**Georgian Institute of Public Affairs**

 **School of Government**

 **MA Program in Public Administration**

 **WRITTEN TEST OF ENGLISH FOR SPECIAL PURPOSES**

 **Difficulty Level: B2/ Upper Intermediate**

**Applicant’s name, surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **2017**

 **Tbilisi**

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| **1.Look at the website below, which gives advice about transportation and distribution in international trade. Read the extracts from the website. Which links on the website (A-J) would contain this information?** |

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| **Innovation Support** |
| **Industrial advice for businesses large and small** |
| **Home >  Business > Importing and Exporting > Transporting Goods** |
| 1. **Assessing your Transport Needs**
 | **F. Warehousing** |
| 1. **International Road Transport**
 | **G. Documentation** |
| 1. **International Transport by Sea**
 | **H. Using a Freight Forwarding Service** |
| 1. **International Rail Transport**
 | **I Transportation of Specialist Goods** |
| 1. **International Air Transport**
 | **J. Taxes** |

1. Although extensive networks allow for speedy delivery, there may be delays as a result of breakdowns and congestion. There may also be extra toll charges, and there is more risk of damage to goods while in transit. \_\_\_\_\_\_\_\_\_\_\_\_

2. In some cases it is necessary to comply with industry regulations. For livestock, please refer to the Department of Environment, Food and Rural Affairs (DEFRA) website. If transporting dangerous goods, see the Health and Safety Executive (HSE) website for compliance procedures. \_\_\_\_\_\_\_\_\_\_\_  

3. Two options are available: private and public.  Individual traders tend to use the private option, where the proprietor will take some responsibility for the items. Public facilities do not accept responsibility for stored goods. Note that meat may not be stored in either type of facility. \_\_\_\_\_\_\_\_\_\_\_\_  

4. Before deciding which mode of transport you wish to use, ask yourself how quickly the goods need to arrive, how much you can afford to spend, where your goods need to go and what the infrastructure is like in that location. \_\_\_\_\_\_\_\_\_\_\_  

5. If you would prefer not to manage the logistics yourself, you can engage another company to do so. These tend to have detailed knowledge of the relevant rules and regulations, and can save you time and money by consolidating your shipments with those of other companies.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. This is the fastest way of delivering goods over long distances.  Fragile and valuable items can be transported with security and low risk of damage. However, it is more costly, and there is always the risk of cancellation and delay. \_\_\_\_\_\_\_\_\_\_\_\_\_\_  

7. Generally costs are lower using this method, and it has the added advantage that containers can be easily transferred to road or rail.  However, the routes and timetables are usually inflexible, and there will be extra port duties and taxes. \_\_\_\_\_\_\_\_\_\_\_\_\_  

8. Although this method is fast and environmentally friendly, the density of the network will vary, and in most cases, an additional method of transportation will be required between the depot and the final destination. Services may also be disrupted due to industrial action or engineering works. \_\_\_\_\_\_\_\_\_\_\_\_\_\_  

9. All shipments require a Standard Shipping Note as this helps port authorities to process your consignments. Dangerous goods should carry a dangerous goods declaration. If using a freight forwarder, you will also need to complete an Export Cargo Shipping Instruction. \_\_\_\_\_\_\_\_\_\_\_\_\_\_  

10. Tariffs may need to be paid when transporting goods internationally, although you should consult your local Inland Revenue office to find out if you are eligible for some form of relief.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **2. Read about a proposal to build a solar farm near a Barnly. Then answer the questions:**  |

The Barnley Village Committee is opposed to plans to build a 6,890 panel solar farm on a 15-acre site adjacent to the village recreation ground, currently used for agriculture. Under the proposed scheme, the area will be surrounded by an 8ft-high fence. The panels themselves will be about 7 feet high.
The committee has already lodged an appeal to the local authority against construction of the solar farm. The councilors are due to meet on 13th March to vote whether or not plans will go ahead. Local residents are invited to attend.  Our objections will be presented before the board, and a representative from the solar firm SunGen will put forward the case for the development.

Residents are encouraged to voice their objections to the development. These must address the aspects of the scheme that violate the current planning policy. However, you are welcome to make your objections personal, by stating how the plans will affect you as a user of the recreation ground.  Some of the most common objections are listed below:

1. The extensive views from the village and recreation ground across the open country will be blocked by the panels and high fencing. Furthermore, once the site has been built upon, it may be considered brownfield, thus an acceptable site for housing or industrial development. It does not, therefore, comply with the local policy which states that developments must not adversely effect on the appearance or character of the landscape.
2. The recreation ground has recently undergone major improvements including a perimeter running track, new playground equipment and seating. It is heavily used by families, sports teams and dog walkers, and is regularly used for village events.  Cricket and football teams regularly use the recreation ground and it is not uncommon for balls to enter the field. Cricketers are worried that they may become liable for damage to solar panels. If teams are forced to relocate, this would adversely affect the character of the village, and may jeopardise participation in the children’s teams. This goes against the National Planning Policy Framework which requires developments to promote high quality public space and encourage the active and continual use of public areas.

3. There has been no assessment of the extent to which noise from inverters and cooling fans will affect local residents.
4. As the ground beneath the solar panels will be surfaced, there will be more additional run-off of rainwater. The recreation ground already has problems with drainage, and these may be exacerbated by this development. A formal flood risk assessment must be submitted.
5. The lighting and security systems have not been outlined, it is not clear how the area will be made safe for children

**Email your objections to planning@barnelycouncil.gov.uk, and quote the reference BLY7458/00578 in the subject line.**

 **1. What is the committee’s opinion of the development?**

A. It is opposed to the development.  
B. It supports the development.  
C. It is waiting for comments from residents before taking a viewpoint.  

**2. The solar farm would be built...**

A. on the recreation ground.  
B. in an agricultural field.  
C. on a brownfield site.  

**3. The meeting with councilors...**

A. has already taken place.  
B. will take place shortly.  
C. has been proposed, but not planned.  

**4.  Which of the following is NOT true of the proposed solar farm?**

A. It will be surrounded by a high fence.  
B. It will comprise of 6,890 7-foot high panels.  
C. The solar panels will be placed directly on the grass.  

**5.  People who want to object the development are advised**...

A. not to write about their personal feelings.  
B. to refer to the village’s planning policy.  
C. to send a letter in the mail.  

**6.  What is inferred about brownfield sites?**

A. It is easier to get permission to develop brownfield sites.   
B. There are already too many brownfield sites in the village.  
C. A brownfield site is not a suitable location for a solar farm.  

**7.   Teams may no longer play on the recreation ground because...**

A. parents will be worried about their children’s safety.  
B. spectators won’t want to watch matches at the recreation ground.   
C. players will be worried about damaging the panels.   

**8.   Which of the following is NOT true of the recreation ground?**

A. It has recently received considerable investment.  
B. It occasionally floods.   

C. It is well-lit.

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| **3.Choose the best and most logical response to complete each of the following sentences:** |

1. I get along well with most of my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (colleagues/employees).
2. I got a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (premonition/promotion) last year.
3. He's not very \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (producing/productive). He just chats to his friends on Facebook all day.
4. I'm pretty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (content/contained) (= happy) with the way things are going.
5. Everyone seems to have gotten a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (raise/boost) ( = an increase in salary) except me.
6. We don't have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (assess/access) to that information.
7. The \_\_\_\_\_\_\_\_\_\_\_\_\_ (upper/up) management people are not very well liked by the rest of us.
8. I'm taking a week \_\_\_\_\_\_\_\_\_\_\_\_ (off/of) to go on vacation.
9. The work load isn't too \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dense/heavy).
10. They provide us with a good benefits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (pack/package

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| **4. Scan the text and find the information referring to:**  |

 A.

1. **Major principles of public administration** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Organizational principles of public administration**

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1. **characteristics a person should possess to be engaged in civil service**

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1. **the fields in which budget plays a great role**

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 **Principles of Public Administration**

A prominent principle of public administration has been economy and efficiency, that is, the provision of public services at the minimum cost. This has usually been the stated objective of administrative reform. Despite growing concern about other kinds of values, such as responsiveness to public needs, justice and equal treatment, and citizen involvement in government decisions, efficiency continues to be a major goal. Public administration has focused frequently on questions of formal organization. Many organizational principles originated with the military, a few – from private business. They include, for example: (1) organizing departments, ministries, and agencies on the basis of common or closely related purposes, (2) grouping like activities in single units, (3) equating responsibility with authority, (4) ensuring unity of command (only one supervisor for each group of employees, (5) limiting the number of subordinates reporting to a single supervisor, (6) employing the principle of management by exception (only the usual or problem case is brought to the top), and (7) having a clear-cut chain of command downward and of responsibility upward. Public administration has also laid stress upon personnel. In most countries administrative reform has involved civil service reform. Historically, the direction has been toward “meritocracy”- the best individual for each job, competitive examinations for entry, and selection and promotion on the basis of merit. Attention has increasingly been given to factors other than intellectual merit, including personal attitudes, incentives, personality, personal relationships. In addition, the budget has developed as a principal tool in planning future programmes, deciding priorities, managing current programmes, linking executive with legislature, and developing control and accountability. The contest for control over budgets, particularly in the Western world, began centuries ago and at times was the main relationship between monarchs and their subjects. The modern executive budget system in which the executive recommends, the legislature appropriates, and the executive oversees expenditures originated in 19th century Britain. In the United States during the 20th century, the budget became the principle vehicle for legislative surveillance of administration, executive control of departments, and departmental control of subordinate programs. It has been assuming a similar role in many of the developing countries of the world.

 **B. Match the sentence beginnings (1-6) to the correct endings (a-f).**

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| 1. A major principle of public administration has been | a) formal organization of the military. |
| 2. Other kinds of values of the administrative reform are | b) personal characteristics of an individual. |
| 3. Organizational principles of public administration are similar to | c) personal incentives and collective bargaining.  |
| 4. Public administration pays great attention to | d) provisions of public services at the minimum cost.  |
| 5. Attention has also been given to | e) justice and equal treatment.  |
| 6. Budget is important in | f) planning future programs.  |

 **C. Match these verbs and nouns as they occur together in the text.**

1. provide a) priorities

 2. involve b) expenditures

 3. decide c) civil service reform

 4. oversee d) public services

5. plan e) public needs

6. respond to f) responsibility

 7. equate g) future programs

**D. Complete these sentences with the word combinations from Exercise C.**

1. A major principle of public administration is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. One of the principles of public administration is also to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. An organizational principle includes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with authority.

4. In the most countries administrative reform has \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Budget plays an important role in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Budget is also an important tool in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. The system in which the executive \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_originated

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| **5. Underline the correct forms of the words in italics:**  |

 **DROP THE DEBT**

 Campaigners for urgent debt relief say that poor countries 1) ***can/could*** feed their children, if they 2) ***didn’t have/won’t have*** to pay huge sums of money back to wealthy countries in debt repayments. The money, originally borrowed in the 1970s 1980s, was often badly invested instead of 3) ***to be/being*** used for worthwhile projects.

 4) ***repaying /to repay*** the debt is going to be a huge millstone around the neck of the poorest countries who 5) ***should/must*** be concentrating their resources on sustainable projects. So who is this money they can’t afford 6) ***to pay/paying*** back owed to?

 The debts are mainly owed to two groups, western governments and global financial institutions including the IMF and world bank. They argue that if they 7***) cancelled/had cancelled*** debt altogether, which is not the case, it 8) ***would encourage/ would have encouraged*** wealthy countries to be against 9) ***to lend/lending*** and to insist on 10) ***to*** ***cut/cutting*** aid budgets. They also insist that they 11***) shouldn’t/don’t have*** to be blamed for the debt problem.

 But activists will never agree 12***) to stop/stopping*** their campaign. They insist that most wealthy governments 13***) have had to/ must*** write off debts owed to them already as they know developing countries will simply never succeed in 14) ***gathering/to gather*** enough funds to pay off their debts.

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| **6.Fill the space in the sentence using the base word given in bold at the end. The required word may be a noun, adverb, adjective or verb and it may be either positive (e.g. helpful) or negative (e.g. unhelpful).** |

1. It isn't very \_\_\_\_\_\_\_\_\_\_\_\_\_ that Paula is at home, is it? She usually works at this time.
**like**

2. Megan was told by her dietician that she was becoming \_\_\_\_\_\_\_\_\_\_\_\_thin and should eat more.
**danger**

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_  is the spice of life, says the proverb and everyone should try and do new things and meet new people to avoid becoming bored.
**vary**

4. Harry had a difficult \_\_\_\_\_\_\_\_\_\_\_\_\_ and was brought up by an aunt and uncle living in the country.
**child**

5. The whole dispute began after a small \_\_\_\_\_\_\_\_\_\_\_ over the money needed to finance the new company.
**agree**

6. The introduction of insecticides in the 20th Century \_\_\_\_\_\_\_\_\_\_\_\_\_\_  agriculture across the world.
**revolution**

7. All the coastal towns in this area are \_\_\_\_\_\_\_\_\_\_\_\_ by strong tradition of dance and there is a festival of dance that takes place every August.
**character**

8. My company has spent a lot of money building a new, \_\_\_\_\_\_\_\_\_\_\_\_\_ factory which will nearly double production.
**computer**

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| **7. Choose one word or number from the reading passage for each answer, three of them are extra:** **A. steps; B. ashes; C. dry breezes; D. reduction; E. hikers; F. acts; G. charred trees; H. natural causes; I. cigarettes; J. permission;** |

Forest fires are devastating and lead to a 1) \_\_\_\_\_\_\_\_\_\_\_\_ in the quality of the environment. They ruin the natural beauty of areas and are less attractive to campers,2)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and other visitors. A huge amount of healthy, young trees are lost every year to fires. Blackened areas full of 3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_have to be replanted and this is expensive.

Although 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_such as lightning, are behind some forest fires, the vast majority are caused by people. Many are set deliberately in acts of arson. Others are started by careless burning of rubbish, discarded matches and 5)\_\_\_\_\_\_\_\_\_\_\_\_\_ campfires or use of machines and equipment in the forests.

To prevent these fires, we must do more. We must let forest officials know of anyone's suspicious behaviour in order to avoid repeated 6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of arson. If we want to have a campfire or get rid of rubbish or debris by burning it, we have to choose a calm windless day, clear the ground of dried wood and grass, and get the relevant 7)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_if required. If we smoke, we must be absolutely positive that our hot matches or cigarettes are not thrown into places that can cause a fire.

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| 8. **Choose one of these two titles and write a debatable essay in 150-200 words** |

1. In 2017 Parliament of Georgia initiated amendments in the constitution, regarding presidential power and presidential elections. What do you think about these amendments, do you agree to this initiative or disagree? Please try to provide reasonable arguments for and against.
2. Some people think that a person’s worth nowadays seems to be judged according to social status and material possessions. Old-fashioned values, such as honour, kindness and trust, no longer seem important. To what extent do you agree or disagree with this opinion? Give reasons for your answer and include any relevant examples from your own knowledge or experience.

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