

НАЦІОНАЛЬНА АКАДЕМІЯ ДЕРЖАВНОГО УПРАВЛІННЯ
ПРИ ПРЕЗИДЕНТОВІ УКРАЇНИ
ХАРКІВСЬКИЙ РЕГІОНАЛЬНИЙ ІНСТИТУТ
ДЕРЖАВНОГО УПРАВЛІННЯ

Кафедра іноземних мов

ІНОЗЕМНА МОВА В ПРОФЕСІЙНІЙ ДІЯЛЬНОСТІ (АНГЛІЙСЬКА)

Навчально-методична розробка
для підготовки до кваліфікаційного іспиту з дисципліни
для слухачів факультету підготовки магістрів державного управління
денної форми навчання

Харків
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Іноземна мова в професійній діяльності (англійська) :
навч.-метод. розробка для підготовки до кваліфікаційного іспиту з дисципліни для слухачів факультету магістерської підготовки денної форми навчання / уклад. Л. Ю. Ігнатенко. – Х. : Вид-во ХарПІ НАДУ «Магістр», 2015. – 20 с.

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ВСТУП

Навчально-методична розробка призначена для слухачів факультету підготовки магістрів державного управління денної форми навчання, а також може використовуватися слухачами II курсу вечірньої форми навчання. Матеріал, який надано в розробці, можна використовувати на практичних заняттях курсу “Іноземна мова у професійній діяльності”, а також для підготовки до кваліфікаційного іспиту з англійської мови. За складністю та тематичним спрямуванням завдання відповідають програмі вивчення іноземної мови на I-II курсах факультету магістерської підготовки.

Фактичний матеріал доповнює знання слухачів з місцевого самоврядування в європейських країнах та дозволяє використовувати запропоновану лексику з державного управління для розвитку усного мовлення при обговоренні даної теми.

Reading Section

Reading1. The Interrelation of Parliament and Government in the UK

Parliament and government both play a part in forming the laws of the United Kingdom. They are separate institutions that work closely together, so it's easy to mix-up exactly what each one is responsible for.

The government runs the country. It has responsibility for developing and implementing policy and for drafting laws. It is also known as the Executive. Parliament is the highest legislative authority in the UK. It has responsibility for checking the work of government and examining, debating and approving new laws. It is also known as the Legislature.

The political party that wins the most seats in a general election forms the new government, led by their party leader - who becomes Prime Minister. The Prime Minister appoints ministers, including the Cabinet, who often work in a government department, and run and develop public services and policies.

Government ministers are chosen from MPs and Lords in Parliament. Your MP may be a member of the party forming the current Government, but it doesn't necessarily mean they are working 'in government'. Ministers must regularly respond to oral and written questions from MPs and Lords.

Parliament checks the work of the government on behalf of UK citizens through investigative select committees and by asking government ministers questions. The House of Commons also has to approve proposals for government taxes and spending.

The government needs to retain the confidence of a majority in the House of Commons. If the House votes to indicate that it has no confidence in the government, either by defeating the government on a confidence motion or by defeating a policy that the government has indicated is a 'matter of confidence', then a General Election would be called if a confidence motion in the new government was not passed within 14 days of the original no confidence motion.

Each year the government informs Parliament of its plans for new legislation in the Queen's Speech. New legislation is usually introduced in the form of a Bill that must be debated and approved by Parliament before it can become an Act of Parliament - the government needs the support of the majority of the House of Commons to function.

1. Laws of the United Kingdom are formed by ...
 - a) Parliament only
 - b) Government only
 - c) Parliament and government both

2. ...known as the Executive.
 - a) Parliament is
 - b) Government is
 - c) Parliament and government are

3. Parliament is *not* responsible for ...
 - a) developing and implementing state policy
 - b) examining, debating and approving new laws
 - c) checking the work of government

4. The new government is formed by...
 - a) MPs and Lords
 - b) the political party that wins the most seats
 - c) the House of Commons

5. Ministers must regularly...
 - a) check the work of the government
 - b) respond to questions from MPs and Lords
 - c) inform Parliament of their plans

6. The passage is mainly about...
 - a) Parliamentary elections in the UK
 - b) government roles and functions in the UK
 - c) distribution of roles and functions between Parliament and the government

7. A General Election should be called if...
 - a) Parliament does not approve government taxes and spending
 - b) Parliament does not vote for a new government within 14 days of a no confidence motion
 - c) government plans for new legislature are not approved by Parliament

8. Acts of Parliament are ...
 - a) Bills approved by the majority of MPs
 - b) government plans for new legislation
 - c) parts of the Queen's Speech

Reading 2. The Constitution of the United States

After the Revolutionary War, the former colonies faced many decisions. They no longer recognized British laws or British government. Still, people needed laws and government. Soon, the states began to set up their own governments. Different states had different laws. They had different taxes. They even had different systems of money. People thought of themselves as citizens of one state – not citizens of a country.

America's founders knew that for the new nation to survive, all thirteen states would have to work together. America needed a national government. On May 25, 1787, delegates from every state except Rhode Island met in Philadelphia. At first, these fifty-five men did not all agree about the best system of government. They talked about different governments. They debated. And they compromised. They worked for nearly four months. The system they finally agreed upon had three branches. The legislative branch would make laws. The executive branch would carry out the laws. The judicial branch would decide what the laws meant.

Working together, the delegates wrote the U.S. Constitution. The Constitution explains how the three branches of government function. It also sets rules for all three branches. On September 17, 1787, thirty-nine delegates signed the final draft of the Constitution.

The Constitution is still the basis of U.S. government today. The original copy of the Constitution is housed in a special display case in Washington, D.C.

Read the following statements. Label them true, false, and not stated.

9. The United States single government appeared immediately after the Revolutionary War.
10. The former colonies faced many decisions.
11. The people of Rhode Island did not want a national government.
12. The Constitution was written in Philadelphia.
13. George Washington was the father of the Constitution.
14. The Constitution established three branches of government.
15. 55 men signed the Constitution.
16. The Constitution is no longer in use today.

Reading 3. General Elections in GB

When Parliament is dissolved every seat in the House of Commons becomes vacant and a general election is held. Each constituency in the UK elects one MP (Member of Parliament) to a seat in the House of Commons. The political party that wins a majority of seats in the House of Commons usually forms the Government.

The date of the next general election is set at 7 May 2015 after the Fixed Term Parliament Act was passed on 15 September 2011. The act provides for general elections to be held on the first Thursday in May every five years. There are two cases when an election can take place at other than at five year intervals.

- A motion of no confidence is passed in Her Majesty's Government by a simple majority and 14 days elapses without any new Government being formed
- A motion for a general election is agreed by two thirds of the total number of seats in the Commons including vacant seats (currently 434 out of 650)

Previous to this act, the duration of a Parliament was set at five years, although many were dissolved before that, at the request of the Prime Minister to the Queen.

MPs are elected from a choice of candidates by a simple majority system in which each person casts one vote. The candidate with the most votes then becomes the MP for that constituency.

Candidates may be from a political party registered with the Electoral Commission or they may stand as an 'Independent' rather than represent a registered party.

Most voting takes place in polling stations but anyone eligible to vote can apply for a postal vote.

British citizens living overseas are entitled to be registered to vote in UK Parliamentary elections for up to 15 years in the constituency they were registered in before leaving the UK. They are not entitled to vote in UK local elections or elections to the devolved assemblies.

After a general election has taken place and the vote has been counted, the Returning Officer for that constituency declares the result. He or she also sends the name of the elected candidate to the Clerk of the Crown at the Ministry of Justice. The Ministry produces the White Book, a list of all Members of the new Parliament, which is brought to the Chamber on the first day the Parliament sits. The election results then appear in the London Gazette.

Complete the following sentences with the most suitable variant:

17. General election can take place at other than at five year intervals in case...

- a) her Majesty rules so
- b) the majority of the House of Commons decides so
- c) her Majesty's Government decides so

18. A motion for a general election...

- a) should be agreed by two-thirds of the Commons
- b) should be approved by the Queen
- c) should be approved by the Prime Minister

19. Candidates in General Elections...

- a) should necessarily represent a political party
- b) may stand as an 'Independent'
- c) must appear in the London Gazette

20. Postal vote is...

- a) for British citizens living overseas
- b) for anyone unable to vote in person
- c) for those who left Britain more than 15 years ago

21. British citizens living overseas can...

- a) vote in local elections
- b) vote in general elections
- c) vote if they left Britain more than 15 years ago

22. 'The White Book' is...

- a) a list of voters
- b) a list of all new MPs
- c) a list of candidates

Language in Use Section – English in Public Administration

Language in Use1. Fill in the blanks one of three variants suggested below.

The Three Branches of Government in the US

The three branches of the federal government are the (1) _____, (2) _____ and the (3) _____ branches.

The executive branch is responsible for (4) _____ laws. The head of the executive branch is (5) _____. The President is the chief (6) _____ of the United States. The President is also the head of the (7) _____.

The legislative branch (8) _____ laws. The legislative branch is known as (9) _____. Congress consists of two houses, known as the (10) _____ and the (11) _____.

The judicial branch (12) _____ laws. The Judicial branch is headed by the (13) _____. The Judicial branches decides if laws are (14) _____.

	A	B	C
1	local	state	executive
2	legislative	mayor	city
3	judge	judicial	jury
4	enforcing	making	interpreting
5	The President	The Congress	The Supreme Court
6	law enforcer	court	jury
7	armed forces	Court	Supreme Court
8	enforces	makes	interprets
9	The President	Congress	The Supreme Court
10	Senate	Supreme Court	President
11	House of Senators	House of Representatives	House of Congress
12	enforces	makes	interprets
13	President	Congress	Supreme Court
14	too long	too short	constitutional

Language in Use2.Fill in the gaps with one of the following expressions:

<i>civil society</i>	<i>budgeting</i>
<i>public administration</i>	<i>accountable</i>
<i>science</i>	<i>govern</i>
<i>implementation</i>	<i>transparent</i>
<i>bureaucracy</i>	<i>authorized</i>

1. Local government bodies are responsible for _____ of state policy.
2. Chief accountant is _____ to approve payments.
3. Many civil servants are sure that they can _____ better than the politicians.
4. There is a lot of _____ involved in making administrative decisions.
5. Prime-Minister is _____ to Parliament.
6. _____ is a political process involving the authoritative implementation of legislative decisions.
7. Originally the _____ of public administration didn't have strong theoretical basis.
8. Public organizations are dependent on government _____.
9. Activity of governing bodies should be _____ so that citizens can be sure state funds are used effectively.
10. _____ is represented by non-governmental organizations and institutions that manifest interests and will of citizens.

Language in Use3.Fill in the gaps with one of the following expressions:

<i>a) a written constitution</i>	<i>b) to control the actions</i>
<i>c) possesses the power</i>	<i>d) removal of ministers</i>
<i>e) selects the cabinet</i>	<i>f) allocating funds</i>
<i>g) hiring and firing personnel</i>	<i>h) making laws</i>
<i>i) specifies their powers</i>	<i>j) amend</i>
<i>k) refuses to resign</i>	<i>l) to protect ministerial policy</i>
<i>m) impose a veto</i>	<i>n) a division of powers</i>

- 1) The Canadian Constitution defines the nature of the two levels of government and (15)_____.
- 2) Legislators are responsible for (16) _____, imposing taxes and (17) _____ for the executive branch of the government.
- 3) The Canadian Constitution presupposes(18) _____ between the federal and provincial legislators.
- 4) The Senate can (19)_____ any bill and (20)_____ on questionable legislation.
- 5) Britain is a constitutional monarchy without (21)_____.

6) Parliament is the only institution that has power(22) _____ of the Executive Administration.

7) The Queen (23)_____ to dissolve Parliament on the advice of the Prime-Minister.

8) Local government manager is responsible for preparing the annual budget, (24) _____, and directing day-to-day operations.

9) The main professional duty of a civil servant is (25)_____ to ministers in office and to protect ministerial policy from criticism.

10) The Prime-Minister possesses major powers – he (26)_____ and related committees and makes decisions regarding the (27)_____.

11) If the Minister(28) _____ the Prime-Minister could advise the Governor General to remove him.

Language in Use4.Fill in the gaps with one of the following expressions:

<i>appoints members</i>	<i>to remove him</i>
<i>make new laws</i>	<i>to dissolve Parliament</i>
<i>wins the majority of votes</i>	<i>receives a special salary</i>
<i>advise</i>	<i>The Canadian Charter of Right and Freedoms</i>
<i>to form the government</i>	<i>replace</i>
<i>preparing the annual budget</i>	<i>The Canadian Constitution</i>
<i>main professional duty</i>	<i>major powers</i>
<i>questionable legislation</i>	

- 1) The party that _____ at the general elections has the right _____.
- 2) _____ guarantees all Canadian citizens basic rights and freedoms.
- 3) Parliament can _____ or _____ any laws already in force.
- 4) _____ defines the nature of the two levels of government and specifies their powers.

5) The Senate can amend any bill and impose a veto on _____.

6) The leader of the Opposition _____ and _____ of a Shadow Cabinet.

7) If the Minister refuses to resign, the Prime-Minister could _____ the Governor General _____.

8) The Queen possesses the power _____ on the advice of the Prime-Minister.

9) The Prime-Minister possesses _____ -- he selects the cabinet and related committees and makes decisions regarding the removal of ministers.

10) Local government manager is responsible for _____, hiring and firing personnel, and directing day-to-day operations.

11) The _____ of a civil servant is to demonstrate *loyalty to ministers in office* and *to protect ministerial policy from criticism*.

Language in Use 5. Fill in the gaps with one of the following expressions:

<i>advertise</i>	<i>personnel office</i>
<i>resume</i>	<i>qualification</i>
<i>personal</i>	<i>agency</i>
<i>applicants</i>	<i>employee</i>

1. We are going to interview three for the position.
2. If you need applicants for this position, in a special section of the local newspaper.
3. Personnel office will help you to find a new
4. All the information about the staff of the firm can be found in
5. She has a good for the position: a college degree, good work experience.
6. I want to find a new secretary, so I'll call an employment
7. If you are an applicant for the position, you have to write your
8. Don't ask him questions, it will be impolite.

Language in Use Section – General English

General Language in Use 1. Tenses and verb forms. In the following conversation put the verb in brackets into the correct tense or verb form.

- A (1) _____ you _____ (know) Brian Bailey?
B Yes, I (2) _____ (meet) him two years ago while I
(3) _____ (work) in Germany. (4) _____ he still _____ (live) there?
A Yes. He does. He (5) _____ (live) in Frankfurt. He (6) _____ (have got) a good job there but at the moment he (7) _____ (work) in London. He's here for a few days and I'd like (8) _____ (invite) him and you for dinner. Can you (9) _____ (come)?
B Yes, I hope so. I'd love (10) _____ (see) Brian again! When I was in Germany we (11) _____ (see) each other quite often because his office was near the school where I (12) _____ (teach) and so we sometimes (13) _____ (have) lunch together. I always enjoyed (14) _____ (talk) to him. I wanted (15) _____ (write) to him but he moved and I (16) _____ (not have) his new address.
A Well, what about dinner on Friday?
B That's fine. What time?
A Is 8 o'clock OK? I (17) _____ (ring) Brian yesterday to check the day, and I (18) _____ (ring) him again tomorrow to check the time.
B Well 8 o'clock is fine for me. I (19) _____ (come) at about 8 and I (20) _____ (bring) a bottle of wine.

General Language in Use 2. Choose the correct alternative

1. I __ my sister in Australia this year but the plane ticket is too expensive.

- a) am liking to visit
- b) like visiting
- c) 'd like to visit

2. They say they __ another railway bridge across the river .

- a) are built
- b) 're going to build
- c) build

3. If you make a mistake, __ and write the correct solution clearly.

- a) cross it out
- b) fill it in
- c) hang it up

4. What a __ film! Let's change the channel.

- a) bored
- b) boring
- c) interesting

5. What was the hotel like?

- a) I liked it very much.
- b) I stayed there six days.
- c) Expensive, but clean and quiet.

6. Can I make an appointment with the dentist?

- a) What time did she come here?
- b) Where would you like to go?
- c) Would next Thursday at six be OK?

7. My train arrives at the station at 9.00pm.

- a) I go to the station every morning.
- b) Don't worry. I'll pick you up.
- c) The train was late.

8. When is he going to be back in the office?

- a) He's going to the office.
- b) He came to the office last Monday.
- c) Not until next Monday, I'm afraid.

9. I can take you to the airport tomorrow.

- a) Thank you. That's very kind of you.
- b) Yes, I'm flying.
- c) My ticket was expensive.

10. Have a good holiday!

- a) Yes, I'm having a holiday.
- b) The same to you!
- c) I went to Italy for my holiday.

11. Man: _____ next weekend?

Woman: I haven't decided yet. It depends on the weather.

- a) What do you do
- b) How did you spend
- c) What are you going to do

12. How would you like to pay for that, sir?

- a) Yes, I'd like to pay for it.
- b) I will pay as much as you like.
- c) Would a credit card be all right?

13. Excuse me, Miss Orton, could you come into my office?

- a) I'm very busy; could it wait one moment?
- b) I have no excuse for my office.
- c) Yes, I came to your office yesterday.

14. Man: "_____ during the week?"

Woman: "Generally about 7:30 but sometimes a bit earlier."

- a) Where do you go
- b) What time do you get up
- c) When do you go

15. Teacher: "_____ when I came into the classroom?"

Student: "I was just asking Gary a question about the test."

- a) What do you do
- b) Who did you ask
- c) What were you doing

General Language in Use 3. Put the sentences into the correct order.

1. win / will / if / do / lottery / you / the / you / What
What _____ ?
2. them / cinema / does / to / He / to / go / with / not / the / want
He _____
3. in / of / a / got / lot / that / friends / good / She / town / has
She _____
4. when / did / What / he / you / told / news / your / say / him
What _____ ?
5. in / is / with / New / Christmas / relatives / his / spending / He / Zealand
He _____

General Language in Use 4. Choose the correct alternative

1. **I __ my sister in Australia this year but the plane ticket is too expensive.**
 - a) am liking to visit
 - b) like visiting
 - c) 'd like to visit
2. **They say they __ another railway bridge across the river .**
 - a) are built
 - b) 're going to build
 - c) build
3. **If you make a mistake, __ and write the correct solution clearly.**
 - a) cross it out
 - b) fill it in
 - c) hang it up
4. **What a __ film! Let's change the channel.**
 - a) bored
 - b) boring
 - c) interesting
5. **What was the hotel like?**
 - a) I liked it very much.
 - b) I stayed there six days.
 - c) Expensive, but clean and quiet.
6. **Can I make an appointment with the dentist?**
 - a) What time did she come here?
 - b) Where would you like to go?
 - c) Would next Thursday at six be OK?
7. **My train arrives at the station at 9.00pm.**
 - a) I go to the station every morning.
 - b) Don't worry. I'll pick you up.
 - c) The train was late.

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- a) He's going to the office.
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9. I can take you to the airport tomorrow.

- a) Thank you. That's very kind of you.
- b) Yes, I'm flying.
- c) My ticket was expensive.

10. Have a good holiday!

- a) Yes, I'm having a holiday.
- b) The same to you!
- c) I went to Italy for my holiday.

11. Man: _____ next weekend?

Woman: I haven't decided yet. It depends on the weather.

- a) What do you do
- b) How did you spend
- c) What are you going to do

12. How would you like to pay for that, sir?

- a) Yes, I'd like to pay for it.
- b) I will pay as much as you like.
- c) Would a credit card be all right?

13. Excuse me, Miss Orton, could you come into my office?

- a) I'm very busy; could it wait one moment?
- b) I have no excuse for my office.
- c) Yes, I came to your office yesterday.

24. Man: "_____ during the week?"

Woman: "Generally about 7:30 but sometimes a bit earlier."

- a) Where do you go
- b) What time do you get up
- c) When do you go

15. Teacher: "_____ when I came into the classroom?"

Student: "I was just asking Gary a question about the test."

- a) What do you do
- b) Who did you ask
- c) What were you doing

General Language in Use 5. Put the sentences into the correct order.

1. win / will / if / do / lottery / you / the / you / What
What _____ ?
2. them / cinema / does / to / He / to / go / with / not / the / want
He _____
3. in / of / a / got / lot / that / friends / good / She / town / has
She _____
4. when / did / What / he / you / told / news / your / say / him
What _____ ?
5. in / is / with / New / Christmas / relatives / his / spending / He / Zealand
He _____

General Language in Use 6. Complete the following sentences using the verb in brackets in its correct form.

1. Are you (go) _____ to the concert tomorrow?
2. Have the other students (see) _____ that movie too?
3. Can he (borrow) your bicycle?
4. Isn't Simon (teach) _____ right now?
5. Has the cat (eat) all the food?

General Language in Use 7. Fill in the missing words — one word in each space.

1. we met before? I'm sure we have.
2. you like Bernard? I can't understand why you don't. He's really nice.
3. Why _____ we going to the concert tonight? I've been looking forward to going.
4. you seen snow before? I'm surprised. I thought you went skiing last year.
5. Why _____ you ready? _____ you know that we are supposed to leave at 8 o'clock?
6. Why _____ you phone as soon as you arrived? I would have collected you from the airport.
7. you think it's time to go to sleep? In a few hours you will have to go to school.
8. Why _____ you like Budapest? I'm surprised. I loved it.
9. we been here long enough? Let's go.
10. You don't look very happy. _____ you do well in the exam?

General Language in Use 8. Complete the following conversation. Use the clues to complete the questions.

- Francis: (1) Who (you / talk) to _____ ?
Yossi: To Larry.
Francis: (2) _____ ?
Yossi: No, I haven't known him for long.
Francis: (3) _____ ?

Yossi: I met him about a month ago.

Francis: (4) (he / use to / live) _____ in Haifa?

Yossi: I don't know. Why do you ask?

Francis: I think I know him, but his name was Moshe at the time.

(5) _____?

Yossi: Of course I'm sure his name is Larry.

General Language in Use 9. Make all the changes and additions necessary to produce complete questions from the following words and phrases.

1. When / you come / to my house tomorrow?
2. Why / you ask me / so many questions now? What have I done?
3. You're late. How long / it take / you to get here?
4. When / that happen? I hope you called the police.
5. Whose books / those / be / on the table?
6. Where / you / be / for the past hour?
7. Why / Noam / not / phone / me back? I can't go out till I hear from him.
8. When / you last see him?
- 9- What else / you do / on your holiday last month?
10. you / write letters / all day? Stop now. You can finish them tomorrow.

General Language in Use 10. Rewrite the following sentences, without changing the meaning of the original sentences, using the words given.

1. Ramon is always late, (on time)
2. Why wasn't Sarah at the party last night? (come)
3. The hall was empty.
Nobody _____
4. Are you enjoying yourself? (having)
5. Of course that car isn't mine, (belong)
6. Jack is quicker at maths than Bob. (less)
 7. It is as hot today as it was last week.
Last week _____
8. My soup was better than yours.
Your soup _____
9. What is the name of that animal? (called)
10. Mount Everest is the highest mountain in the world.
No mountain _____
11. Is that the best you can do?
Can't you _____
12. Tom is too ill to come on the school outing. (because)
- 13- Jenny is prettier than her sister. (isn't)
14. The test wasn't like last year's at all. (similar)
15. That's the school I went to as a child. (used to)

General Language in Use 11. Rewrite the following sentences, without changing the meaning of the original sentence, using the words given.

1. We don't go to the theatre very often. (rarely)
2. All the people were there.
Everybody _____
3. I went swimming every day when I was a child. (used to)
4. Hotels in the centre of town are usually more expensive than hotels on the outskirts. (cheaper)
5. I don't have a better pen than this one.
This is _____
6. I was the fastest runner on the field.
Nobody _____
7. Why did you arrive so late?
Why didn't you _____
8. Why didn't Sam leave school till 4 o'clock? (stay)
9. Cherries are the most expensive fruit on the market.
No _____
10. I think that George is funnier than Jerry.
I don't think that _____
11. Larry always rode his bike to school, (used)
12. I enjoyed myself last night, (a good time)
13. Vera doesn't feel as ill today as she did yesterday, (worse)
14. That jacket cost a lot. (expensive)
15. Was the food as good as you expected? (taste)

Навчальне видання

Укладач

ІГНАТЕНКО Ліна Юрївна

**ІНОЗЕМНА МОВА
В ПРОФЕСІЙНІЙ ДІЯЛЬНОСТІ
(АНГЛІЙСЬКА)**

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