

Methods of Teaching English Language in the Educational Process of Public Administration Personnel

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ABSTRACT

The problem of adapting the Ukrainian legal system to the law of the European Union makes it necessary for civil servants to speak at least one foreign language. English is one of the most widely spoken languages in the world, and citizens and officials of the European Union are fluent in it. Consequently, the relevance of teaching a foreign language requires special attention from the scientists, since Ukrainian universities train specialists who, after receiving their education, work in executive bodies, local government, in public organizations, and, therefore, are able to provide a high level of provision of administrative services on the principles of openness, accountability, professionalism, which, in turn, requires the involvement of European legal documents and sources in order to improve the modern domestic legal system.

The Main aim of this article *is a theoretical formation of the organizational and methodological foundations of the professional education for the state services using modern educational methods for Business English.*

Methods and Materials: *During the practical classes for the future civil servants and public managers in agriculture at the Agrarian University the author of the article used such methods as: a descriptive one, a structural analysis method and an empirical study, consisting in viewing and selecting competitive works.*

Conclusion: *Having analyzed modern scientific sources, the author of the article can conclude that the effective study of the English language by specialists of public and state administration requires the principle of a communicative orientation and approach, and is also an effective professional development of personnel. Nevertheless, it must be remembered that preparedness for communication, especially psychological preparedness, together with awareness, occurs precisely in the format of training with a teacher: in cooperation, role-playing games, and so on.*

Keywords: *Educational, process, public, state, Administration, methods, reading, foreign language.*

INTRODUCTION

In the XXI century, every earthling should be able to communicate not only in his native language. Ukrainians have a common language with representatives of other cultures. In the era of globalization, everyone has to deepen his foreign languages' knowledge with the aim of international cooperation. The problem of adapting the Ukrainian legal system to the law of the European Union makes it necessary for civil servants to speak at least one foreign language. English is one of the most widely spoken languages in the world, and citizens and officials of the European Union are fluent in it. Consequently, the relevance of teaching a foreign language requires special attention from the scientists, since Ukrainian universities train

specialists who, after receiving their education, work in executive bodies, local government, in public organizations, and, therefore, are able to provide a high level of provision of administrative services on the principles of openness, accountability, professionalism, which, in turn, requires the involvement of European legal documents and sources in order to improve the modern domestic legal system.

The state policy of integration into the European Union, which was initially limited to foreign policy activities, is increasingly becoming the Ukrainian policy task (Leonova, Davidova, Novachuk, 2007)

Development and integration into the European Community takes place by means of education, science and culture, which are effective factors

of social development. This development is impossible without communication, the medium of which is the English language. For example, the problems of adapting the legislation of the tax and information sphere of Ukraine require the skills of foreign language of civil servants. Since the capabilities of public administration specialists are the management of structural divisions of executive authorities, executive committees of local councils, public organizations, and other public institutions. Their competence will include the responsibility to develop charters, regulations and job descriptions within the framework of implementation. And possession of professional foreign vocabulary in this case is a significant addition to the improvement of domestic documents, since it is able to implant all the best from European experience.

It is common knowledge, that the right is a product of social development, which regulates social relationships, without any uncomfortable civilized society. Public administration and administrative control are the tools for an influence into the human life, from the side of the state power self-regulation organs, as well as huge organizations, using economical, psychological and administrative methods.

At the turn of the priority topics for the promotion of the qualifications of state services for foreign professional has been certified as short-line programs in 2021 [14]. By the Order of the National Agency of Ukraine for Master's in the state service in 2020 № 154-20 there are of the middle professional (certified) programs for the promotion of qualifications has been approved for the foreign language skills' improvement by the state services of the ministries and the central authorities. The program for the training of Masters' is also for the qualified advancements and borrowing one of the key positions in the day-to-day educational process. So, at the turn of the hall of knowledge and specialties, for which there was a preparation for the administration of education, the code 28 knowledge "Public administration and management" has been added, until the administration of specialties 281" r. No. 674) [15, p. 23].

The Main Aim of this Article is a theoretical formation of the organizational and methodological foundations of the professional education for the state services using modern educational methods for Business English.

Methods and Materials: During the practical classes for the future civil servants and public managers in agriculture at the Agrarian University the author of the article used such methods as: a descriptive one, a structural analysis method and an empirical study, consisting in viewing and selecting competitive works.

RESULTS AND DISCUSSION

The state policy of integration to the European Union, which was interconnected by the same political activity, increasingly became the members of the internal policy. The problem of improving the professional skills of civil servants has been the object of research by modern Ukrainian scientists such as A. P. Guba (2004), S. M. Opryatniy (2005), A. A. Pavlenko (2010), G. P. Kushnirova (2011). In their works, scientists considered the improvement of the activities of the head in government bodies, the formation of the communicative competence of customs specialists in the system of continuous professional education, the formation of the professional competence of local government officials and the modeling of the vocational training system for civil servants in business English.

According to the practical scientist I. Zirka (2016), an attribute of the education of a modern civil servant should be "proficiency in one or several foreign languages at a sufficiently high level" [5, p. 1]. This issue of European and Euro-Atlantic integration of Ukraine. However, the problem is still for the time being, it remains that the majority of Ukrainian civil servants do not speak at least one working or official language of the EU, which is the reason for limiting their opportunities to gain experience in public administration at the international level, undergo full-fledged professional training and work in international projects.

Specialists who will work in state, executive, local government, public organizations are able to provide a high level of administrative services on the principles of openness, accountability, professionalism, which, in turn, requires the involvement of English-language legal documents and sources to improve modern domestic administrative system. In such a context, the reading of modern English-language texts for a narrow purpose acquires special importance in today's realities.

Participation in international forums of managers, foreign business trips require skills of

professional foreign vocabulary. Questions of general methods of teaching and improving reading in a foreign language were studied by A. Alkhozishvili [1], O. Vyshnevsky [2], M. Ya. Demyanenko [4], K. A. Lazarenko [3], S. V. Melnik [4].

Reading in English is a communicative skill and is an important type of speech activity and the most common way of communicating in another language in students and undergraduates.

There are seven essential features of reading that distinguish it from other types of verbal communication. It is given the following definition: "Reading is a process of perception and active processing of information, graphically encoded by the system of a language" [6, p. 5]. Expanding and clarifying this definition in accordance with its features, which are indicated in the works on the analysis of the reading process, we can say that reading is a process of communication through written or printed texts in the native or foreign language in order to:

- Their communication with the author,
- Decoding of the information contained in the text,
- Scientific foreign language,
- Improving the reader's personality,
- Obtaining cognitive influence,
- The development of figurative thinking and expressive language,
- Activation of the psychological activity of the reader" [6, p. 5].

Psychological issues of learning to read are solved on the basis of the analysis of a number of questions: 1) psychological and linguistic features of perception of the text as the basic unit of written speech; 2) psychological features of the links of speech communication when reading; 3) features associated with the scheme of semantic perception, and 4) features of the basic mechanisms of language activity [6, p. 7].

Perception of the text is a sensory understanding limited by the activity of the first signal system, and understanding is a conscious perception caused by the activity of the second signal system. Perception of oral and written speech is associated with the direct impact of its physical properties on the senses, which occurs in conjunction with the impact on the reader or listener of its semantic content [6, p. 7]. Having

received visual signals, a person turns them into thoughts. This is based on knowledge of the system of meanings of the language and their life experience.

Perceiving the written text, a person does not realize that this process begins under the influence of the human organ of visual signals (physical properties of printed or written signs). It seems to a person that it directly reveals the meaning of the text. Analysis of this process shows that reading is primarily determined by the physical properties of the text.

Z. Klichnikova notes that by analogy with the physical (acoustic) properties of the oral speech signal, we can talk about the existence of bifunctional optical properties of the text, ie the primary and secondary physical properties of graphemes. The primary physical (optical) properties of printed (or written) text determine visibility and ease of reading. These physical characteristics of the text, although they contribute to the distinction of polygraphic signals, but do not lead to their distinction in semantic opposition. Without directly affecting the recognition of linguistic and semantic features of the text, the primary optical properties are not relevant in linguistic and semantic terms. The secondary properties of graphemes help to distinguish them from one another. The secondary physical properties of the letters include the features of the drawing that cause the integral action of the above physical properties. Secondary physical properties begin to serve as a material means of distinguishing alphabetic and graphic forms and, naturally, affect the adequacy of perception and understanding of the linguistic features of the text. The study of the recognition of the visual signal showed that to a greater extent it depends on the configuration of the extended sign [6, p. 9].

Thus, we can conclude about the effectiveness of the introduction of this method of teaching a foreign language, in particular English, in the course "Foreign language of professional orientation" for civil servants.

Ukrainian scientists N. V. Morze, A. G. Glazunov, N. V. Mokriev (2016) described the methodology for creating an electronic training course (based on the distance learning platform MOODLE 3) [11]. Scientists note that the system is focused on organizing the interaction of a teacher and students, as well as for organizing blended e-learning for both full-time and extramural forms of the pedagogical

process. "The main developer of the system is Martin Dougiames (Australia). Since the project is open, many developers participate in it" [11, p. 53].

"With the help of this system, a student can remotely, via the Internet, get acquainted with the educational material, which is presented in the form of various types of information resources (text, video, animation, presentation, electronic manual), complete the task and send the results of their implementation to the teacher for verification, pass electronic testing in the mode of self-control and control" [11, p. 54]. In turn, the tutor has the opportunity to create distance electronic courses independently and conduct training at a distance, expands the possibilities of using modern professional knowledge in a foreign language. So, for example, we have the practical experience of English-speaking scientists, which can be taken into account in the future professional activity of a civil servant [11].

To improve the use of narrow-professional vocabulary, as well as to get acquainted with the peculiarities of the experience of countries with significant economic results, it is advisable to use the materials of the manual "Work of the Future: Introduction of Experience into the Activity of Economic Knowledge" [21]. The research of Dr. Karen Higgins can be suggested by the instructor as a meaningful part of the study by creating a page in the module. Karen Higgins uses systems thinking to describe the interrelated causes and effects of the global financial crisis and identify areas where preventive action would be most effective. Such works are interesting because they illustrate the interaction between economic growth and economic, environmental and social sustainability and offer remedial measures for difficult situations [18].

Next educational method is communicative one. In the process of training public administration personnel, the communicative method of teaching a foreign language is of particular importance. The fact that everyone who belongs to the structure of government should be able to communicate in English is beyond doubt, because the socio-economic and political ties of our state are becoming wider every year. The presence of full-time translators in government structures does not negate the ability to communicate face to face between representatives of government agencies of different countries. Knowledge of a foreign

language is a serious advantage. "Training in the field of public administration corresponds to the activities of those who study, namely, public administration, both in terms of topics and language content and language teaching activities", - modern Ukrainian scientists note (N. Kolisnichenko, Ye. Yatzun, 2018) [7, p. 158].

As it's known, teaching English in the process of training civil servants is not a key subject, but it does not solve the problem of the need to master it. In this connection, teachers have a duty to highlight certain aspects in the methodology so that professional training coincides with general language. As a rule, training should be carried out in groups, divided according to the level principle, which includes sufficient, intermediate and low levels of foreign language proficiency. In contrast to the groups with a sufficient level of English proficiency, in the groups of the middle and low levels it is necessary to pay attention to the general language training, and only then introduce professional vocabulary [7, p. 159]. So, Scott Thornby and Peter Hopkins recommend the use of the grammar textbook by Raymond Murphy [20, p. 13], the lexical component of which develops the skills of oral speech, applicable at all communicative levels. It should also be noted that this textbook is recognized in the world community as one of the best for students studying English as a foreign language [19].

Ukrainian scientists, having considered 4 main methods of teaching English in chronological development, not without reason came to the conclusion that it is advisable to introduce a communicative method of teaching English to civil servants as a modern standard method. According to N. Kolisnichenko and E. Yatzun, the method of communicative language teaching is a natural result of the reaction to the use of grammatical-translation, direct method and audiolingualism, emphasizing "teaching grammatical structures and sentences-templates" [7, p. 166], and who "did not attach any importance at all to how the language is practically used" [7, p. 166]. "The communicative method of learning a language has various characteristics that distinguish it from previous methods: understanding occurs through active interaction of students when communicating in a foreign language; teaching occurs using authentic English texts; students not only learn a second language, but also learn understanding strategies; large personal experience and situations that are seen as

invaluable contributions to the content of the class acquire value; the use of a new language in unverified contexts creates opportunities for learning outside the classroom. The essence of this method is that the basic language skills (speaking, listening, reading and writing) develop simultaneously in the process of real communication. The main task of the method is to teach civil servants to communicate in English [7, p. 166]. Among the advantages of this method are the following: the development of colloquial speech: the educational goal is to teach a person to easily and relatively correctly speak and express himself military ideas in English [7, p. 166].

Applicants for the degree of "Master" study the subject "Foreign language for professional purposes". In the process of learning, students face a number of problems, among which are the difficulties of professional translation. Without equivalent vocabulary is one of them. Without equivalent vocabulary - these are words or phrases denoting objects, processes and phenomena that at this stage of development of the language of translation have no equivalents. As an example without equivalent vocabulary, we can cite "pure Americanisms" such as selectman, a member of the city government (in the states of New England); drugstore pharmacy-snack bar, "dragstore" [8, p. 27].

When translating without equivalent vocabulary, periphrases are usually used. The presence of translation options in dictionaries does not mean that in this particular case it is necessary to be guided by them. Not everyone without equivalent vocabulary should necessarily try to translate: it is necessary to make extensive use of synonyms and other linguistic means to convey the same idea. Without equivalent vocabulary exists, first, because for one reason or another in the language of translation (in this case English) there is no single and constant correspondence. For example, for the expression "(on) a rainy day" there is an established equivalent "(for) a rainy day", while the expression "black thoughts" has no fixed equivalent in English and is translated differently each time: gloomy thoughts, dark thoughts, evil designs, evil scheming, sinister plans, etc. [8, p. 29].

Secondly, the appearance without equivalent vocabulary is explained by the fact that in the language of translation of certain lexical units does not exist due to the lack of the concepts themselves and for their transmission it is

necessary to resort to transliteration, tracing or description of meaning.

It is also important to point out the so-called erroneous without equivalence - the lack of equivalents that seem to be in the language of translation due to insufficient language or encyclopedic knowledge. Yes, some figurative phrases seem foreign to students learning a foreign language, while many equivalents can be found. For example, the phrase "turn the world upside down" seems at first glance untranslatable; in fact, the same meaning in English can be expressed using the following phrases: "to move heaven and earth, to leave no stone unturned" [8, p. 29]

CONCLUSIONS AND OFFERS

So, having analyzed modern scientific sources, the author of the article can conclude that the effective study of the English language by specialists of public and state administration requires the principle of a communicative orientation and approach, and is also an effective professional development of personnel. Nevertheless, it must be remembered that preparedness for communication, especially psychological preparedness, together with awareness, occurs precisely in the format of training with a teacher: in cooperation, role-playing games, and the like. Civil servants are forced today to be included in the system of various, communicative relations with foreign partners. And the English language is the support that can help them in solving state problems.

Summarizing the dependence of the perception of English text on the properties of the optical signal, the author concludes that it is very important to read English texts on public administration by students majoring in public and state administration, as it is the basis of communicative potential of future professionals. Inclusion in educational texts in English on public administration without equivalent vocabulary of narrowly branch purpose will promote acquisition of communicative skills of applicants of educational qualification level "Master" in the specialty "Public management and administration" in the process of professional training of civil servants, heads of local state administrations, their first deputies. and deputies, officials of local self-government, deputies of local councils.

Learning a foreign language takes more time than is provided by the curricula of universities.

Taking into account the different level of training of civil service personnel, it is advisable, in our opinion, to provide one of the elements of the process of learning a foreign language with an electronic training course MOODLE of a narrow profile, which will open up wide opportunities for providing professional information in the original language to those who wish, under the guidance of a teacher, to form practical skills in a foreign language.

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