State to keep in its service, against their will, officials who want to leave.

Most countries today recognize and guarantee the worker’s right to strike, but very few have extended it to civil servants. It does indeed seem difficult to reconcile the right to take strike action with the continuity which is needed in the administration.

If the civil servant is elected by the nation or appointed by the government, he must act in accordance with the mandate he has received or the orders he is given. The civil servant is never his own master.

Obedience should not however be either blind or absolute. Discipline cannot be absolute in the sense of civil servants being bound to execute any order whatsoever. An official only owes obedience to superiors who have hierarchical power over him, and with respect to orders which directly or indirectly concern the work of the service. This point raises no problems, but it is much more difficult to decide whether or not a civil servant is bound to obey an illegal order. In any case, obedience should never be servile.

**Vocabulary**

|  |  |
| --- | --- |
| the rights and duties of sbd | права і обов'язки кого-небудь |
| to derive from | походити від |
| A variety of sources | різноманітність джерел |
| penal code | кримінальний кодекс |
| breach of discipline | порушення дисципліни |
| be peculiar to civil servants | бути нехарактерним для держслужбовця |
| be classed as offences | класифікуватися як порушення |
| А statute | законодавчий акт / статут |
| to define a position | визначати положення / посаду |
| be bound to apply under supervision of courts | обов'язково застосовувати під наглядом судових органів |
| vary from | відрізнятися / відрізнятися / варіюватися |
| to devote one’s time and effort to sth | присвячувати чиєсь час і сили ч-небудь |
| to hold an official post | займати офіційну посаду |
| to observe a strict political neutrality | дотримуватися суворого політичний |
| to stand for Parliament | нейтралітет |
| to sever one’s connection with sbd / sth | висуватися в парламент |
| highly-placed | поривати зв'язок / відносини з будь-ким |
| to have limited freedom of opinion | високопоставлений |
| in subordinate position | мати обмежену свободу думки на посаді підлеглого |
| to marry without authorization | укладати шлюб без дозволу |
| Nevertheless | Проте |
| be always subject to sth | бути завжди залежним від чого-небудь |
| common rules | загальноприйняті правила |
| in varying degrees | в різного ступеня |
| A private law employee | працівники приватного права |
| public nature of obligations | громадський / публічний характер обов'язків |
| to concern particular categories of officials | стосуватися особливих категорій службовців |
| to wear a uniform | носити уніформу |
| to pay caution money | вносити заставу |
| to obtain authorization to do sth | отримати офіційний дозвіл на ... |
| residence in the place of work | проживання за місцем роботи |
| without permission | без дозволу |
| to undertake certain activities | робити певні дії |
| termination of duties | припинення обов'язків |
| be more than just sth | бути більше, ніж просто (що-небудь) |
| legal obligations | законні зобов'язання |
| moral code | моральний кодекс |
| to lay duties on sbd | накладати обов'язки на кого-небудь |
| be (not) applicable to sth | бути (не) застосовним щодо ч-небудь |
| the continuity in the working of sth | безперервність в роботі чогось |
| legal provisions | правові / юридичні положення |
| statutory provisions | законодавчі положення |
| A special agreement by contract | особливе угоду за контрактом |
| be entitled to demand that | мати право вимагати / наполягати, щоб |
| to work overtime | переробляти (про час) |
| to shorten / cancel one’s leave | скорочувати / припиняти відпустку |
| to remind sbd that… | нагадувати кому-небудь про те, що |
| to hold oneself at the disposition of sbd | бути готовим виконувати наказ когось |
| to forbid to take on other work | забороняти займатися іншою діяльністю |
| to have freedom to resign one’s post | мати свободу для відходу у відставку |
| fairly strict formal rules | досить суворі офіційні правила |
| be allowed to resign with the consent of sbd | дозволяти йти у відставку з дозволу |
| A certain length of time | певний термін часу |
| be tendered in due form | подавати заяву за відповідною формі |
| be undesirable for sbd | бути небажаним для кого-небудь |
| be against one’s will | проти волі / бажання кого-небудь |
| to recognize one’s right to do sth | визнавати чиюсь право зробити що-небудь |
| very few | далеко не всі (мало хто з) |
| to extend sth to sbd | поширювати що-небудь на кого-небудь |
| to reconcile the right to do sth. | узгодити право на що-небудь |
| to reconcile sth with sth else | погоджувати / поєднувати щось з ч-небудь |
| with the continuity | з безперервністю |
| be elected by the nation | бути обраним нацією / народом |
| be appointed by the government | бути призначеним урядом |
| to act in accordance with the mandate | діяти відповідно до мандату |
| to be blind | бути сліпим |
| to owe obedience to a superior | бути зобов'язаним слухатися свого начальника |
| with respect to orders | у ставленні до наказам |
| to raise no problem | не брати до уваги проблемою |
| to obey an illegal order | виконувати неофіційний наказ |
| be servile | раболіпний, низькопоклонства |

**Task 1. Pronounce the following words correctly**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| subordinae | neutrality | nature | legal | guarantee | regulate |
| statutory | whole | owe | serious | consequence | recognize |
| reconcile | peculiar | resign | particular | provisions | applicable |

**Task 2. Give the Ukrainian equivalents to the words above**

**Task 3 Match the words in bold with their explanations a – i.**

**aim army argument duty discipline obedience police right uniform**

1. training of the mind and body to produce obedience and self-control
2. the desired result of one’s efforts; purpose, intention
3. doing what one is ordered to do; willing to obey
4. what one must do either because of one’s job or because
5. one thinks it right
6. a reason given to support or disprove something
7. the military forces of a country, esp. those trained to
8. fight on land
9. duty, necessity
10. an official body whose duty is to protect people and property, to catch criminals, to make everyone obey the law, etc.
11. a certain type of clothing which all members of a group wear,
12. e.g. in the army

**Task 4. Complete the sentences with the verbs in bold.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **affect** | **apply** | **demand** | **devote express** | **fulfil** | **hold** |  |
| **keep** | **obey** | **observe** | **recognize resin** |  | **shorten** | **vay** |

1. The rights and obligations of civil servants from country to country.
2. The government is bound to general principles of civil service under the supervision of courts.
3. Most States demand that the civil servant should all his time and effort to the service.
4. In Great Britain the civil servant is bound to strict political neutrality.
5. The conditions of the work of civil servants are always \_ by the public nature of their duties.
6. The civil servant has the obligation to the task entrusted to him.
7. The State is entitled to that its officials work overtime.
8. If the needs of the service require the State can holidays of its officials.
9. The official is always bound to himself at the disposition of the administration.
10. Some categories of officials can only be allowed to with consent of the State.
11. It is undesirable for the State to in its service, against their will, officials who want to leave.
12. Most countries today the worker’s right to strike.
13. The civil servant should have a possibility to his own point of view.
14. It is difficult to decide whether or not a civil servant is bound to

an illegal order.

**Task 5. Write the English equivalents for these expressions.**

|  |  |
| --- | --- |
|  | безперервність у роботі чого-небудь |
|  | правові / юридичні положення |
|  | законодавчі положення |
|  | особливе угоду за контрактом |
|  | мати право вимагати / наполягати, щоб |
|  | переробляти (про час) |
|  | нагадувати кому-небудь про те, що |
|  | бути готовим виконувати наказ |
|  | Забороняти займатися іншою діяльністю |
|  | мати свободу для відходу у відставку |
|  | досить суворі офіційні правила |
|  | дозволяти йти у відставку за згодою / дозволу |
|  | певний термін часу |
|  | подавати заяву у відповідній формі |
|  | бути небажаним для кого-небудь |
|  | проти волі / бажання кого-небудь |
|  | визнавати чиєсь право зробити що-небудь |

**Tasks 6-7. Answer the questions about the text. You can make an outline plan using the text to develop your answer.**

1. What sources do the rights and the duties of civil servants derive from?
2. What does the State demand from the civil servant?
3. What must the civil servant do in Great Britain if he stands for Parliament?
4. What cannot some officials do without authorization?
5. How does the position of the civil servant differ from that of a private employee?
6. What are the conditions of civil servants affected by?
7. What is the major obligation of the civil servant?
8. Do officials work overtime? Why (not)?
9. How can the state change the holidays and leave of its employees?
10. What does the duty to be always at the disposition of the service mean?
11. Is the civil servant’s freedom to resign restricted? Why (not)?
12. Does the civil servant have the right to strike? Why (not)?
13. Is the obedience of the civil service absolute? Why (not)?
14. Is the civil servant bound to execute any order?
15. Who does an official owe obedience to?
16. Is a civil servant bound to obey an illegal order?
17. How can you explain in your own words that “obedience should never be servile”?
18. What are, in your view, the salient duties of civil servants?