

Lecture 1-extra readings

Public Administration in Society

Public administration

→ development, implementation and study of branches of government policy. The pursuit of the public good by enhancing civil society, ensuring a well-run, fair, and effective public service are some of the goals of the field.

→ carried out by public servants who work in public departments and agencies,

→ collects and analyzes data (statistics), monitor budgets, draft legislation, develop policy, and execute legally mandated government activities. → **roles:** ranging from "front-line" positions serving the public; administrators; analysts; and managers and executives of government branches and agencies.

"It is the object of administrative study to discover, first, what government can properly and successfully do, and, secondly, how it can do these proper things with the utmost possible efficiency and at the least possible cost either of money or of energy." → four concepts:

- Separation of politics and administration
- Comparative analysis of political and private organizations
- Improving efficiency with business-like practices and attitudes toward daily operations
- Improving the effectiveness of public service through management and by training civil servants, merit-based assessment

The separation of politics and administration has been the subject of lasting debate. The different perspectives regarding this dichotomy contribute to differentiating characteristics of the suggested generations of public administration.

In much the same way "pre-generation" scholars provide a foundation for future governors and administrators, many seemingly unrelated scholars are important to the developing organizational theory. Though their respective connections with and relevance to organizational theory vary, Marx, Weber, Freud, Maslow form the foundation for much of what has become public sector organizational theory.

Karl Marx-"The history of all hitherto existing society is the history of class struggles." (The Communist Manifesto 1848, 10)

Max Weber-Government merely monopolizes the legitimate use of force in a given area. Weber's most famous work was The Protestant Work Ethic and the Spirit of Capitalism (1930).

Sigmund Freud-Subconscious needs and desires are manifest in everyday human activities; The Interpretation of Dreams (1900).

Abraham Maslow theorized that there is a hierarchy of human needs, each level of which must be fulfilled before one can effectively ascend to the next level. *Toward a Psychology of Being* (1968).

The Noun

Business – businesses: His business is buying and selling shoes. – There are different types of businesses.

Introduction – introductions/People – peoples/Manner – manners/.

Silence – no plural: Silence in the room!

A.Countable nouns

Form: Sg./ pl.: office/ offices; businessman/ businessmen

Determiners for Countables: the article, the numeral, some, many, several, a lot of etc.

B. Uncountable nouns

Form: They have only **one** form: milk, tea, information, news, etc.

Determiners for Uncountables: little, a little, some (of), much (of), enough, the, no, zero article Ø, any, more, most (of the), a lot of (the), some, all (of) the, etc.

Use:

a lot of - in positive sentences: I have a lot of work.

much – in negative sentences and questions:

There isn't much work to do. Have you got much work to do?

some – in positive sentences and in questions when the expected answer is 'yes':

any – in negative sentences and questions:

no – in negative sentences with a positive verb:

Uncountable nouns:

- **Materials/ substances:** oxygen, water, petrol, bread, chocolate, cheese, coffee,
- **abstract nouns:** love, hate, happiness, advice, experience, fun, help, health, information, knowledge, progress, weather, work
- **nouns that are uncountable in English but are often countable in other languages:** accommodation, equipment, furniture, , luggage, rubbish,

Rule: Uncountables + Vb. in the sg.: Mathematics *is* important.

Always take a verb in singular: information, homework, advice, intelligence, wisdom, money, luggage, knowledge, justice, nonsense, news, furniture, politics, economics, phonetics, measles, sugar, bread, butter, fruit, gold, silver, jam, honey etc.

Always take a verb in plural: glasses, clothes, scissors, , scales, goods, premises, savings, outskirts, compasses, , spectacles, tongs, scissors, earnings, funds, manners, savings, stairs, contents, wages

C.Foreign plurals

analysis – analyses

crisis – crises

datum – data

memorandum – memoranda

phenomenon – phenomena

formula – formulae

focus – foci

index – indices

index - indexes

Fill in the blanks in the following sentences with the correct form (singular or plural) of the appropriate noun:

business (2), card, diner, event (2), family (2), friend, gentleman, man (2), meeting, phone, register, responsibility, time, woman (2), year.

Many 1.... ago 2.... was conducted predominantly by 3. A 4. ...'s role was to maintain the 5. ... and home 6. Evening 7. ... and 8. ... were strictly for them enjoying with 9. ... and 10. Social 11. ... were maintained so only those in the business group would be included. A 12. ... never carried his business 13. ... to these 14. ... , but a social card with just his name. 15. ... have changed. Now, 16. ... is conducted continuously (thanks to breakfast 17. ... , e-mail, and cellular 18. ...); and 19. ... are now as present in the business world as 20.

Choose the correct form of the noun in the following sentences:

1. Do you have any experience/experiences of working in marketing?
2. How many people/persons/peoples will be participating in the meeting?
3. The accident happened because the workers were not wearing protective clothing/clothings.
4. Our son cannot join us on the trip because he has a lot of homework/homeworks to do.
5. The secretary did not know which of the six paper/pieces of paper/papers to take to the conference room.
6. I think that you should print your advertisement on high quality paper/papers/pieces of paper.
7. The clerk could not give any information/informations about the company profile.
8. We all like the new office furniture/furnitures.
9. Jane has got cold/a cold. She must have caught it from me.
10. It will cost a lot to repair the damage/damages caused by the flood.

Information technology and public administration

1. Can the full effect of the current information revolution be predicted?
2. Is meeting face-to-face more valuable than corresponding electronically?
3. Is human power able to effectively control the way information technology shapes our economic and political lives?

Read the text and find an appropriate title for it.

1. There is a big influence of technique on our daily life. Electronic devices, multimedia and computers are things we have to deal with every day. Especially the Internet is becoming more and more important for nearly everybody as it is one of the newest and most forward-looking media and surely “the” medium of the future. The Internet changed our life enormously, there is no doubt about that. A few years ago, if someone wanted to know about a company’s products, he would call and say: “Can I have some brochures?” Today, he does it all on the Internet. It’s the most efficient way to do business.

2. Although no one can predict the full effect of the current information revolution, we can see changes in our daily lives. The computer is an important component of every modern office. Companies already present their products, their services on the Internet and so they get more flexible. Furthermore, they are able to exchange experiences, novelties and often they start new projects together. They can also add files to their e-mail and that’s why a big data transfer is possible. They don’t have to send disks with information around the world anymore, having access to information digitally. Consequently, we may say that especially in the business sector, knowledge provided by the Internet is power.

3. Another advantage of the Internet is the e-mail that has replaced the traditional letter. You do not have to buy stamps anymore and it is much faster and also for free. But a question arises here: is electronic correspondence more valuable than meeting face-to-face? Some neighbours still stop by when a family crisis strikes but other people offer condolences via e-mail. Whichever we prefer, the electronic seems to represent the future. The Internet pushes life beyond the old physical barriers of time and space. Here you can roam around the world without leaving home. Make new friends. Exchange the results of laboratory with a colleague overseas. Read stock quotes. Buy clothes. Research a term paper. Stay out of

the office, conducting business via a computer that becomes your virtual office. Virtual community. Virtual travel. Virtual love. A new reality.

4. One example: for the women staying home and taking care of their own children tele-working (the work on computer at home) has become a current procedure. Also men take this opportunity. What are the consequences, the advantages of tele-working? If you have a family, you can spend more time at home, probably with your children. You can organise every day the way you want. Meetings at the company are reduced to a minimum. Tele-working is also an advantage for the owner of the company. Official studies substantiate that people who work at home are more motivated than their colleagues at the office.

5. The Internet can also help people who cannot go out to find friends in the real life because they are disabled. But they can chat with other people via the Internet. Sometimes it is also easier for shy people to chat with a person they do not know.

6. Additionally, another big advantage of the Internet is the easy access to information. Online reference books and dictionaries replace the real bookshop or the library. It is again cheaper to search for information on the Internet than buying a book. The Internet contains a lot of information which is renewed and up-dated. Moreover, you can read the daily newspapers from all over the world, sometimes for free. In addition, most newspaper sites have an archive in which you can search for old articles.

7. The Internet is also a big “advertising company” A lot of enterprises have a homepage with ads and support opportunities. To stay competitive in international economy corporations must open themselves to information and new ideas. Issues must be presented quickly with visual aids.

8. Obviously, technology promises more and more information for less and less effort. As we hear these promises, we must balance faith in technology with faith in ourselves. Wisdom and insight often come not from keeping up-to-date or compiling facts, but from quiet reflection. What we hold most valuable – things like morality and compassion – can be found only within us. While embracing the future, we can remain loyal to our unchanging humanity.

The Article

The Indefinite Article

Form: a, an

Used: only with countables → He has an interesting job./She is a secretary.

The Definite Article

Form: the

Used with: countable nouns – singular and plural (the chair/ the chairs); uncountable nouns (the rain, the news)

He is the man I told you about.

The Zero Article: Ø

Used:

with *abstractions*: Ø Fear is dangerous.

with *proper names*: I will meet Ø Tom tomorrow.

with *nouns of material*: I like Ø silver.

Phrases with indefinite/ definite/ zero article

indefinite:

to indicate frequency, speed, cost: once a month, 20 km an hour, \$2 a pound

in exclamations: What a shame! What a pity! What a mess!

Definite:

With the meaning “only one”: the Parliament, the police, the zoo

for nationalities: the Romanians, the British

+ *adjectives, to indicate a class:* the rich, the poor

for regions, mountain ranges, oceans, seas: the Carpathians, the Black Sea

for hotels, restaurants, pubs, theatres, cinemas: The Continental, The National Theatre

Ø

for institutions (used for their main purpose) – schools, hospitals, churches, universities: I go to school.
The school is far away.

for names of meals: Let's have dinner. (The dinner was good.)

for cities, countries, continents: Bucharest, France, Europe (but: the USA, the UK)

for mountains and lakes: Mount Everest, Lake Michigan

for streets: East Street

Insert the correct form of the article – definite, indefinite, zero – in the following texts:

A. There are 1. ...people who do not read 2. ... paper in 3. ... morning anymore. They are reading 4. ... e-paper. Even in the morning they are sitting in front of 5. ... computer and not talking to each other while drinking 6. ... cup of tea. In 7. ... future there will be more and more e-papers and 8. ... newspapers will disappear. Some are beginning to talk to their computer (Come on, let's work!) but they are not able to talk to each other anymore. While chatting on 9. ... Internet you are frequently using 10. ... abbreviations, incomplete sentences and so on. This leads to speaking disabilities in everyday life.

B. 1 ... top managers of 2 ... corporation are appointed or dismissed by 3 ... corporation's board of 4 ... directors, which represents 5 ... stockholders' interests. However, in 6 ... practice, 7...board of directors is often made up of 8 ... people who were nominated by 9...top managers of 10 ... company. 11 ... members of 12 ... board of 13...directors are elected by 14...majority of 15 ... voting stockholders, but 16...most stockholders vote for 17 ... nominees recommended by 18 ... current board members. 19 ... stockholders can also vote by proxy – 20 ... process in which they authorize someone else, usually 21 ... current board, to decide how to vote for them.