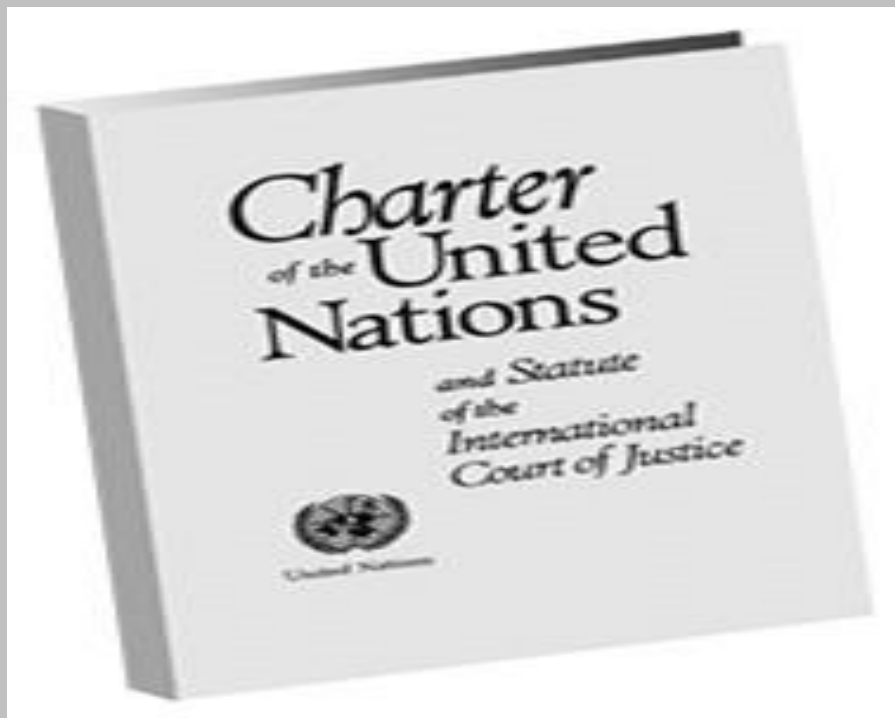


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FOR POLITICAL SCIENCE AND DIPLOMACY
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UNIT 1

- READING AND SPEAKING: Word politics past, present, future
- VOCABULARY: Matching, word formation, collocations
- WRITING: Writing a summary
- READING AND LISTENING: Job advertisement
- GRAMMAR: Present Simple and Present Continuous

□ READING AND SPEAKING

Discuss the following questions before you read the text

1. Do you think that the world has changed a lot in the last 50 years or so?
2. If you think that the world has changed, what are the events that have changed the world and the world politics in the last 50 years?
3. What has been the impact of the 9/11 terrorist attacks?
4. Are states important now as they used to be in the 20th century?
5. Are there any entities that have reduced the importance of states?

Read the text and compare your ideas with those expressed in the text

TWENTY FIRST CENTURY AND ITS CHALLENGES

How can we best understand the political convulsions that confront the globe's more than six billion people almost daily? How can we anticipate their future significance? And how can we understand which factor and forces most influence the world's future? At the beginning of the twenty-first century, we have been engulfed in futurist talk. We have been forced to use unfamiliar language – “new century”, “new millennium”, “new world” – and to speculate what will the new world be like, will it be different or will the patterns of the past endure?

Every historical period is marked to some extent by change. Now, however, the pace of change seems more rapid and its consequences more profound than ever. To many observers, the cascade of events at the start of the 21st century implies a revolutionary restructuring of world politics. The countries of the world are drawing closer together in communications, ideas and trade, as the integration of national economies has produced a globalized market, forming interdependent bonds among countries and cultures. Globalization is changing the way the world works. Likewise, disintegrative trends are shaking the globe and restructuring the way it operates. The proliferation of conventional and unconventional weapons, global environmental deterioration, and the resurgence of nationalism and ethnic conflict all portend a restructuring marked by disorder. The opposing forces of integration and disintegration point toward a transformation in world politics as extensive and important as the system-disrupting convulsion following World Wars I and II and the Cold War between the United States and the former Soviet Union and their allies.

Despite all that appears radically different since the 9/11 terrorist attacks, much also remains the same in world politics. In fact, as political journalist Robert J. Samuelson noted on the first anniversary of 9/11, “What is most striking about the past year is how little has changed... What no one can know is whether September 11 marked the beginning of the end for global terrorism or whether these theoretical threats will

someday materialize. We are swamped with hypotheticals. Whether September 11 becomes a defining moment in history, or just an isolated tragedy depends on how all the hypotheticals turn out.”



How can we determine when an existing pattern of relationships gives way to a completely new international system? Following Stanley Hoffmann (1961), we will proceed by assuming that we have a new international system when we have a new answer to one of three questions: (1) *What are the system's basic units?* (e.g. states or supranational institutions for global governance); (2) *What are the predominant foreign policy goals that these units seek with respect to one another?* (e.g. territorial conquest or material gain through trade); and (3) *What can these units do to one another with their military and economic capabilities?*

These criteria might lead us to conclude that a new system has now emerged. First, new trade partnerships have been forged in Europe, the one of South America, North America and the Pacific Rim, and these trading blocks may behave as unitary or independent, nonstate actors as they compete with one another. Moreover, international organizations, such as the World Trade Organization and the European Union now sometimes flex their political muscles in contests with individual states and transnational religious movements, such as Islamic fundamentalism, challenge the global system itself – a system that international law still defines as composed primarily of states consisting of various nationality groups who perceive themselves as unified by a common language, culture or ethnic identity. At the same time, some states have disintegrated into smaller units.

Second, territorial conquest is no longer the predominant goal of most states' foreign policies. Instead, their emphasis has shifted from traditional military methods of exercising influence to economic means.

Third, the proliferation of weapons technology has profoundly altered the damage that states can inflict on one another. Great powers alone no longer control the world's most lethal weapons. Increasingly, however, the great powers' prosperity depends on economic circumstances throughout the globe.

(From C. W. Kegley Jr. and E. R. Wittkopf, *World Politics*)

Points for discussion

1. Do you agree with the statement that “the cascade of events at the start of the 21st century implies a revolutionary restructuring of world politics”?
2. In what ways have the countries of the world become closer?

3. How would you define the globalization process?
4. Do you agree with the claim that September 11 marked the beginning of the end for global terrorism?
5. Do you agree that a new system has emerged and, if so, what are its three main characteristics?

□ **VOCABULARY**

Look into the text and find the words that have the following meanings

- a violent social or natural upheaval _____
- be aware of a future event and take action _____
- completely surround or cover _____
- remain in existence _____
- a force or feeling that unites people _____
- be a sign or warning _____
- overwhelm with too much of something _____
- a large number of something _____
- progressive worsening _____
- increase or revival after a period of little activity, popularity or occurrence _____
- carry on, continue; begin a course of action _____
- accept as true without proof _____
- produce or create _____
- become aware of; regard as _____
- contract or tense (a muscle) _____
- cause something unpleasant or painful to be suffered by someone else _____
- sufficient to cause death _____
- the action of taking control by military force _____

Write the missing forms

NOUN	VERB	ADJECTIVE
_____	anticipate	_____
significance	_____	_____
_____	endure	_____
change	_____	_____
observer	_____	_____
_____	imply	_____
integration	_____	_____
_____	_____	national
globalization	_____	_____
deterioration	_____	_____
transformation	_____	_____
_____	_____	different
threat	_____	_____
governance	_____	_____
_____	compete	_____
emphasis	_____	_____

Fill in the blanks with the appropriate forms of the words in brackets:

1. Most 11-year olds are not encouraged to develop reading skills; a small but _____ number are illiterate. (significance)
2. There are fears that the situation might _____ into a full-scale war. (deterioration)
3. He always puts an _____ on world politics in his speeches. (emphasise)
4. He called for a _____ of mood in Scottish politics. (change)
5. There has been an atmosphere of _____ around here for a few days now. (anticipate)
6. He _____ a lot with the President on several issues. Their styles _____ as well. (different)
7. The exercise will obviously improve strength and _____. (endure)
8. Delegates also discussed how to _____ guerilla into a regular army. (transformation)
9. He said criminals _____ to cause riots. (threat)
10. The situation is under _____ all the time. (observe)

Put an appropriate prefix in front of the following words:

- | | |
|--------------|-------|
| familiar | _____ |
| structuring | _____ |
| dependent | _____ |
| conventional | _____ |
| integration | _____ |
| national | _____ |
| state | _____ |

Create sentences of your own using the following collocations:

- national economies
- ethnic conflict
- to exercise influence
- great powers
- lethal weapons
- foreign policy
- material gain
- economic circumstances

□ **READING AND LISTENING**

When a company needs to **recruit** or employ new people, it may decide to advertise the job or **position** in the appointments section of a newspaper. People who are interested can then **apply for** the job by sending in a **letter of application** or **covering letter** (US **cover letter**) and a **curriculum vitae** or **CV** (US **resume**) containing details of their education and experience. A company may also ask candidates to complete a standard **application form**. The company's Human Resources department will then select the most suitable applications and prepare a **short list of candidates** or **applicants**, who are invited to attend an **interview**. Another way for a company to **hire** is by using the services of a **recruitment agency** (US **search firm**) that will provide them with a list of suitable candidates.

Job advertisement

Look at the job advertisement below. You will hear a conversation in which Fiona Scott is telling a friend about the advertisement. Listen to the conversation and complete the missing information.

"PREFER A CAMPING TRIP TO A COCKTAIL PARTY?"

PATAGONIA has a new position open:

(1) _____ **Associate**

Job is based in (2) _____ . Candidates must have substantial

(3) _____ / _____ experience and strong

(4) _____ skills. They must have serious proficiency in technical sports (skiing, kayaking, climbing...) and outdoor experience. (5) _____

mother tongue. Environmental background a plus. No glamour. It's a gritty job!

Patagonia is a (6) _____ company which designs and distributes functional (7) _____ .

Send CV and picture to:

Nathalie Baudoin

Patagonia GmbH

Reitmorstrasse 50

8000 Munich 22 - Germany

The interviews will be in Munich during the last week of (9) _____ .

▪ **GRAMMAR REVIEW**

Present Simple and Present Continuous

Present Simple

We use present simple to talk about:

1. habitual actions

She usually stays at the Hilton, but it was fully booked.

2. permanent situations

He works in the Personnel Department of a large multinational company.

3. things which are generally true

Metals expand when heated.

Present Continuous

We use the present continuous to talk about:

1. actions happening around the time of speaking

*Angela's in London at the moment. She is staying at the Hotel International.
We are expanding our operations in the Far East.*

2. temporary situations

I am working in a bookshop during the summer holidays.

Some verbs are not normally used in a continuous form.

*I know London. (NOT I am knowing)
I like my job. (NOT I am liking)*

These are the so-called stative verbs: They include:

- | | |
|-----------------------|--|
| A. verbs of feeling: | <i>like, dislike, love, hate, want, prefer, appreciate</i> |
| B. verbs of thinking: | <i>know, understand, think (=have an opinion), believe, forget, remember, recognise, realise, mean</i> |
| C. verbs of senses: | <i>taste, smell, hear, feel</i> |
| D. other verbs: | <i>belong, own, be, have (= possess), consist of, contain, include, exist</i> |

This is a part of a report that a personnel manager wrote after interviewing a candidate for the position of Director of Software Development. Put the verbs in brackets into the present simple or present continuous tense:

Articulate and well presented, Paul Sutherland is an excellent candidate for the post of Director of Software Development. He _____ (want) to leave his present employer, a small computer company, because he _____ (feel) that he _____ (not use) his knowledge of software engineering to the full. He _____ (look for) a more challenging position where his field of specialisation can be exploited in a more stimulating environment. He _____ (realise) that our company _____ (grow) rapidly, and that he would be expected to contribute to that growth. He is familiar with our existing range of software and regularly _____ (read) our publications.

Although at present he _____ (live) in the south, he _____ (say) that he is willing to go wherever we _____ (decide) to send him. He occasionally _____ (travel) to various European countries for trade fairs and exhibitions and _____ (enjoy) meeting people of different nationalities. At the moment he _____ (attend) a training course at the Goethe Institute in order to perfect his German.

J. Hargreaves
Personnel Manager
27th January 2004

UNIT ONE - TWENTY FIRST CENTURY AND ITS CHALLENGES

GLOSSARY

English	Translation equivalent(s)
ally	saveznik (<i>pl. allies</i>)
alter	preinačiti, izmjeniti, promjeniti
anticipate	predvidjeti, očekivati, preduhitriti
assume	smatrati, pretpostavljati
basic	temeljan, osnovni
bond	veza, spona, savez
capability	mogućnost, sposobnost
cascade	kaskada, valovit niz, stepenast niz
challenge	izazov, prkošenje, prijetnja
circumstance	prilika, okolnost
compete	nadmetati se, takmičiti se
confront	suočiti se, suočavati se, ispriječiti se, sučeliti
conquest	osvajanje
contest	borba, takmičenje
convulsion	<i>pol.</i> trzavica, nemir, previranje, potres, nered
defining	odlučujući, odsudan
deterioration	pogoršanje, pogoršavanje
disintegrate	rastaviti, raspasti se, raznijeti
disorder	raskol, rasulo, metež
disrupt	unijeti razdor, razbiti, raskoliti
draw closer	približavati se
economy	privreda, ekonomija
endurance	istrajnost, izdržljivost
endure	opstati, istrajati
engulf	obuzeti, preplaviti
exercise	vršiti, primjenjivati
extensive	obiman, opsežan
flex	stegnuti, zategnuti

following	pozivajući se na, ugledajući se na
forge	sklopiti, skovati
gain	dobit
govern	upravljati, voditi
governance	upravljanje, vođenje, vlast
hypothetical	pretpostavka, nagađanje
imply	podrazumijevati, značiti, nagovještavati
inflict	nanjeti, zadati
lethal	smrtonosan
mark	obilježiti, označiti
marked	obilježen, oznečen
materialize	ostvariti
note	primjetiti, zabilježiti
overwhelm	preplaviti, obuzeti
pace	tempo, ritam, brzina
Pacific Rim	oblast Pacifika, Obod Pacifika
pattern	obrazac, šablon
perceive	vidjeti, opažati
portend	nagovještavati, predskazati, slutiti na, biti predznak
predominant	provlađujući
proceed	nastaviti, produžiti, ići naprijed
profound	dubok, intezivan
profoundly	bitno, znatno, značajno
proliferation	obilje, sve veći broj (nečega), proliferacija
prosperity	procvat, napredak
restructuring	prestrukturiranje, rekonstrukcija, reorganizacija
resurgence	ponovno izbijanje, preporod, ponovno javljanje
seek	težiti, slijediti, tražiti (<i>seek – sought – sought</i>)
shake	potresati, uzdrmati
shift	pomjeriti, mijenjati, pomicati
signify	označavati, ukazivati, nagovjestiti
speculate	nagađati, teoretisati, umovati, mozgati
striking	upadljiv, izrazit
supranational	nadnacionalni
swamp	zasuti, obasuti, preplaviti

threat	prijetnja, opasnost
turn out	pokazati (se), ispasti
unfamiliar	nepoznat, nenavikao, neobičan
unified	ujedinjen
unitary	jedinstven, unitaran
upheaval	pobuna, prevrat
with respect to	u pogledu, s obzirom na

UNIT 2

- READING AND SPEAKING: The United Nations
- VOCABULARY: Word formation, collocations
- GRAMMAR: Past Simple and Present Perfect
- WRITING: A letter of application

□ READING AND SPEAKING

Read the text below and say whether the following statements are true (T) or false (F).

1. States are still the most important organisations in the world. _____
2. Intergovernmental organizations have an increasingly important role. _____
3. Nongovernmental organizations still do not play an important role in world politics. _____
4. UN membership is larger than any other IGO. _____
5. Preserving peace and quality of life are not as important for UN nowadays as they used to be. _____
6. UN conferences are an important tool in preventing conflicts and dealing with a wide range of world issues. _____

THE UNITED NATIONS

The history of world politics for the past 350 years has largely been a chronicle of interactions among states that remain the dominant political organizations in the world. States' interests, capabilities and goals significantly shape world politics. However, the supremacy of the state has been severely challenged in recent years. Increasingly, world affairs are being influenced by intergovernmental organizations that transcend national boundaries – global international organizations such as the United Nations (UN) and regional organizations such as the European Union (EU). In addition, there exist many ways that individual people band together as coalitions of private citizens in groups to play influential roles in international affairs. Religions, nationalities based on ethnic and linguistic heritages, and multinational corporations are examples of nongovernmental organizations.



There are two principal types of nonstate actors: **intergovernmental organizations** (IGOs), whose members are states, and **nongovernmental organizations** (NGOs), whose members are private individuals and groups.

The United Nations (UN) is the best-known global organization. What distinguishes it from most other IGOs is its nearly universal membership, including today 190 independent states from every region. In principle, any sovereign state accepting the UN's regulations and principles can join, but the great powers have often let realpolitik political considerations dictate what countries were admitted.

In addition to its nearly universal membership and its pervasive politics mirroring world politics, the UN is also a multipurpose organization. As Article 1 of the UN Charter states, the objectives are to:

- Maintain international peace and security
- Develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples
- Achieve international cooperation in solving international problems of an economic, social, cultural or humanitarian character and in promoting and encouraging respect for human rights and for fundamental freedoms for all
- Function as a center for harmonizing the actions of nations in the attainment of these common ends

The UN has sought from its birth to combine the dual goals of preserving peace and improving the quality of life for humanity. These twin missions have carried the UN into nearly every corner of the complex network of interstate relations. The UN's conference machinery has become permanent: it has provided a mechanism for the management of international conflict, and increasingly the UN has become involved in a broad range of global welfare issues.

The history of the UN reflects the fact that both rich countries and developing countries have successfully used the organization to promote their own foreign policy goals, and this proud record has bred hopes throughout the world that the UN will be able to manage an ever changing and growing agenda. The UN Millennium Summit attended in September 2000 by 150 world leaders, which led to the ratification of nearly 300 treaties and conventions, made explicit the UN's ideology expressed in its eight millennium goals: (1) Eradicate extreme poverty & hunger, (2) Achieve universal primary education, (3) Promote gender equality and empower women, (4) Reduce child mortality, (5) Improve maternal health, (6) Combat HIV/AIDS, malaria and other diseases, (7) Ensure environmental sustainability and (8) Develop a global partnership for development.



Since 1970s, the organization has been asked to sponsor a wide array of world conferences on population, food, women, human settlements, basic human needs, water, disarmament, racism and racial discrimination, agrarian reform and rural development, science and technology, new and renewable sources of energy, peaceful uses of nuclear energy, prevention of crime and treatment of offenders, drug abuse and illicit trafficking in drugs, protection of children, environment and economic development, internationally organized crime, social development, housing, human rights, global warming, international trafficking of children for prostitution, principles for world order and many others.

Discuss the following.

1. Are NGOs important both on the local and international level?
2. What is the role of NGOs in Montenegro?
3. Do you think that the UN is as influential as the authors of the text claim?
4. There are eight millennium goals that the UN has defined. Do you think they are well formulated or would you add any other?
5. In the last paragraph a lot of problems that the world is facing nowadays are listed. What are the most serious ones on the global level?
6. Which of the listed problems most affect Montenegro?

□ **VOCABULARY**

Write the missing forms.

NOUN	VERB	ADJECTIVE
_____	_____	dominant
challenge	_____	_____
_____	influence	_____
_____	accept	_____
_____	admit	_____
_____	improve	_____
_____	maintain	_____
_____	develop	_____
_____	interact	_____
_____	_____	growing
_____	promote	_____
_____	ratify	_____
prevention	_____	_____
discrimination	_____	_____
protection	_____	_____
government	_____	_____

Make adverbs from the following adjectives and check whether there is a change in meaning.

- large _____
- significant _____
- severe _____
- increasing _____
- near _____

Add a suffix to form an adjective.

- agriculture _____
- peace _____
- house _____
- universe _____
- race _____
- renew _____
- economy _____

Fill the sentences below with an appropriate form of the word in brackets.

1. The organization is committed to AIDS _____ and education. (prevent)
2. This part of the country is mainly _____. (agriculture)
3. John was _____ in persuading the producers to put money into the film. (influence)
4. Many countries have now _____ the UN Convention on the Rights of the Child. (ratification)
5. _____, there is a pressure on the council to make a decision as soon as possible. (increase)
6. The minister has announced that there will be no change in _____ policy (govern).
7. I've _____ finished that book you lent me. (near)
8. Music companies have profited from the _____ of CDs over vinyl records. (dominant)
9. Round-the-clock police _____ is given to all senior politicians. (protect)
10. _____ cooperation is a very important issue in the Balkans. (region)

Fill the blanks with the appropriate word to make collocations

- _____ politics
- _____ years
- _____ affairs
- _____ organizations
- _____ corporations
- international _____
- _____ relations
- _____ rights
- _____ respect for human rights
- fundamental _____
- _____ policy goals
- extreme _____
- gender _____
- _____ HIV/AIDS
- environmental _____
- global _____
- crime _____
- organized _____
- world _____
- _____ range of issues
- _____ end

Fill the gaps with the missing words

NAME	ADJECTIVE	PERSON
Albania		
Algeria		
Argentina		
Australia		
Austria		
Belarus		
Belgium		
Bosnia-Herzegovina		
Brazil		
Bulgaria		
Canada		
Croatia		
Cuba		
Czech Republic		
Cyprus		
Denmark		
England		
Egypt		
Estonia		
Greece		

□ **GRAMMAR REVIEW**

Past Simple and Present Perfect

Past Simple

We use past simple to talk about actions and events which happened in a finished period of time in the past.

Pasteur made important medical discoveries. (when he was alive)

Did you go to the meeting yesterday?

She worked in Paris for five years before moving to Rome. (e.g. 1994 – 1999, not now)

Present Perfect

We use Present Perfect:

A. for an action that started in the past and continues to the present time:

He has been in the army for two years. (He is still in the army)

She has lived here all her life. (She still lives here)

Compare the above sentences with:

He was in the army for two years. (He is not in the army now)

She lived here all her life. (Presumably she is now dead)

B. for past actions whose time is not mentioned:

I have read the instructions but I don't understand them.

Have you had breakfast? – No, I haven't had it yet.

Compare with:

I read the instructions last night. (time is given, so simple past)

Did you have breakfast at the hotel? (i.e. before you left the hotel, so simple past)

C. for actions occurring in an incomplete period which may be indicated by *today* or *this morning/afternoon/evening/week, month/year/century*.

Compare the following sentences:

Tom has rung up three times this morning already.

Tom rang up three times this morning

Note that the present perfect can be used with *this morning* only up to about one o'clock, because after that this morning becomes a completed period and actions occurring in it must be put into the simple past.

D. for a recently completed action (usually with *just*).

He has just gone out.

Adverbs that frequently appear with Present Perfect are also *already, lately, recently, since, for, ever, never, several times* etc.

Put the verbs in brackets into Present Perfect or Past Simple.

1. I hope you _____ (not wait) for me yesterday.
2. Come to see what I _____ (buy) for you.
3. We _____ (get) the information when we were at the station.
4. They _____ (leave) five minutes ago.
5. He _____ (already book) the seats.
6. I _____ (not be) to the National Library yet.
7. _____ (you arrive) late last night?
8. Where _____ (you spend) your holiday last summer?
9. We _____ (be) friends for years.
10. I _____ (not be) to Rome yet, but I _____ (be) in Venice last year.
11. Mary _____ (just get) a letter from her friend.
12. Mary _____ (not see) him since June.
13. Helen _____ (see) Tom in the theatre last night.
14. This term we _____ (be busy) preparing for our exams.
15. I know that Jane is ill, but I _____ (not visit) her yet.

□ WRITING

Application for a job

There are basically three kinds of job applications that you can make:

- an application for a specific advertised position
- an application to a recruitment consultant to register your details in case a suitable position arises
- an unsolicited application – i.e. a general application to a firm in circumstances where no specific position has been advertised.

The kind of letter you write will depend on the kind of application you make, but in all cases you should:

- Find out whether the application must be made on a special application form or by sending your curriculum vitae and a covering letter
- Find out the name and job title of the person to whom you should send your application. Many job applications are disregarded because they are not addressed to a particular person. Many big firms nowadays have personnel departments (also called human resources departments) which deal with job application. If it is not clear to whom an application should be addressed, phone the personnel department to find out.
- Do your research. Find out as much as possible about the firm or organisation you are applying to before sending your application. In this way you can (1) save yourself the trouble of sending out any applications which are highly unlikely to be successful, and (2) adapt your application to the needs of the particular firm or organisation to which you are writing

Application for a specific advertised position

Your letter should have a beginning, middle and end. Generally, the terms *vacancy*, *post*, *position* or *appointment* are used instead of the word *job* in advertisements.

In the beginning of your letter, explain what you are applying for and mention any documents that you have enclosed. For example:

I wish to apply for the vacancy for a commercial lawyer advertised in this month's edition of Legal News. I enclose a copy of my curriculum vitae OR the relevant application form duly completed.

Use the middle of the letter to state what appeals to you about the position you are applying for and why you think that you would be particularly well-suited to it. You can use this part of the letter (1) to demonstrate knowledge about the firm or organisation to which you are writing, and (2) to give some indication of your expertise and experience. For example:

This position is of particular interest to me since I note that your firm is well-known for its work for IT companies. I have had over three years of experience in IT law in my present position and am keen to develop my expertise in this area further.

At the end of the letter, offer to supply more information if necessary:

I look forward to hearing from you. However, if there is any further information you require in the meantime, please let me know.

Application to a recruitment consultant to register details

The main purpose of this letter is to indicate what kind of position you are seeking and what kind of previous experience you have. However, it is important to make a good impression on the recruitment consultant to whom you write since the consultant is only likely to put your name forward to firm looking for new employees if he or she has confidence in your abilities.

In your initial letter, state what kind of position you are looking for, the geographical area in which your ideal job should be located, the salary range you are seeking and mention any documents that you have enclosed. For example:

I am looking for a position as an assistant commercial lawyer, mainly specialising in company commercial matters, in a large commercially oriented law firm. Ideally, I would like to remain in the London area, but would be prepared to consider relocating for an exceptional position. I am looking for a salary in the region of £45,000 - £55,000 per annum.

You should then state any particular qualities or experience you have that will make you especially attractive to employers. For example:

I have had over five years of experience in the field of company commercial law and also have significant experience in IT law. I am fluent in German and spent one year during my current employment working at the firm's branch office in Munich, where I headed the company commercial department.

At the end of your letter, you should indicate that you will be proactive in pursuing your job search. A suitably worded ending will communicate to the recruitment consultant that you are a serious applicant worthy of being strongly marketed to prospective employers. For example:

If there is any further information you require, please let me know. I am keen to pursue this matter vigorously, and will telephone your Ms Smith on Friday, June 12, to discuss progress. I can be contacted at any time on my mobile, number 07339 873192.

An unsolicited application

When sending an unsolicited application, you should start by asking whether the firm you are writing to might have a vacancy that you could fill. For example:

I am writing to enquire whether you might have a vacancy in your company commercial department for an assistant lawyer. I enclose a copy of my CV.

You should then explain why you are applying to the firm – state what it is about the firm that particularly attracts you and why you would be a suitable employee for the firm. For example:

I am particularly interested in the possibility of working for your firm since I note that you have strong expertise in the field of intellectual property. I have three years post-qualified experience working in the commercial department of my present firm, and have primarily focused on patent and industrial design rights. I am keen to further my expertise and experience in this area.

At the end of the letter, offer to supply more information if necessary:

I look forward to hearing from you. However, if there is any further information you require in the meantime, please let me know.

Below you will find details from Fiona Scott's letter of application. Look at the outline of the letter and indicate where the information from the next page should go

1

2

3

4

5

6

7

8

9

Fiona Scott

10

A. Although I am presently employed by a non-profit making organisation, it has always been my intention to work in a commercial environment. I would particularly welcome the chance to work for your company as I have long admired both the quality of the products that it provides and its position as a defender of environmental causes. As you will notice on my enclosed CV, the job you are offering suits both my personal and professional interests.

B. I would be pleased to discuss my curriculum vitae with you in more detail at an interview. In the meantime, please do not hesitate to contact me if you require further information. I look forward to hearing from you.

C. Dear ms Baudoin

D. 8th January 2000

E. I am writing to apply for the position which was advertised last month in *The Independent*.

F. 52 Hanover Street
Edinburgh
EH2 5 LM
UK

G. Nathalie Baudoin
Patagonia Gmbh
Reitmorstrasse 50
8000 Munich 22
Germany

H. My work experience has familiarised me with many of the challenges involved in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position. Moreover, as my mother is German, I am fluent in this language and would definitely enjoy working in a German-speaking environment.

I. Fiona Scott

J. Yours sincerely,

Imagine you want to apply for a vacancy in the Ministry of Foreign Affairs. They look for young graduate students of political science and diplomacy who are keen to learn about the job of a diplomat and who are fluent in foreign languages. Write an application form.

UNIT TWO - THE UNITED NATIONS

GLOSSARY

English	Translation equivalent(s)
achieve	postići, ostvariti
action	djelovanje
admit	pristupiti, primiti (u članstvo)
affair(s)	politika, posao, stvar, odnos
agenda	program (rada), plan, dnevni red
Article	Član
attain	postići, ostvariti
band	udružiti, ujediniti
based on	zasnovan na, koji počiva na
boundaries	granica, međa
broad range	širok spektar, širok niz
center	središte
challenged	osporen, izazvan
charter	povelja
chronicle	prikaz, zapis
combat	boriti se
common end	zajednički cilj
complex	zamršen, složen
conflict	sukob
consideration	motiv, okolnost
dictate	nalagati, narediti
disarmament	razoružanje
disease	oboljenje, bolest
distinguish	razlikovati, odlikovati, istaknuti se
drug abuse	zloupotreba droge
empower	osnažiti, ovlastiti, opunomoćiti
encourage	podstaci, unaprijediti, potspješiti
ensure	obezbjediti, osigurati, garantovati
environmental	ekološki, koji se tiče (zaštite) životne sredine

equality	ravnopravnost, jednakost
eradicate	iskorijeniti, istrijebiti
explicit	izričit, određen, jasan, razgovjetan
fundamental	osnovan
heritage	baština, nasleđe
housing	stanovanje, stambeni prostor
illicit trafficking	nedozvoljena trgovina
increasingly	sve više i više
influential	uticajan
interaction	međusobni uticaj, međusobno djelovanje
intergovernmental	međuvladin
largely	uglavnom, u velikoj mjeri
maintain	održati, zadržati
management	upravljanje, rukovođenje
mirror	odražavati
mortality	smrtnost, mortalitet
multipurpose	višenamjenski
objective	cilj, svrha
offender	prestupnik, zločinac
pervasive	sve-prožimajući
preserve	očuvati, sačuvati
principal	glavni, osnovni
principle	načelo, princip
private individual	pojedinaac
promote	unaprijediti, potspješiti, potaknuti, podsticati
provide	obezbjediti, omogućiti, pružiti
record	svjedočanstvo, zapis
reduce	smanjiti, umanjiti, sniziti, spustiti
reflect	iskazati, odražavati
regulation	propis, uredba
remain	ostati
round-the-clock	cjelodnevan, 24/7
security	bezbjednost
self-determination	samoopredjeljenje
settlement	naselje, naseobina

severely	znatno, veoma
shape	oblikovati, prilagoditi, stvoriti
significantly	značajno, znatno, u znatnoj mjeri
supremacy	nadmoć, prevlast
sustainability	održivost
transcend	prekoračiti, premašiti, prelaziti, nadmašiti
treatment	postupanje, postupak
treaty	ugovor
twin	dvojni, sličan, srodan
welfare	pitanja socijalne pomoći, dobrobit, blagostanje
wide array	širok spektar, velik broj

A. TRANSLATE THE FOLLOWING SENTENCES:

1. Od početka XXI vijeka, jedanaesti septembar je jedan od važnih tema UN konferencija.

2. UN su ostvarile mnoge ciljeve do sada.

3. UN su sponzorisale velik broj konferencija u poslednjih nekoliko godina.

4. Mnogo partnerstava je sklopljeno od osnivanja EU.

5. Da li je preporod nacionalizma već zaustavljen?

6. Sprečavanje kriminala jedan je od problema o kome se raspravljalo na skorašnjoj konferenciji.

7. Ovo je prvi put da mnogo toga zavisi od EU i njenih članica.

8. Milenijumski samit UN održan je u septembru 2000.

9. Tema skorašnjeg sastanka bila je uloga NVO u Crnoj Gori.

10. Ljudska naselja i razoružanje bitna su pitanja u posljednje vrijeme.

B. CORRECT THE MISTAKES IN THE FOLLOWING SENTENCES AND TRANSLATE THEM:

1. The economical growth no one hasn't anticipated caused political convulsions in the country.

2. Every historic period had a profound impact on the pace of changes throughout the world.

3. Global environmental deterioration was marked as a main cause of global warning.

4. We were swamped with hypotheticals ever since September 11th.

5. Those criterions united the member states of UN and altered the image of this organization.

6. The UN and their pervasive politics are based on respect of the principle of equal right.

7. Eradicating extreme poorty and reducing child mortals are two main millennium goals.

8. Criminal and nepotism have been recognized as two main problems that country faces with.

9. The UN are the best-known NGO and it's goals are preservating peace and maintaining security.

UNIT 3

- READING AND SPEAKING: The UN system and structure (I)
- VOCABULARY: Word formation, collocations, nationality words
- GRAMMAR: Present Perfect Simple and Continuous
- WRITING: Writing a CV

□ READING AND SPEAKING

Read the text below and find the following information:

- six principal organs of the UN
- the organ that can only make recommendations
- the organ that initiates actions
- the body consisting of representatives of all member states
- the body that undertakes investigation and mediation

ORGANIZATION OF THE UN: SYSTEM AND STRUCTURE (I)

The UN's limitations are perhaps rooted in the ways it is organized for its ambitious and wide-ranging purposes.

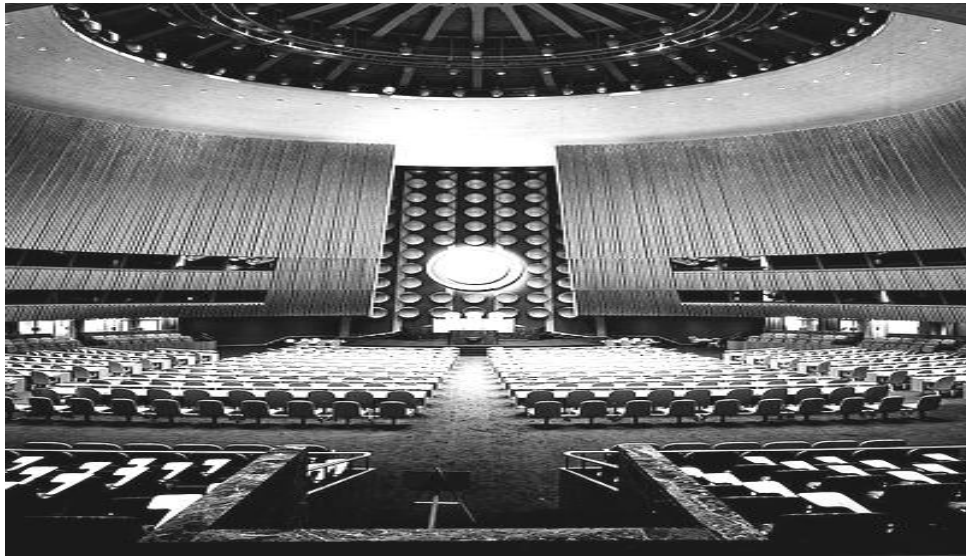
The Security Council is one of six principal organs established by the UN Charter; the others are the General Assembly, the Economic and Social Council, the Trusteeship Council, the Secretariat and the International Court of Justice.

In the General Assembly, the only organ that represents all member states, decision-making follows the principle of majority rule, with no state given a veto. Unlike the Security Council, which is empowered by the UN Charter to initiate actions including the use of force, the General Assembly can only make recommendations. The founders of the UN did not foresee that this limited mandate would later be expanded to allow the General Assembly to participate with the Security Council in managing security. The General Assembly has assumed wider responsibilities and is now the primary body for addressing security as well as social and economic problems. As Secretary-General Kofi Annan noted in Tokyo in May 1997, the original UN design is outdated: "It reflects the world of 1945 and not the economic and political realities of today", and this failure to adapt to changing times lies at the core of complaints that the UN is unprepared to control the threats facing humanity in the twenty-first century.

That inadequacy is not necessarily permanent, however. In response to the challenge of managing the world's many problems, the UN has adaptively evolved into an extraordinarily complex network of overlapping institutions, some of which (the UN Children's Fund or UNICEF or the United Nations University, for example) fulfill their mission in part through NGOs. The UN has also increasingly come to rely on the many NGOs that are not under its formal authority. In the process, the UN has become not one organization but a decentralized conglomerate of countless committees, bureaus, boards, commissions, centres, institutes, offices and agencies scattered around the globe.

If any of these various units in the UN's widespread family occupies a central role in the UN's overall structure, it is the **General Assembly**. It is composed of representatives of all member states, each of which has one vote. Functions and powers of the General Assembly include issues relating to the maintenance of international peace and security; promotion of international political cooperation; development and codification of international law; realization of human rights and fundamental freedoms

for all; international collaboration in economic, social, cultural, educational and health fields; peaceful settlement of any situation; consideration of reports from the Security Council and other United Nations organs; consideration and approval of the United Nations budget and apportionment of the contributions among members.



The Security Council has primary responsibility, under the Charter, for the maintenance of international peace and security. When a complaint concerning a threat to peace is brought before it, the Council's first action is usually to recommend to the parties to try to reach agreement by peaceful means. In some cases, the Council itself undertakes investigation and mediation. It may appoint special representatives or request the Secretary-General to do so or to use his good offices. It may set forth principles for a peaceful settlement.

When a dispute leads to fighting, the Council's first concern is to bring it to an end as soon as possible. On many occasions, the Council has issued cease-fire directives which have been instrumental in preventing wider hostilities. It also sends United Nations peace-keeping forces to help reduce tensions in troubled areas, keep opposing forces apart and create conditions of calm in which peaceful settlements may be sought. The Council may decide on enforcement measures, economic sanctions (such as trade embargoes) or collective military action.

(From C. W. Kegley Jr. and E. R. Wittkopf, *World Politics* and the official web site of the United Nations)

Points for discussion

1. What are the UN's limitations in your opinion?
2. Do you think that the General Assembly should have wider competences?
3. The Security Council consists of 5 permanent members and 10 elected by the General Assembly for two-year terms. Do you think that the list of permanent members should be extended? If so, which countries should become permanent members of the Security Council?
4. Do you agree with the statement that the UN is unprepared to control the threats facing humanity in the twenty-first century? If so, why?
5. Do the UN peace-keeping forces manage to secure peace and stability in the world? Give some examples.

□ **VOCABULARY**

Write the missing forms.

NOUN	VERB	ADJECTIVE
_____	limit	_____
_____	expand	_____
_____	represent	_____
_____	reduce	_____
_____	create	_____
action	_____	_____
recommendation	_____	_____
security	_____	_____
complaint	_____	_____
response	_____	_____
freedom	_____	_____
institution	_____	_____
collaboration	_____	_____
contribution	_____	_____
investigation	_____	_____
mediation	_____	_____
sanction	_____	_____
enforcement	_____	_____
approval	_____	_____

Fill the sentences below with an appropriate form of the word in brackets.

- The United Nations have _____ a series of peace meetings between the two sides. (mediation)
- Federal leaders continued their efforts to _____ a ceasefire. (security)
- They finally signed a new strategic arms _____ agreement. (reduce)
- Miners have _____ that the government did not fulfill their promises. (complaint)
- The chairman has given his _____ for an investigation into the case. (approve)
- This is a very _____ class with plenty of ideas. (response)
- The deaths occurred when the police _____ to stop widespread vandalism. (action)
- All the talk was about the _____ of nuclear weapon. (limit)
- They are set to _____ more prisoners than ever before. (freedom)
- The new head of state should be elected by 87 _____. (represent)

Fill the blanks with the appropriate word to make collocations

NOUN	NOUN
_____	making
_____	rule
_____	of force

ADJECTIVE	NOUN
troubled	_____
central	_____
peaceful	_____
peace-keeping	_____

VERB	NOUN
make	_____
assume	_____
fulfill	_____
create	_____
initiate	_____

Fill the gaps with the missing words

NAME	ADJECTIVE	PERSON
Holland		
Hungary		
Iceland		
Iran		
Iraq		
Ireland		
Israel		
Italy		
Jamaica		
Japan		
Kuwait		
Latvia		
Lebanon		
Lithuania		
Luxembourg		
Macedonia		
Malta		
Moldova		
Monaco		

Montenegro		
Morocco		
The Netherlands		
New Zealand		
Nigeria		
Norway		

□ **GRAMMAR REMINDER**

Present Perfect Continuous Tense

Present Perfect Continuous is used for an action which began in the past and is still continuing:

*I've been waiting for an hour and he still hasn't turned up.
I'm sorry I'm late. Have you been waiting long?*

Remember that a number of verbs are not normally used in the continuous form, but some of these can be used in this form in certain cases. We can therefore say:

*Tom has been seeing Mary for some time now.
I've been thinking it over.*

An action which began in the past and is still continuing can, with certain verbs, be expressed by either the present perfect simple or the present perfect continuous. Verbs which can be used in this way include *expect, learn, lie, live, rain, sleep, sit, snow, stand, stay, study, teach, wait, want, work etc.*

*How long have you learnt English?
How long have you been learning English?*

*He has slept for ten hours.
He has been sleeping for ten hours.*

*It has rained for a long time.
It has been raining for a long time.*

There is, however, a difference between a single action in the present perfect simple and an action in the present perfect continuous.

- (a) *I've polished the car.* (The job has been completed)
- (b) *I've been polishing the car.* (This is how I've spent the last hour.)

Put the verbs in brackets into either Present Perfect Simple or Present Perfect Continuous.

1. The committee _____ (try) to find an adequate solution for days, but they _____ (not do) it yet.
2. The two girls _____ (chat) for hours and hours, and still they _____ (not tell) one another all they wanted.
3. I _____ (write) the report on the given topic all morning, and yet I _____ (not write) even a half of it.
4. He _____ (not make) any progress although he _____ (work) in this firm for three months.
5. These two teams _____ (play) for 35 minutes already, but neither _____ (score) a goal.
6. The prices _____ (go up) since last year, what _____ (they do) to stop it?
7. This film _____ (run) for months already, but I _____ (not see) it yet.
8. I _____ (drive) this car for years and I _____ (not have) any trouble with it.
9. I _____ (think) it over for weeks and still I _____ (not reach) any firm decision.
10. He _____ (paint) Jim's portrait for quite a long time, but I believe he _____ (not finish) it yet.

□ **WRITING**

Curriculum Vitae (CV) or Resume

There are a number of ways of presenting information in a CV. Traditionally, the sequence was name, address, contact details, marital status, education, qualifications, work experience, referees and interests. However, it is now more common to begin with brief personal details, followed by a short profile or description of yourself (sometimes also called career summary). After that, the most important information is recent employment history and skills and qualifications. In the interests of completeness, you should account for all years since leaving schools, but if the information is irrelevant to the position you are applying for or is some years old, you should summarise it as briefly as possible.

These days, it is generally unnecessary to mention marital status, children, age, health or current salary unless specifically asked to do so, but this will vary according to the law and customs in different countries. Similarly, the order in which different events are present may vary. The relative importance of extracurricular activities and of references will also vary with national culture.

Much depends on the methods of recruitment. For example, there is a current trend in using recruitment consultants, who invite prospective employees to e-mail CVs direct or advertise themselves on the Internet. In some fields, CVs have recently changed radically by abandoning the traditional chronological development through education and experience, in favour of setting out personal skills acquired in order to entice prospective employers.

Here is a typical CV for an experienced commercial lawyer. Study it carefully, paying attention to how the information is presented.

Ronald Hamilton

Address 33 Ardley Street
Oxford OX4 9PT

Telephone 01865 774091

Mobile 07329 761459

E-mail ronald.hamilton@elt.com

Qualifications

1997 Diploma of Legal Practice, College of Law
1996 LLB, University of Bristol

Profile

- Four year's qualified commercial lawyer with wide experience in company commercial and IT law
- Experience of supervising and coordinating a team of lawyers
- Excellent communication and client skills
- Analytical, innovative, self-motivating, confident
- Fluent in German and Spanish
- Computer literate

Employment

2000 – present **Clifford and Boodle**

- Assistant lawyer, commercial department
- Caseload comprised company commercial and IT matters
- Worked on several large merger cases under the supervision of the partner in charge of the department
- Helped build up the IT law practice and was personally involved in supervising, coordinating and training a team of junior assistant lawyers

1998 – 2000 **Bradley, Jones & Peters**

- Trainee
- Undertook training contract, gaining experience in company commercial, commercial property, commercial litigation and criminal litigation departments. Co-authored article "Recent developments in IT law" published in the June 1999 edition of Legal News

Fiona Scott decided to apply for the job at Patagonia. Study her CV carefully to see how she has presented the information about herself. Where do you think each of the following headings should be placed?

References	Activities	Personal Details
Education	Skills	Professional Experience

1. _____

Fiona Scott
 52 Hanover Street
 Edinburgh EH2 5LM
 Scotland
 Phone: 0131 449 0237
 E-mail: fiona_scott@caledonia.net

2. _____

1991 - 1992 London Chamber of Commerce and Industry
 Diploma in Public Relations

1988 - 1991 University of London
 BA (Honours) in Journalism and Media Studies (Class II)

1981 - 1988 Broadfield School, Brighton
 A levels in German (A), English (B), History (B) and Geography (C)

3. _____

1991 - present Public Relations Officer, Schottish Nature Trust
 Responsible for researching and writing articles on all aspects of the Trust's activities and ensuring their distribution to the press
 Editor of the Trust's monthly journal
 In charge of relations with European environmental agencies

1992 - 1995 Press Officer, Highlands Tourist Board
 Preparation of promotional materials and brochures
 Co-ordination of media coverage

Summary of The Glasgow Tribune newspaper
 1990 and 1991 Two three-month training periods as assistant to the Sports Editor
 Arranging and conducting interviews
 Preparation of articles covering local community sports events

4. _____

IT Office 2000 and Widnows NT, Excel, Internet, Powerpoint

Languages Fluent German and proficient in French

Additional Driving license (car and motorcycle)

5. _____

Cross-country, skiing, rock climbing and swimming
 Ski Instructor (grade II)
 Secretary of the local branch of "Action", an association organising sports activities for disabled children

6. _____

Geoffrey Williams	Brenda Denholm
Professor of Journalims	Sports Editor
University of London	The Glasgow Tribune

Write your own CV.

UNIT THREE - ORGANIZATION OF THE UN: SYSTEM AND STRUCTURE

GLOSSARY

English	Translation equivalent(s)
action	djelovanje, djelatnost, djelo
adaptively	prilagodljivo
address	(poza)baviti se (čime), osloviti, oslovljavati
appoint	postaviti, odrediti
apportion	podijeliti, odmjeriti, (pod)jednako razdijeliti
assume	preuzeti, pretpostaviti
authority	ovlaštenje, odobrenje, uticaj, ugled, vlast
calm	mir, tišina, spokoj
complaint	prigovor, pritužba, žalba, tužba
concern	stvar (koja se koga tiče), posao, briga, bojazan
consideration	razmatranje, razmišljanje
contribution	prilog, (do)prinos
core	srž, jezgro
design	nacrt, crtež, slika, oblik
dispute	spor, prepirka, svađa
empower	ovlastiti, opunomoćiti
enforcement measures	prisilne mjere
evolve	razviti (se), evoluirati
expand	proširiti, širiti, povećati
failure	neuspjeh, neuspjio pokušaj, krah
fighting	sukob, borba
foresee	predvidjeti, naslutiti, predviđati
founder	osnivač, utemeljivač
fulfil	ispuniti, izvršiti
function	dužnost, obaveza, služba, djelatnost
good office	diplomatsko posredovanje, usluge, položaj
hostility	neprijateljstvo

inadequacy	nedoraslost, neprimjerenost
initiate	započeti, pokrenuti
instrumental	ključan, znalajan, vitalan
limitation	ograničenje, ograničavanje; granica
maintenance	održavanje
majority	većina
manage	upravljati, rukovoditi, nadgledati
necessarily	nužno, obavezno
occupy	zauzeti, zauzimati, ispunjavati
office	predstavništvo, ured, kancelarija, služba
original	prvobitni, izvorni
outdated	prevaziđen, zastario, staromodan
overall	sveobuhvatan, sveukupan, ukupan
overlap	preplitati (se), preklapati, ukrštati, sjeći
peace-keeping	mirovan, mirotvoran
power(s)	ovlaštenje, uticaj, moć
principal	prvi, glavni, najvažniji, najveći, vodeći
principle	načelo, princip, temelj
realization	ostvarivanje, izvršavanje, realizacija
recommendation	preporuka
reduce	smanjiti, sniziti
request	zahtjevati, zatražiti, zamoliti
responsive	pristupačan
root	korijen, izvor, porijeklo
scattered	raštrkan, rasijan
security	bezbjednost
set forth	navesti, razložiti, propisati
settlement	rješavanje, poravnanje, pogodba
tension	napetost, trvenje
troubled	pogođen, problematičan
undertake	sprovesti, obavezati se, latiti se (čega), poduzeti
unit	odjeljak, jedinica
wide-ranging	dalekosežan, širokog opsega
widespread	široko rasprostranjen

UNIT 4

- READING AND SPEAKING: The UN system and structure (II)
- VOCABULARY: Word formation, collocations, nationality words
- GRAMMAR: Past Continuous and Past Simple
- SPEAKING AND LISTENING: Interview for a job

□ READING AND SPEAKING:

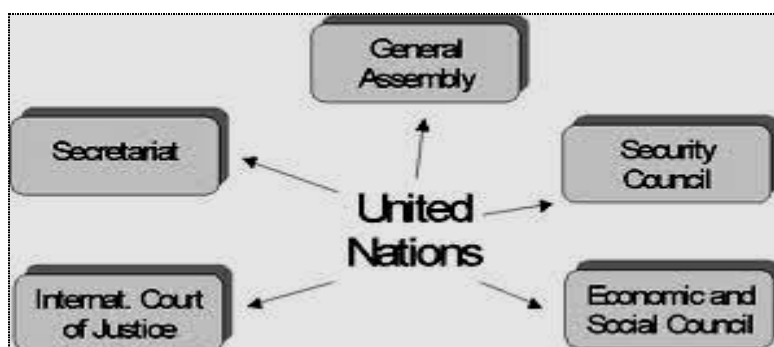
Read the text below and answer the following questions:

1. How many agencies and commissions are there within the Economic and Social Council of the UN?
2. What is the Economic and Social Council responsible for?
3. What is the key task of the Trusteeship Council?
4. How many members are there in the Trusteeship Council?
5. What are the roles of the International Court of Justice?
6. Who elects judges of the International Court of Justice?
7. What is the main function of the Secretariat?
8. What are the duties of the Secretariat?

ORGANIZATION OF THE UN: SYSTEM AND STRUCTURE (II)

The UN Charter established the **Economic and Social Council** as the principal organ to coordinate economic, social, and related work of the 14 UN specialized agencies, ten functional commissions and five regional commissions. The Council also receives reports from eleven UN funds and programmes. It is the central forum for discussing international economic and social issues and for formulating policy recommendations addressed to Member States and the United Nations system. It is responsible for promoting higher standards of living, full employment and economic and social progress; identifying solutions to international economic, social and health problems; facilitating international cultural and educational cooperation; and encouraging universal respect for human rights and fundamental freedoms. It has the power to make or initiate studies and reports on these issues. It also has the power to assist the preparations and organisation of major international conferences in the economic and social and related fields and to facilitate a coordinated follow-up to these conferences.

ECOSOC has taken a lead role in key policy areas in recent years. Its 1999 high-level segment issued a "Manifesto on Poverty", which in many respects anticipated the formulation of the Millennium Development Goals that were approved at the UN Millennium Summit in New York.



Trusteeship Council is one of the main organs of the United Nations and assigned to it the task of supervising the administration of Trust Territories placed under the Trusteeship System. Major goals of the System were to promote the advancement of the inhabitants of Trust Territories and their progressive development towards self-government or independence. The Trusteeship Council is made up of the five permanent members of the Security Council - China, France, Russian Federation, United Kingdom and United States.

The aims of the Trusteeship System have been fulfilled to such an extent that all Trust Territories have attained self-government or independence, either as separate states or by joining neighbouring independent countries.

Under the Charter, the Trusteeship Council is authorized to examine and discuss reports from the Administering Authority on the political, economic, social and educational advancement of the peoples of Trust Territories and, in consultation with the Administering Authority, to examine petitions from and undertake periodic and other special missions to Trust Territories.

The International Court of Justice is the principal judicial organ of the United Nations. The Court has a dual role: to settle in accordance with international law the legal disputes submitted to it by states, and to give advisory opinions on legal questions referred to it by duly authorized international organs and agencies.

The Court is composed of 15 judges elected to nine-year terms of office by the United Nations General Assembly and Security Council sitting independently of each other. The judges must possess the qualifications required in their respective countries for appointment to the highest judicial offices, or be jurists of recognized competence in international law. The composition of the Court has also to reflect the main forms of civilization and the principal legal systems of the world.

The Court decides in accordance with international treaties and conventions in force, international custom, general principles of law and, as subsidiary means, judicial decisions and the teachings of the most highly qualified publicists.

The advisory procedure of the Court is open solely to international organizations. The only bodies at present authorized to request advisory opinions of the Court are five organs of the United Nations and 16 specialized agencies of the United Nations family.

The Secretariat -- an international staff working in duty stations around the world - carries out the diverse day-to-day work of the Organization. It services the other principal organs of the United Nations and administers the programmes and policies laid down by them. At its head is the Secretary General who is appointed by the General Assembly on the recommendation of the Security Council for a five-year, renewable term.

The duties carried out by the Secretariat are as varied as the problems dealt with by the United Nations. These range from administering peacekeeping operations to mediating international disputes, from surveying economic and social trends and problems to preparing studies on human rights and sustainable development. Secretariat staff also inform the world's communications media about the work of the United Nations; organize international conferences on issues of worldwide concern and interpret speeches and translate documents into the Organization's official languages.

In the twenty-first century, the UN is likely to continue to play an active role in the areas both of social and economic enhancement and of peace and security. However, the prospects for future UN peacekeeping are uncertain, and the capacity for the globe's most powerful IGO to engineer progress in the social and economic realm is also likely to be severely tested.

(From the official web site of the United Nations and C. W. Kegley Jr. and E. R. Wittkopf, *World Politics*)

□ **VOCABULARY**

Write the missing forms.

NOUN	VERB	ADJECTIVE
_____	formulate	_____
_____	facilitate	_____
_____	initiate	_____
_____	report	_____
_____	assist	_____
_____	supervise	_____
_____	submit	_____
_____	possess	_____
_____	appoint	_____
_____	interpret	_____
_____	translate	_____
_____	continue	_____
_____	service	_____
employment	_____	_____
solution	_____	_____
function	_____	_____
administration	_____	_____
advancement	_____	_____
inhabitant	_____	_____
authority	_____	_____
qualification	_____	_____
composition	_____	_____
dispute	_____	_____
speech	_____	_____
_____	_____	separate
_____	_____	advisory
_____	_____	varied

Fill each gap with one of the forms from above:

1. Their domestic reform did nothing to _____ the problem of unemployment.
2. That is a land mainly _____ by nomads.
3. The _____ of the first session at the conference is Mr. Brown.
4. He was almost _____ when he heard the bad news.
5. They _____ their reports to the Chancellor yesterday.
6. He announced the _____ of a rural development programme.
7. It would certainly be within his power to _____ a police raid like that.
8. This text _____ from the earlier versions.
9. It's the coalition forces who are to blame for the _____ of the war.
10. The plan calls for a ceasefire and the UN _____ of the country.

Make your own sentences using the following collocations:

- specialized agencies
- policy recommendations
- key policy areas
- progressive development
- discuss reports
- undertake missions
- term of office
- sustainable development
- play an active role
- engineer progress

Fill the gaps with the missing words

NAME	ADJECTIVE	PERSON
Pakistan		
Palestine		
Peru		
Poland		
Portugal		
Russia		
Scotland		
Serbia		
Slovakia		
Slovenia		
Spain		
Sudan		
Sweden		
Switzerland		
Thailand		
Tibet		
Tunisia		
Turkey		
The UK		
The USA		
Vietnam		
Wales		

□ **GRAMMAR REVIEW**

Past Simple and Past Continuous

The Past Continuous is chiefly used for past actions which continued for some time. However, there are some varieties in its use.

A. When it is used without a time expression it can indicate gradual development:

It was getting darker.

The wind was rising.

B. It is used for an action going on at a specific time in the past:

At eight he was having breakfast.

C. It is also used for an action that was going on when another action happened:

When I arrived, Tom was talking on the phone.

Compare this combination with a combination of two simple past tenses, which normally indicates successive actions:

When he saw me he put the receiver down.

D. Past continuous is also used in descriptions. Note the combination of description (past continuous) with narrative (simple past):

A wood fire was burning on the hearth, and a cat was sleeping in front of it. A girl was playing the piano and was singing softly to herself. Suddenly, there was a knock on the door. The girl stopped playing. The cat woke up.

E. Past continuous is used for two parallel actions going on in the past. Sometimes, the adverb *while* is used:

While I was reading, she was watching the news.

F. Note that continuous tenses are used only for apparently continuous uninterrupted actions. If we divide the action up or say how many times it happened, we must use the simple past:

I talked to Tom several times.

The forms in italics are in past continuous and past simple tenses. Underline the correct forms.

1. She *worked/was working* quietly at her desk when suddenly the door *opened/was opening* and her daughter *rushed/was rushing* in.
2. He *stood up/was standing up*, *walked/was walking* across the room, and *closed/was closing* the window.
3. A strange man *walked/was walking* into the room. He *wore/was wearing* red trousers and a pink shirt.
4. *Didn't you meet/Weren't you meeting* your wife while you *worked/were working* in Chile?
5. I *saw/was seeing* you in the park yesterday. You *sat/were sitting* on a bench with your arm round Tom.
6. As soon as I *walked/was walking* into the room, he *handed/was handing* me the letter.
7. His father was really angry with him because he *listened/was listening* to music while he *did/was doing* his homework.
8. Why *didn't they visit/weren't they visiting* me while they *stayed/were staying* in London?
9. As he *passed/was passing* the bank, a man in a mask *knocked/was knocking* him onto the ground.
10. What *did you write/were you writing* when your computer *crashed/was crashing*?

□ **LISTENING AND SPEAKING**

Interview for a job

If you are invited to an interview, remember the following:

- Make sure you know in advance where the venue for the interview is and how you are going to get there. Leave yourself plenty of time – arriving late will create a very bad impression.
- Look the part. When applying for most legal jobs, you will be expected to be smartly but conservatively dressed.
- Do your research: find out as much about the firm or organisation to which you have applied and the position you are seeking as possible.

- Review your application. Be prepared for things you have mentioned in your application to be brought up and questioned by the interviewer. Therefore, do not mention anything in your application unless it can be supported by solid evidence.
- Be prepared for difficult questions. Always answer all questions frankly and fully. Try to discern the underlying objective of the interviewer in asking certain questions. The following questions are interview favourites:

- Where do you see yourself in five years' time?

The interviewer is testing your ambition, sense of purpose and career planning.

- Why do you want to work for us?

The interviewer is checking for motivation and your understanding of the position on offer.

- Tell me about yourself.

The interviewer is checking mainly for confident self-presentation and for your ability to present relevant information succinctly.

- Why do you want to leave your current job?

The interviewer is looking for positive motivation. Never say that you want to leave in order to obtain a better-paid position or that your job is boring (even if either of those are true) and avoid direct criticism of your present or past employers or colleagues.

- If you do not get the job after being interviewed, do not be scared to telephone the firm to which you applied to ask the reason for this. If there is something in your style of presentation that you can correct, it is worth learning about it. Most reasonable firms are prepared to discuss over the telephone with candidates the reason why they were rejected.

You will hear David Smyth, the Personnel Manager of a major European insurance company, answering questions about the way he interviews and selects candidates.

1. In the first extract he talks about the four points listed below. Listen and number them in the order in which he mentions them.

- a. the mistakes a candidate can make in an interview
- b. the qualities a candidate must have

c. his advice to interviewees

d. the kinds of things a candidate is expected to know

Listen again and make notes on each point.

2. In the second extract, David Smyth talks about the stages of an interview. Listen to what he says and complete the following chart.

1. Interviewer is informed that the candidate has arrived

2.

3. Candidate is asked what he or she knows about the job and the company.

4.

5. Interviewer gives candidate his views on the job and the company.

6.

7.

3. Look at the questions that David Smythe uses during an interview. In which section of the interview would each question appear?

- a. Have you ever been in a situation in which you lost your temper? ___
- b. What sorts of projects did you work on during your time with them? ___
- c. What do you know about our recent acquisitions in Latin America? ___
- d. Did you have any trouble finding our building? ___
- e. How do you deal with difficult people? ___
- f. Which of the options you took at university was the most interesting? ___
- g. How ambitious are you? ___
- h. Are there any questions that you'd like to ask me? ___

4. You will hear five extracts from a job interview. Decide which of the questions below are answered in each extract. Be careful – three of the questions are not answered.

- Extract 1: ___
- Extract 2: ___
- Extract 3: ___
- Extract 4: ___
- Extract 5: ___

- a. What is your current job?
- b. What are your long-term career goals?
- c. What part of the job do you least enjoy?
- d. What are the most important rewards you expect from your career?
- e. Why do you think you would be good at this job?
- f. What would you say has been your greatest achievement so far?
- g. What have you done that shows initiative?
- h. What do you think of working as part of a group?

5a - The Ministry of Foreign Affairs is conducting interviews for new trainees. Split into pairs and use the CVs you wrote in the previous unit. Chose a role (an interviewer and a candidate). The interviewer should prepare questions for the interview using his/her partner's CV, while the candidate should try to predict what questions he/she can be asked. When you are ready, start the interview. Then change the roles.

5b - After the interview, discuss how you felt in both roles, the types of questions asked and possible questions you missed to ask.

UNIT THREE - ORGANIZATION OF THE UN: SYSTEM AND STRUCTURE (II)

GLOSSARY

English	Translation equivalent(s)
address	uputiti, osloviti, pozabaviti se (čime)
administer	nadgledati, upravljati, rukovoditi
Administering Authority	Upravna vlast
administration	upravljanje, nadgledanje, rukovođenje
advancement	napredak, unapređenje
advisory	savjetodavan, koji ima pravo da daje savjet/ mišljenje
appointment	postavljenje, imenovanje
assign	dodijeliti, odrediti
attain	ostvariti, postići, dostići
authorised	ovlašten
capacity	spособnost, svojstvo, nadležnost, ovlaštenje
carry out	obavljati, obaviti, sprovoditi, izvršiti
competence	stručnost, sposobnost, mjerodavnost, nadležnost
concern	interes, značaj, stvar (koja se koga tiče)
cooperation	saradnja, saradivanje, sudjelovanje
coordinate	uskладiti, izjednačiti, koordinirati
custom	praksa, običaj, navika
discuss	razmotriti, raspravljati
diverse	raznovrstan, raznolik, različit
duly	pravno, legalno, propisno, valjano
duty station	postaja, baza
employment	zaposlenost
encourage	podsticati, unaprijediti, potpomagati
engineer	upravljati, graditi
enhancement	unapređivanje, potspješivanje
examine	razmatrati, razmotriti, istražiti, pregledati
facilitate	potspješiti, pomoći, olakšati, omogućiti

follow-up	nastavak aktivnosti (nakon čega)
high level segment	visoki predstavnik
identify	prepoznati, naći, pronaći
in force	na snazi
inhabitant	stanovnik, žitelj
initiate	pokrenuti, započeti
issue	izdati, objaviti
jurist	pravnik
lay down	propisati, postaviti, odrediti
make up	sačiniti, sastojati se
office	položaj, funkcija
progress	napredak, napredovanje
prospect	budućnost, perspektiva, izgled
range	varirati, kretati se (od...do)
realm	ravan, područje
refer	uputiti, pripisati, odnositi se
related	srodan, povezan
report	izvještaj
required	zahtjevan, potreban
self-government	samouprava
service	pružati usluge, opskrbiti, održavati, servisirati
sit	zasjedati, održati sjednicu
solely	isključivo, samo, jedino
staff	kadar, osoblje
subsidiary	sporedan, pomoćni, dopunski
supervise	nadgledati, nadzirati
survey	pratiti, procijeniti, anketirati, nadgledati, nadzirati
sustainable	održiv
term of office	mandat, vrijeme službovanja
Trust Territories	nesamoupravne teritorije, povjereničke teritorije/područja, teritorije pod pokroviteljstvom, starateljska područja
Trusteeship Council	Savjet povjerenika, Povjerenički savjet, Starateljski savjet
Trusteeship System	Povjerenički sistem, međunarodni sistem starateljstva
undertake	sprovesti, vršiti, poduzimati

UNIT 5

- READING AND SPEAKING: International economic organisations
- VOCABULARY: Matching, word formation, collocations
- GRAMMAR: Past Perfect Simple and Continuous
- WRITING: Forms of address

□ READING AND SPEAKING

Read the text and find which of the three organizations described in the text the following statements refer to:

1. The president of this organisation is a person who can vote only if there is an equal number of votes and the decision cannot be reached.
2. Its role is to resolve disputes arising from trade partnerships.
3. This organization acts like a judicial institution in resolving conflicts among its members.
4. This organization enables easier trade relations and gives the resources it has at its disposal.
5. When lending money, this organization protects the interests of its clients.

INTERNATIONAL ECONOMIC ORGANISATIONS

Beyond the UN, literally hundreds of other IGOs are active internationally. Here, we look briefly at three of the most prominent of these other IGOs, all of which are specialized in their focus on the international political economy: the World Trade Organization, the World Bank and the International Monetary Fund.

The World Trade Organization (WTO) is a full-fledged intergovernmental organization with a formal decision-making structure at the ministerial level. Organized as a fair-trade policeman, WTO is mandated to manage disputes arising from its trading partners. Functioning equally in overseeing trade in manufactures and agricultural commodities, the WTO was given authority for enforcing rules, which gives it the character of a court, and since 1995 the rules of the WTO authorize third parties to adjudicate conflicts among the WTO's more than 145 members.



"Ensuring trade flows as smoothly, predictably and as freely as possible" is the WTO's declared central purpose. However, the World Trade Organization has consistently sought to expand this agenda and to lower trade barriers and thereby raise living standards through new initiatives. The WTO hopes to move well beyond the goals of reducing tariffs in agriculture, services and traditional sectors to such areas as intellectual property rights. The present goal of the WTO is to transcend the existing matrix of free-trade agreements between pairs of countries and within particular regions

or free-trade blocks and replace them with an integrated and comprehensive worldwide system of liberal or free trade.

Like most IGOs, the WTO is an organization dominated by the great powers.

The World Bank (WB) is an IGO run according to its Articles of Agreement, which proclaims that “all the powers of the Bank shall be vested in the Board of Governors, consisting of a governor and an alternate appointed by each member in such manners as it may determine”. The Board of Governors delegate responsibility for the routine operations of the bank to its twenty-four directors of its executive board.

The Bank’s president is also selected by the executive directors and is the chairman of the executive board, but cannot vote unless it is needed to break a tie vote. The president acts as a CEO in charge of the Bank’s operating staff and is responsible, with the approval of the executive director, for the organization, appointment and dismissal of the Bank’s administrative staff.

The World Bank’s organization consists not only of the president, but also three managing directors, a General Counsel and senior vice president for Management and Personnel Services and fourteen vice presidents.

The World Bank operates on the ideological principles governing contemporary international finance and its loan criteria are aimed at protecting its creditors’ interests. Like all banks, it must lend funds that promise to make a return for its creditor investor countries in order to ensure their continuing support. Still, despite its increased pace of activity, the World Bank has never been able to meet all the needs for financial assistance of the developing states. The deficiencies of the World Bank, however, have been partly offset by the establishment of another lending IGO, the International Monetary Fund.

The International Monetary Fund (IMF) is now one of the sixteen specialized agencies within the UN system. The primary purpose of the IMF is stabilizing international monetary exchange rates. This powerful financial IGO derives its operation funds from its member states. Contributions (and thus voting strength) are based on a country’s national income, monetary reserves and trade balance.



In addition to stabilizing exchange rates in order to facilitate international trade, the chief aims of the IMF, as set forth in its Articles of Agreement, include: promoting international monetary cooperation, facilitating the expansion of international trade, promoting exchange stability, establishing a multilateral system of payments, fostering member’s confidence in the IMF, allocating the resources available, shortening the duration of and reducing the degree of disequilibrium in members’ balances of payments.

Like the other major IGOs created by the great powers, the IMF is resented by the less powerful, who find that the IMF’s beneficial intentions are betrayed by the domination and inequalities its programs have caused for the least-developed countries most in need.

(Adapted from C. W. Kegley Jr. and E. R. Wittkopf, *World Politics*)

Answer the following questions

1. What is the mandate and the purpose of the World Trade Organization?
2. What is the present goal of the World Trade Organization?
3. Describe the management structure of the World Bank.
4. What is the main principle of the World Bank regarding lending funds?
5. Where does the International Monetary fund derive funds from?
6. What are some of the aims of the International Monetary Fund?
7. Who, in your opinion, are these organizations dominated by and what are the reasons for such a situation?
8. Do you know of any other IGO dealing actively in the field of international political economy?

□ **VOCABULARY**

Match the words below with their synonyms or explanations

- | | |
|--------------------|---|
| 1. prominent | ___ a. to make people obey a rule of law |
| 2. full-fledged | ___ b. a tax on goods coming into a country or going out of a country |
| 3. commodity | ___ c. completely developed, trained or established |
| 4. enforce | ___ d. to give someone the official right to do or own something |
| 5. adjudicate | ___ e. to make it easier for a process or activity to happen |
| 6. tariff | ___ f. important; something that is large and sticks out |
| 7. vested | ___ g. to help a skill, feeling, idea etc. develop over a period of time |
| 8. alternate | ___ h. a product that is bought and sold |
| 9. loan | ___ i. with the result that something else happens |
| 10. return | ___ j. to officially decide who is right in a disagreement and decide what should be done |
| 11. facilitate | ___ k. to say publicly or officially that something important is true or exists |
| 12. foster | ___ l. an amount of money that you borrow from a bank |
| 13. disequilibrium | ___ m. to go beyond the usual limits of something |
| 14. proclaim | ___ n. replacement |
| 15. thereby | ___ o. the amount of profit that you get from something |
| 16. transcend | ___ p. a lack of balance in something |

Put the proper preposition after each of the following verbs

- | | | | |
|-------------------|-------|------------------|-------|
| • go | _____ | • consist | _____ |
| • arise | _____ | • be aimed | _____ |
| • replace | _____ | • be vested | _____ |
| • be dominated | _____ | • be in charge | _____ |
| • be based | _____ | • be specialized | _____ |
| • have confidence | _____ | • be responsible | _____ |
| • be resented | _____ | • derive | _____ |

Write the missing forms

NOUN	VERB	ADJECTIVE
trade	_____	_____
loan	_____	_____
_____	manufacture	_____
_____	_____	beneficial
creditor	_____	_____
investor	_____	_____
_____	_____	financial
fund	_____	_____
payment	_____	_____
_____	allocate	_____
economy	_____	_____

Fill the blanks with the appropriate words that collocate

There are many IGOs that focus on international political economy. One of them is the World Trade Organization (WTO) whose decision-making _____ is at the ministerial level. WTO practically functions as a court as it is given authority to enforce _____ in the field of trade in manufactures and agricultural commodities.

WTO goals are to _____ trade barriers and _____ living standards, _____ tariffs, deal with intellectual _____ rights and transcend the existing patterns of free-trade _____.

All the power in the World Bank (WB), another important IGO in the field of political economy, is vested in the Board of Governors that delegate _____ for the bank's operations to its _____ board. The bank's president is selected by the executive _____, but he cannot vote except in situations when it is necessary to _____ a tie vote.

The loan _____ of the WB are aimed at protecting its _____ interests. The WB tries to ensure a _____ support of its creditor investor countries, but it cannot meet all the needs of the developing countries for financial _____.

The International monetary Fund (IMF) has as its primary purpose to stabilize international monetary _____ rates. It is funded by its members states on the basis of their respective national incomes, monetary _____ and trade _____. Some of the IMF activities include _____ of the available funds and reducing the degree of disequilibrium in members' _____ of payments.

Past Perfect Simple and Continuous

1. **Past perfect** is the past equivalent of the present perfect.

Present: *Ann has just left. If you hurry you'll catch her.*

Past: *When I arrived Ann had just left.*

The present perfect can be used with since/for etc. for an action which began in the past and is still continuing or has only just finished. The past perfect can be used similarly for an action which began before the time of speaking in the past and

(a) was still continuing at that time, or

(b) stopped at that time or just before it.

But notice that the past perfect can also be used

(c) for an action which stopped some time before the time of speaking.

Examples of types (a), (b) and (c):

(a) *Tim was in uniform when I met him. He had been a soldier for ten years and planned to stay in the army till he was thirty.*

(b) *Peter, who had waited for an hour, was very angry with his sister when she eventually turned up.*

(c) *He had served in the army for ten years: then he retired and married.*

The past perfect is also the past equivalent of the simple past tense and is used when the narrator or subject looks back on earlier action from a certain point in the past:

He met her in Paris in 1977. He had last seen her ten years before. Her hair had been grey then; now it was white. Or

He met her in 1967 and again ten years later. Her hair, which had been grey at their first meeting, was now white.

But if we merely give the events in the order in which they occurred, no past tense is necessary:

He met her first in 1967 when her hair was grey. He met her again in 1977. Her hair was now white.

2. **The past perfect continuous** bears the same relation to the past perfect as the perfect continuous bears to the present perfect.

When the action began before the time of speaking in the past and continued up to that time, or stopped just before it, we can often use either form:

It was now six and he was tired because he had worked since dawn.

It was now six and he was tired because he had been working since dawn.

A repeated action in the past perfect can sometimes be expressed as a continuous action by the past perfect continuous:

*He had tried five times to get her on the phone.
Ha had been trying to get her on the phone.*

But, there is a difference between a single action in the past perfect simple and an action in the past perfect continuous:

By six o'clock he had repaired the engine. (This job has been completed).
He had been repairing the engine tells us how he had spent the previous hour/half hour etc. It does not tell us whether or not the job was completed.

Another difference is that an action in the past perfect continuous continues up to, or beyond, the time of speaking in the past. An action in the past perfect may occur shortly before the time of speaking, but there could be quite a long interval between them:

He had been painting the door. (The paint was probably still wet)
He had painted the door. (Perhaps recently, perhaps some time ago)

Put the verbs in brackets into the Past Perfect Simple or Past Perfect Continuous

1. The hotel that Peter _____ (recommend) was small but pretty.
2. I was very tired; I _____ (walk) for six hours without resting.
3. He was busier than he _____ (ever be) in his life.
4. John knew that they _____ (wait) for him since two o'clock.
5. He hoped no one knew what _____ (happen) to him.
6. We _____ (walk) for hours before we saw anybody.
7. When I arrived at the theatre the play _____ (already begin).
8. I thought of the girl I _____ (meet) the day before.
9. His father was sure that he _____ (give) the right advice.
10. When I _____ (lock) the door I went to bed.
11. When I entered she got up from the chair on which she _____ (sit) for two hours.
12. I _____ (write) for hours when I remembered that I had an appointment at the dentist's.
13. When I called at his house he _____ (already go).
14. After she _____ (do) her homework the girl went skating.
15. When I came in, I noticed that somebody _____ (leave) a parcel in the hall.
16. Before he _____ (read) even half of the book, he insisted he didn't like it.
17. When I reached the station, the train _____ (leave) already.
18. When they returned they told us what they _____ (see) in London.
19. What _____ (you do) before you came here?
20. He _____ (spend) some years in that place, so he could give us all the necessary information.

UNIT FIVE - INTERNATIONAL ECONOMIC ORGANISATIONS

GLOSSARY

English	Translation equivalent(s)
adjudicate	presuditi, dosuditi, izricati presudu
agenda	program, djelokrug rada, dnevni red
aimed at	usmjeren na, koji ima za cilj
allocate	dodijeliti, namjeniti, predvidjeti
alternate	zamjenik, zamjena
appointment	postavljanje, imenovanje
approval	odobrenje, saglasnost
arise from	nastati, poticati, proizilaziti
balance of payment	bilans plaćanja
beneficial	koristan, dobrotvoran, blagotvoran
betray	iznevjeriti, izdati
CEO	generalni director, predsjednik
chairman	predsjedavajući
commodity	roba, proizvod, artikl
comprehensive	opsežan, sveobuhvatan
consistently	dosljedno
contemporary	savremen, moderan
continuing	stalan, trajan, nesmetan
deficiency	nedostatak, mana, pogreška
degree	stepen, nivo
delegate	povjeriti, prenijeti, ustupiti, ovlastiti
derive	crpiti, poticati, dobiti
determine	odrediti, definisati, ustanoviti
disequilibrium	neravnoteža, neuravnoteženost
dismissal	otpuštanje, otpust
enforce	sprovoditi, primjenjivati, nametnuti
ensure	obezbjediti, osigurati
exchange rate	devizni kurs

executive	izvršni
expansion	povećanje, širenje, razvoj
focus	središte, pažnja, focus
foster	unaprijediti, podsticati, potspješiti, bodriti
full-fledged	punopravan, autonoman, nezavistan
funds	finansijska sredstva
in charge	voditi, upravljati, biti zadužen za, na čelu
income	dohodak, prihod
inequality	nejednakost, neujednačenost, nesrazmjernost
integrated	ujedinjen, potpun
intellectual property rights	prava intelektualne svojine
lending	zajmodavan, koji pozajmljuje, zajam
loan	kredit, zajam, pozajmica
managing director	upravni direktor
manufacture	industrijski proizvod, izrada, proizvodnja
matrix	osnova, matrica
need	zahtjev, potreba
offset	prevazići, ublažiti, nadomjestiti, premostiti
operate	funkcionisati, djelovati
operating staff	tehnički kadar, tehničko osoblje
operation	funkcionisanje, aktivnost
oversee	nadgledati, nadzirati
personnel	kadar, osoblje
proclaim	proglasiti, (javno, službeno) objaviti, obznaniti
prominent	istaknut, važan
raise	povećati, poboljšati, uzdići
resent	zamjeriti, prezirati
return	dobit, profit, korist
routine	ustaljen, rutinski, stalan
run	postupati, upravljati, voditi, rukovoditi
senior	viši, stariji
set forth	propisati, navesti
tariffs	carinske stope
trade balance	trgovinski bilans
vest	povjeriti, dati, dodijeliti, ovlastiti

ENGLISH FOR POLITICAL SCIENCE III – Midterm Test I (mock test)

Student		Index no.	
Department		Points	25/

I Read the following text and do the exercises below.

Distinguishing meaningful transformation from temporary changes is difficult. The moment of transformation from one system to another is not immediately obvious. Still, certain times are especially likely candidates. Major turning points in world politics usually have occurred at the ends of major wars, which typically disrupt or destroy preexisting international arrangements. In the twentieth century, World Wars I and II and the end of the Cold War stimulated fundamental breaks with the past and set in motion major transformations, providing countries with incentives to rethink seriously the premises underlying their interests, purposes and priorities. Similarly, many concluded that the terrorist attacks on September 11, 2001 produced a fundamental transformation in world affairs. Indeed, many felt that 9/11 changed everything, perhaps forever: in US President George W. Bush’s words “Night fell on a different world”, adding later “This is our life now... This battle’s just begun.”

Say whether the following statements are true (T) or false (F).

1. It is difficult to notice changes from one system to another.
2. The biggest changes happen after big wars.

Find the words in the text that mean the following:

3. disturb or drastically alter
4. recognize, show or treat as different
5. lasting for a limited period of time

5

Fill in the missing forms of the given words:

NOUN	VERB	ADJECTIVE
	destroy	
priority		
	conclude	
		different
	change	

5

II Make sentences using the following expressions:

1. ethnic conflict

.....
.....
.....

2. common end

.....
.....
.....

6	
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III Translate the following sentences into English:

1. Zemlje u svijetu se približavaju kroz komunikaciju, ideje i trgovinu, s obzirom da je integracija nacionalnih ekonomija stvorila globalno tržište.

.....
.....
.....

2. Kako možemo odrediti kada postojeći obrazac odnosa prepušta mjesto potpuno novom međunarodnom sistemu?

.....
.....
.....

3. Jedan od osam milenijumskih ciljeva usvojenih 2001. godine jeste promovisanje jednakosti polova i osnaživanje žena.

.....
.....
.....

9	
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ENGLISH FOR POLITICAL SCIENCE III - Midterm test II (mock test)

Student		Index no.	
Department		Points	30/

A. Put the verbs in brackets into appropriate tense.

6

- I (not talk) to him for ages. I (meet) him when we had the conference two months ago.
- I can't believe she's late. I(wait) her for more than half an hour.
- Where (go) on holidays last year? We (go) to Paris.

B. Each blank in the text should be filled with the correct answer (a, b, c or d) given below. Put your answers in the grid.

5

In interpreting the spectacular (1) of IGOs keep in mind that identifying these (2) actors is not easy. In principle, IGOs are defined not only by the fact that their members are the governments of states, but by their permanence and (3) organization; IGOs meet at relatively regular intervals and have specified procedures for (4)decisions and a permanent secretariat or headquarters staff. If these definitional criteria were relaxed, an additional 4,907 international bodies would qualify for (5) as IGO, as would more than 47,098 other nongovernmental associations. The variety (6) the organizations in each subcategory is great. NATO, for example, is primarily a military alliance, while others promote both (7) and development and democratic reforms. NGOs (8) widely. Due to their number and (9), they are even more difficult than IGOs to classify. 75 percent of them are (10) oriented.

- | | | | | |
|-----|----------------|------------------|------------------|----------------------|
| 1. | a. grow | b. grewing | c. growth | d. grewth |
| 2. | a. nonstate | b. unstate | c. offstate | d. destate |
| 3. | a. institution | b. institutioned | c. institutional | d. institutionalized |
| 4. | a. make | b. making | c. made | d. have made |
| 5. | a. include | b. inclusion | c. including | d. inclisation |
| 6. | a. between | b. with | c. of | d. among |
| 7. | a. economic | b. economy | c. economical | d. economist |
| 8. | a. difference | b. differ | c. different | d. differentiate |
| 9. | a. variation | b. numerous | c. diversity | d. greatness |
| 10. | a. region | b. regional | c. regionalized | d. regionally |

1.	2.	3.	4.	5.	6.	7.	8.	9.	10

C. Fill in the missing forms.

5

COUNTRY	ADJECTIVE	PERSON
Ireland		
Montenegro		
Nigeria		
Russia		
Serbia		

F. Translate the following sentences into English:

9	
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1. Neka od ograničenja UN predstavljaju i načini na koji su organizovane, što je rezultat njihovih ambicioznih i dalekosežnih ciljeva.

.....

.....

.....

.....

.....

2. Tri najistaknutije međuvladine organizacije u svijetu koje se bave ekonomskim pitanjima su Svjetska trgovinska organizacija, Svjetska banka i Međunarodni monetarni fond.

.....

.....

.....

.....

.....

3. Sekretarijat UN obavlja različite dužnosti kao što su upravljanje mirovnim operacijama, praćenje ekonomskih i socijalnih trendova i priprema studija o održivom razvoju.

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MIDTERM EXAM PREPARATION

ENGLISH SYNTAX REVISITED

A. DISCUSS THE FOLLOWING SENTENCES FOCUSING ON SYNTAX AND GRAMMAR ANALYSIS AND CORRECT THEM (IF NECESSARY).

1. U posljednje vrijeme sve je više konflikata u pojasu Gaze.

In the last time more and more conflicts occur in the Gaza Strip.

In the last time there are more and more conflicts in the Gaza Strip.

.....

2. Na konferencijama koje UN često organizuju u posljednjih nekoliko godina raspravlja se o mnogim pitanjima.

On the conferences wich UN organize frequently in last few years it is discussed about many questions.

At the conferences that UN have organized frequently in last few years many questions are discussed.

.....

3. Od 1990 do danas mnogo toga je urađeno na polju međunarodne saradnje.

From 1990 till today a lot was done in the field/area of international cooperation.

.....

4. Od osnivanja UN, od ove organizacije i njenih organa se očekuje da spriječe sukobe u svijetu.

From their birth, the UN and their organs are expected to prevent conflicts in the world.

.....

5. Mnoge organizacije kao što su UN i Evropska Unija čine sve da održe mir u svijetu.

Many organizations like UN and EU are doing everything to keep the peace in the world.

.....

6. O diskutabilnim pitanjima kakvo je unaprjeđenje poštovanja prava čovjeka u Crnoj Gori nevladine organizacije raspravljaju godinama, ali zajednički stav prema tom važnom pitanju još uvijek nije definisan.

.....

.....

.....

FINAL EXAM PREPARATION

A. TRANSLATE THE FOLLOWING SENTENCES INTO ENGLISH:

1. Ciljevi Ujedinjenih nacija su postizanje međunarodne saradnje, rješavanje međunarodnih problema ekonomske, socijalne ili humanitarne prirode i unapređivanje i podsticanje poštovanja prava čovjeka i osnovnih sloboda za sve.

.....
.....
.....
.....

2. Ujedinjene nacije su odlučne da stvore uslove neophodne za održavanje pravde i poštovanje obaveza ustanovljenih međunarodnim ugovorima, međunarodnom praksom i ostalim izvorima međunarodnog prava.

.....
.....
.....
.....

3. Ekonomski i socijalni savjet može da vrši ili pokreće studije i priprema izvještaje o međunarodnim kulturnim, prosvetnim, zdravstvenim i srodnim problemima i može da daje preporuke o tim problemima Generalnoj skupštini, članovima Ujedinjenih nacija i specijalizovanim agencijama.

.....
.....
.....
.....

4. Za razliku od Savjeta bezbjednosti čija je ključna odgovornost održanje međunarodnog mira i bezbjednosti, Generalna skupština, kao jedino tijelo koje predstavlja sve države članice Ujedinjenih nacija, ne učestvuje u nadgledanju bezbjednosti.

.....
.....
.....
.....

TENSES – REVISION

1. (you, ever, visit) the National library?
No, I (not, be) there yet.
2. Sharon (work) in a bakery but this week she
.....(help) her father in his shop.
3. (Sam, enjoy) his trip to Whales last weekend?
4. Peter and Sally (live) in Ireland before they moved to
England.
5. I (see) you in the park yesterday.
You.....(sit) on a bench with your arm round Tom.
6. Where (be) Jack?
He (write) a report.
7. She (write) a report for months but she
(not, finish) it yet.
8. I (see) that movie. Let's watch something else.
9. Anna (iron) while her husband
(smoke) his pipe.
10. How long (he, know) Julian?
He..... (meet) her when she was 25.
11. It was a sunny day. We (walk) for hours before we finally
saw a house

Check

Write the verbs in the correct tense.

- 1 She paid for her ticket and (leave)
- 2 I closed the door quietly because he to
sleep. (try)
- 3 How many times since he came to New
York? (she call)
- 4 I about this for some time now. (know)
- 5 They television – their favourite
programme is on at the moment. (watch)
- 6 I wanted to be the first to tell her the news, but it was too late. Someone
..... her. (already tell)
- 7 The children are filthy. Where? (they be)
- 8 I'm going to bed. I for hours and I'm
tired. (work)
- 9 I think she's the nicest person I (ever
meet)
- 10 Mary was cleaning the windscreen when she
..... a crack in the glass. (notice)

- 11 I couldn't open the office door because someone it. (lock)
- 12 I agree: I you should apologize. (not think)
- 13 When I phoned her, she her homework. (do)
- 14 We for three-and-a-half hours when John finally arrived. (wait)
- 15 When I shouted, they off the roof and away. (jump/run)
- 16 Don't phone her just now. She to her boss. (talk)
- 17 Oh! You a shave! You look strange without a beard! (have)
- 18 I military service for eighteen months. This is my last month. (do)
- 19 We for about four hours when we realized that something was wrong with one of the tyres. (travel)
- 20 Mary will be ready soon. She a bath at the moment. (have)
- 21 Sorry, I Could you say that again please? (not understand)
- 22 We in the cafe until the rain stopped and then went home. (stay)
- 23 here before? (you be)
- 24 There was nobody at the office. Mr Brownlow the staff to go home. (tell)
- 25 I signed the register and upstairs to my room. (go)
- 26 He had been working in the garden, but he when he saw us. (stop)
- 27 I couldn't drive to work because Mary the car. (use)
- 28 How many times him since he went to Edinburgh? (you see)