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ENGLISH
FOR POLITICAL SCIENCE AND
DIPLOMACY
IV



Podgorica, September 2010

CONTENTS:

UNIT ONE: THE ORGANIZATION AND POLICIES OF THE EU	3
Reading and speaking	3
Vocabulary	5
Grammar review: Future Forms	7
Writing	9
Forms of Address	9
Diplomatic Notes I	11
Glossary	15
 UNIT TWO: THE EUROPEAN UNION INSTITUTIONS I	 18
Reading and speaking	18
Vocabulary	20
Grammar review: Passive Voice	21
Writing	
Diplomatic Notes I	24
Glossary	26
 UNIT THREE: THE EUROPEAN UNION INSTITUTIONS II	 28
Reading and speaking	28
Vocabulary	30
Grammar review: Conditionals	31
Glossary	35
 UNIT FOUR: THE EUROPEAN UNION INSTITUTIONS III	 37
Reading and speaking	37
Vocabulary	39
Grammar review: Indirect Speech	40
Indirect Statements	40
Indirect commands, requests, advice	42
Glossary	44
 UNIT FIVE: THE COUNCIL OF EUROPE	 47
Reading and speaking	47
Vocabulary	50
Grammar review: Indirect Questions	51
Glossary	53
 MOCK TESTS	 56

UNIT 1

- READING AND SPEAKING: The organization and policies of the EU
- VOCABULARY: Matching, collocations, word formation
- GRAMMAR: Future forms
- WRITING: Forms of address; Diplomatic notes (I)

□ READING AND SPEAKING

Find the following information in the text below

1. What is the number of countries EU consists of?
2. How was the idea for the EU born?
3. How many countries participated in the cooperation at the beginning?
4. In what sense is the EU a continent of diversity?
5. What do the activities of the EU cover?
6. What are the most important institutions of the EU?
7. What are EU's most important financial institutions?
8. What are the most important EU policies?

THE ORGANIZATION AND POLICIES OF THE EUROPEAN UNION

The European Union (EU) is a family of democratic European countries, committed to working together for peace and prosperity. It is not a State intended to replace existing States, nor is it just an organisation for international cooperation. The EU is, in fact, unique. Its member states have set up common institutions to which they delegate some of their sovereignty so that decisions on specific matters of joint interest can be made democratically at European level. Thus, the **European Union** or the **EU** is an intergovernmental and supranational union of 28 democratic countries known as member states.

The historical roots of the European Union lie in the Second World War. The idea was born because Europeans were determined to prevent such killing and destruction ever happening again. In the early years, the cooperation was between six countries and mainly about trade and the economy. Now the EU embraces 28 countries and nearly half a billion people, and it deals with a wide range of issues of direct importance for our everyday life.

Europe is a continent with many different traditions and languages, but also with shared values such as democracy, freedom and social justice. The EU defends these values. It fosters cooperation among the peoples of Europe, promoting unity while preserving diversity and ensuring that decisions are taken as close as possible to the citizens.

The European Union's activities cover all areas of public policy, from health and economic policy to foreign affairs and defense. However, the extent of its powers differs greatly between areas. Depending on the area in question, the EU may therefore resemble:

- a federation (for example, on monetary affairs, agricultural, trade and environmental policy, economic and social policy)
- a confederation (for example, on home affairs)
- an international organisation (for example, in foreign affairs)

A key activity of the EU is the establishment and administration of a common single market, consisting of a customs union, a single currency (adopted by 12 of the 25 member states), a common agricultural policy, a common trade policy, and a common fisheries policy.

The most important EU institutions are

- the European Parliament,
- the European Council,
- the Council of the European Union,
- the European Commission,
- the European Court of Justice, and
- the European Court of Auditors.

The European Central Bank and the European Investment Bank are EU financial bodies. There are also several advisory committees, such as the Committee of the Regions, the Economic and Social Committee, the Political and Security Committee and the European Ombudsman.

Some of the most important policies are briefly described below:

Single market - Many of the policies of the EU relate in one way or another to the development and maintenance of an effective single market. Significant efforts have been made to create harmonised standards – which are designed to bring economic benefits through creating larger, more efficient markets. The power of the single market reaches beyond the EU borders, because to sell within the EU, it is beneficial to conform to its standards.

The single market has both internal and external aspects. Internal policies, among others, include:

Free trade of goods and services among member states (an aim further extended to three of the four EFTA states by the European Economic Area, EEA).

A common EU competition law controlling anti-competitive activities of companies (through antitrust law and merger control) and member states.

The Schengen treaty allowed removal of internal border controls and harmonisation of external controls between its member states. This excludes the UK and Ireland, which have derogations, but includes the non-EU members Iceland and Norway. Switzerland also voted via referendum in 2005 to become part of the Schengen zone.

Freedom for citizens of its member states to live and work anywhere within the EU with their spouses and children, provided they can support themselves.

Free movement of capital between member states (and other EEA states).

A single currency, the euro (excluding the UK and Denmark, which have derogations).

Some of the external policies include a common external customs tariff, and a common position in international trade negotiations, funding for programmes in candidate countries and other Eastern European countries, as well as aid to many developing countries.

(adapted from www.en.wikipedia.org)

Discuss the following questions

1. How would you define the EU in terms of its structure?
2. What are the problems in the functioning of the EU?
3. Why was there a problem in adopting the EU constitution?
4. Are all 28 EU members equal?
5. Is the idea of transferring a part of a country's sovereignty to the EU acceptable for you? If so, what are the benefits? What are the constraints?
6. What are the chances of the countries of the Balkan region to become EU members?

□ **VOCABULARY**

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

- to pledge or bind to a course, policy or use _____
- condition in which a person or community
is doing well financially _____
- to entrust a task or responsibility to another person _____
- to organise or arrange something in a certain way _____
- to promote development of something _____
- a range of things which are different from each other _____
- have a similar appearance to or features in common with _____
- favourable or advantageous; something that help
people to improve their lives _____
- an event or contest in which people compete _____
- detracting, deviation from _____
- a husband or wife _____
- an accountant who officially examines the accounts
of organisations _____

Make your own sentences using the following collocations

- member states
- to delegate sovereignty
- joint interest
- shared values
- social justice
- to foster cooperation
- to preserve diversity
- to differ greatly
- home affairs
- foreign affairs
- customs union
- single currency
- single market
- large market
- trade negotiations
- significant efforts
- economic benefits

Look back into the text and find all the words that collocate with “European”. Then think of other words that collocate with “European”

European	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Write the missing forms

<u>NOUN</u>	<u>VERB</u>	<u>ADJECTIVE</u>
_____	_____	intended
_____	_____	democratic
_____	replace	_____
_____	delegate	_____
union	_____	_____
_____	_____	determined
_____	promote	_____
_____	preserve	_____
_____	describe	_____
defence	_____	_____
_____	harmonize	_____
removal	_____	_____

Fill in the blanks with the appropriate form of the word given in brackets

1. Taylor has nominated Adams as his _____. (replace)
2. He talks of travelling less and _____ more authority to his deputies in Britain and Australia. (delegate)
3. How far will members have progressed towards _____ their economies? (harmonize)
4. The two parties have been trying to _____ since the New Year. (union)
5. It is my _____ to remain in my position until a successor is elected. (intend)
6. When he left his native country he said he would not return until is had been fully _____. (democracy)
7. He reaffirmed their _____ to tackle inflation. (determine)
8. The meetings will be about _____ standards. (preserve)
9. Last year they spent a lot of money on _____. (promote)
10. We were in a disaster situation that defies _____. (decribe)

□ GRAMMAR REVIEW

Future forms

There is not a single tense in English to express future. Future events are expressed depending on the speaker's viewpoint.

The following forms are used in English:

1. Will + infinitive is used to express:

a. prediction about something we know or believe about

I am sure you will enjoy your visit to our Head Office.

b. a promise, offer, request or threat

I'll get the report to you by tomorrow.

I'll give you a lift to the airport if you like.

Will you turn that stereo down?

I'll punish you if you don't listen.

c. decisions made at the moment of speaking

I think I'll lie down for a moment.

I like this shirt. I'll buy it.

2. Present Continuous is used when we talk about plans or future arrangements.

I'm meeting Mr. Wong next week.

We can't use will + infinitive in this case.

However, it is also possible to use future continuous in these situations.

During your internship, you'll be learning about negotiation strategies.

3. "Be going to + infinitive" is used when we talk about future intentions.

I'm going to study medicine at university.

She's going to retire in two years' time.

This use is similar to the use of Present Continuous to express future. The difference is that Present Continuous expresses a future arrangement, while "be going to" expresses future intention. In many situations these two forms overlap, but not always. It depends on the speaker's point of view which tense will be used.

"Be going to + infinitive" is also used to talk about things that are certain to happen. We know this because there is present evidence.

Look at the clouds. It's going to rain.

I feel awful. I'm going to be sick.

4. Present Simple is used for future events based on an official calendar or schedule. The event is unlikely to change between now and then.

The train leaves from Waterloo at 10.59.

Our next meeting is on Wednesday.

The class starts at 10.00.

Put the verbs in brackets into the appropriate future form

1. A: The phone is ringing!
B: OK. I _____ (answer) it.
2. A: Why are you making sandwiches?
B: Because we _____ (have) a picnic on the beach.
3. A: Have you got toothache again?
B: Oooh! It's agony but I _____ (see) the dentist this afternoon.
4. Tomorrow _____ (be) warm and sunny.
5. My daughter _____ (study) modern languages at Bristol University.
6. A: I've got a headache. Have you got any aspirin?
B: Yes. It's in the bathroom. I _____ (get) it for you.
7. A: Would you like to go out for a drink tonight?
B: Sorry, I _____ (go) to the theatre with Peter.
8. A: Can you meet me after work?
B: I'd love to but John _____ (take) me out tonight.
9. I'm sure you _____ (pass) your exam.
10. My plane _____ (leave) in two hours and I'm still at home!
11. I'm tired. I think I _____ (stop) reading for a while.
12. He hardly studies anymore. He _____ (fail) his exams.
13. She _____ (meet) the headmaster at 6 o'clock tomorrow.
14. A: What would you like, sir?
B: I _____ (have) a steak and salt, please.
15. A: What are you definitely doing tomorrow?
B: I _____ (see) my friend Paul.

□ **WRITING**

Forms of Address

Correspondence with sovereigns and other royalty

	United States	United Kingdom
<i>Salutation</i>	Sir	Your Royal Highness
<i>Title and Spoken</i>	Sir	Your Royal Highness
<i>Address</i>		
<i>Complimentary Close</i>	Very respectfully	I have the honour to be Your Royal Highness's most obedient Servant

Correspondence with presidents of republics

	United States	United Kingdom
<i>Salutation</i>	Excellency	Your Excellency
<i>Title and Spoken</i>	Your Excellency	Your Excellency
<i>Address</i>		
<i>Complimentary Close</i>	Accept, Excellency, the assurances of my highest consideration	I have the honour to be with the highest consideration, Your Excellency's most obedient Servant

Correspondence between Ministers for Foreign Affairs and various foreign ranks

To a Minister of Foreign Affairs

	United States	United Kingdom
<i>Salutation</i>	Excellency	Your Excellency
<i>Title and Spoken</i>	You and Your	You and Your
<i>Address</i>	Excellency	Excellency
<i>Complimentary Close</i>	Accept, Excellency, the assurances of my highest consideration	I have the honour to be with the highest consideration, Your Excellency's obedient Servant

To a foreign ambassador, minister plenipotentiary, head of mission

	United States	United Kingdom
<i>Salutation</i>	Sir	Sir
<i>Title and Spoken</i>	Excellency	Your Excellency
<i>Address</i>		
<i>Complimentary Close</i>	Accept, Excellency, the assurances of my highest consideration	I have the honour to be with high consideration, Your Excellency's obedient Servant

Correspondence between foreign missions and local governments

The “first person” note begins with:

Your Excellency (Sir)

and ends without the usual courtesy ending:

I have the honour... etc.

and the signature.

The other kind of note uses the following form:

Her Majesty's Principal Secretary of State for Foreign Affairs (or The British Ambassador, or as the case may be), presents his compliments to and has the honour... etc.

There is no courtesy ending.

An official note is prepared in the third person, in order to emphasise its formal nature. It begins with a courtesy form such as:

The Embassy presents its compliments to the Ministry for Foreign Affairs and has the honour to...

and takes a courtesy ending as follows:

The Embassy takes advantage of this occasion to address to the Ministry the assurance of its high consideration.

The note is written on foolscap printed paper.

Diplomatic Notes (I)

Verbal Note

The customary vehicle for written communications between an embassy and a ministry of foreign affairs is a third person *Note* typed on headed foolscap, in the manner of a *Note Verbale*, and beginning with formula: "The ... Embassy presents its compliments to the Ministry of Foreign Affairs and has the honour to inform them that..." (or, "to invite their attention to the following matter."). The usual ending is: "The Embassy avails itself of the opportunity of assuring the Ministry of its highest consideration". Below this, the following should appear: date, the embassy's stamp and the drafter's initials.

Example:

The Embassy of the Republic of Ghana presents its compliments to the Ministry of Foreign Affairs of Austria and has the honour to request a clearance for the flight described below/in the enclosed form.

<i>Owner of the Aircraft</i>	<i>Ghana Air Lines</i>
<i>Type of Aircraft</i>	<i>DC 10</i>
<i>Identification Marks</i>	<i>AKA-SY</i>
<i>Call Sign & Radio Emergency</i>	<i>Akra Compass</i>
<i>Name & Surname of the Captain of the Aircraft</i>	<i>Bob Marley</i>
<i>Number of Officers & Crew</i>	<i>Co-Pilot, Signal Officer, Radio Operator Flight Attendants</i>
<i>Purpose of Flight</i>	<i>Technical Flight, Test Flight</i>
<i>Route and Corridor</i>	<i>TUV8; TUV 872</i>
<i>Landing at</i>	<i>Vienna International Airport</i>
<i>Timetable</i>	<i>The plane is expected to cross the Autrian frontier at 3 PM GMT and land at the Vienna Airport at 3.30 GMT</i>

The Embassy of the Republic of Ghana avails itself of this opportunity to renew to the Ministry of Foreign Affairs of Austria the assurances of its highest consideration.

Vienna, June 3, 1966

*The Ministry of Foreign Affairs of Austria
Vienna*

Collective Note

Note addressed by the representatives of several states to a Government in record to some matter in which they have been instructed to make a joint representation. It involves close relations between the powers whose representatives sign it.

Example:

The Undersigned representatives of Germany, Austria, Hungary, France, Great Britain, Italy and Russia, duly authorised in that behalf, address, in the name of their respective Governments pressing appeal to the feelings of humanity and moderation of the President and of the American people in their existing differences with Spain. They earnestly hope that further negotiations will lead to an agreement which, while securing the maintenance of peace, will afford all necessary guaranties for the reestablishment of order in Cuba.

The powers do not doubt that the humanitarian and purely disinterested character of this representation will be fully recognised and appreciated by the American nation.

Washington, April 6, 1898

For Great Britain:

Julian Paunceforte

For Germany:

Holleben

etc.

Identical Notes

Identical note is sent by two or more countries to another country. The text of the notes is normally identical, but not always. In case the notes are not similar, they should be worded as closely as possible and be identical in substance. They should be presented, as far as possible, simultaneously.

Example:

Note from the German Federal Government to the three Western Powers, 19th November 1979

The German Federal Foreign Office presents its compliments to Her Britannic Majesty's Embassy and has the honour to communicate to the Embassy the following text of a note of today's date of the Government of the Federal Republic of Germany to the Government of the United Kingdom of Great Britain and Northern Ireland.

In the course of the negotiations which took place between the Government of the Federal Republic of Germany and the Government of the People's Republic of Poland concerning this Treaty, it was made clear by the Federal Republic that the Treaty between the Federal Republic of Germany and the People's Republic of Poland does not and cannot affect the rights and responsibilities of the French Republic, the United Kingdom of Great Britain and Northern Ireland, the Union of Soviet Socialist Republic and the United States of America reflected in the known treaties and agreements. The Federal Government further pointed out that it can only act in the name of the Federal Republic of Germany.

The Government of the French Republic and the Government of the United States of America have received identical notes.

Circular Note

A note sent to a larger number of recipients with the same content.

Example:

Excellency,

I have the honour to inform you that I shall be absent from Helsinki for a short period. I am leaving on the 11th December 1999.

During my absence, Miss Vuckovic, Secretary of the Embassy will be in charge of the Embassy.

Accept, Excellency, the assurances of my highest consideration.

*His Excellency
the Ambassador of...*

Fill each of the blanks in the following notes with an appropriate word below

Plenipotentiary	citizenship	consideration	forwarded
highest	Extraordinary	compliments	inform
accredited	resumed	avails	charge
opportunity	honour	assurances	renew
Charge D’Affaires	acknowledge	presents	absence

Verbal notes

A. The Embassy of X presents its (1) _____ to the Ministry of Foreign Affairs of the Republic of Poland and has the (2) _____ to ask the Ministry whether any alterations have been made during 19... in the law regarding Polish (3) _____.

The Embassy of X (4) _____ itself of this opportunity to renew to the Ministry of Foreign Affairs of the Republic of Poland the (5) _____ of its highest consideration.

B. The Royal Ministry for Foreign Affairs (1) _____ its compliments to the Embassy of the Republic of Poland and has the honour to (2) _____ receipt of the Embassy’s Note on October 18, 19... regarding the Polish Institute in Stockholm. The Contents of this Note have been (3) _____ to the authorities concerned. The Ministry avails itself of this (4) _____ to renew to the Embassy of the Republic of Poland the assurances of its (5) _____ consideration.

C. The Embassy of the Republic of X presents its compliments to the Diplomatic Missions and International Organizations in ... and has the honour to (1) _____ them that Mr..., (2) _____ of this Embassy has returned from holiday and (3) _____ his functions as of 30 August 199...

The Embassy of the Republic of X avails itself of this opportunity to (4) _____ to the Diplomatic Missions and International Organizations in ... the assurances of its highest (5) _____.

D. The Embassy of the Republic of Poland in Belgrade presents its compliments to all Diplomatic Missions and International Organizations (1) _____ to the Federal Republic of Yugoslavia and has the honour to inform that Mr..., Ambassador (2) _____ and (3) _____ of the Republic of Poland will be absent from Belgrade from 29 June to 30 July 1992.

During his (4) _____ Mr. Julian Sutor, Minister-Counsellor, will be in (5) _____ of the Embassy as Charge D'Affaires a.i.

The Embassy of the Republic of Poland avails itself of this opportunity to renew to the Diplomatic Missions and International Organizations accredited to the Federal Republic of Yugoslavia the assurances of its highest consideration.

Imagine that you are a consul of your country to the UK. You will be absent for two weeks for official purposes. Write a note to the Embassies in the UK informing them about your absence and the name of the person who will be replacing you.

UNIT ONE - THE ORGANIZATION AND POLICIES OF THE EUROPEAN UNION

GLOSSARY

English	Definition/synonyms	Translation equivalent
administer	syn. manage, conduct, control, direct, govern, handle, oversee, run, supervise	rukovoditi, upravljati, vršiti, nadgledati
administration	syn. management, control, government, running, supervision	upravljanje, rukovođenje
advisory	<i>the advisory committee</i>	savjetodavni
aid	syn. help, assistance, relief, service, support	pomoć
anti-competitive	ex. <i>anticompetitive activities</i>	nelojalan (konkurencija)
antitrust law	ex. <i>a new antitrust law</i>	antimonopolistički zakon
auditor	an accountant who officially examines the accounts of organizations	revizor
beneficial	helpful, advantageous, favourable, profitable, useful, valuable	korisno, povoljno
benefit	syn. favour, help, advantage, aid, assistance,	korist
border controls		granične kontrole
commit (to)	- to promise or give your loyalty, time or money to a particular principle, person or plan of action, to pledge or bind to a course or policy: <i>Like so many men, he has problems committing himself to a relationship.</i> <i>The government must commit itself to improving health care.</i> <i>Once we have committed to this course of action there is no going back.</i>	obavezati se, posvetiti
commitment	- something that you must do or deal with that takes your time: <i>family/work commitments</i> <i>I've got too many commitments at the moment to do an evening class.</i> <i>Children are such a commitment.</i> syn. dedication, devotion, responsibility, duty, obligation, liability	posvećenost, obaveza, privrženost
common	syn. mutual, joint	zajednički
common external customs tariffs		zajedničke carinske takse (tarife) prema trećim zemljama

competition	syn. a) rivalry, opposition, challengers b) contest, championship, tournament	konkurencija, takmičenje, nadmetanje
competition law		zakon o konkurenciji
conform	syn. comply, adapt, adjust, correspond, harmonize	prilagoditi, usaglasiti
consist (of)	syn. be made up of, amount to, be composed of, comprise, contain, embody, include, incorporate, involve	obuhvatati, sastojati se
cooperation	syn. teamwork, collaboration, combined effort	saradnja
currency	- the money used in a particular country is referred to as its currency. <i>Tourism is the country's top earner of foreign currency. More people favour a single European currency than oppose it.</i>	valuta
customs union		carinska unija
deal with	syn. handle, cope with, get to grips with, manage, tackle	baviti se, tretirati
delegate	syn. entrust, assign, devolve, give, hand over, pass on, transfer	ovlastiti, prenijeti, delegirati
derogation	detracting, deviation from	odstupanje, odklon
destruction	syn. ruin, annihilation, demolition, devastation, eradication	razaranje, uništavanje
determined	syn. resolute, firm, intent, persevering, persistent.	odlučan, riješen, uporan
differ	syn. be dissimilar, contradict, contrast, depart from, run counter to, stand apart, vary	razlikovati se, odstupati
diversity	syn. difference, distinctiveness, diverseness, heterogeneity, multiplicity, range, variety	raznovrsnost, raznolikost
effective	ex. <i>an effective public transport</i>	efikasan, djelotvoran, učinkovit
embrace	syn. include, comprise, contain, cover, encompass, involve	obuhvatati
establish	syn. create, constitute, form, found, ground, inaugurate, institute, settle, set up	osnovati, formirati, uspostaviti, izgraditi
establishment	syn. creation, formation, foundation, founding, , institution, setting up	osnivanje, uspostavljanje
extent	syn. size, amount, area, expanse, length, volume, width	opseg, obim
foreign affairs		inostrani/spoljni / vanjski poslovi
foster	syn. promote, encourage, stimulate, support, uphold	potpješiti, podsticati
fund	syn. finance, pay for, subsidize, support, provide finances for	finansirati, obezbjediti sredstva
harmonized	ex. <i>harmonized standards</i>	ujednačen, usaglašen
home affairs		unutrašnji poslovi

intend	syn. plan, aim, mean, propose	namjeravati, naumiti
issue	syn. topic, matter, point, problem, question, subject	pitanje, problem, predmet (diskusije)
joint interest		zajednički interes
maintenance	ex. <i>the maintenance of peace and stability</i>	održavanje, očuvanje
merge	syn. combine, amalgamate, blend, converge, fuse, join, meet, mix, unite	spajati, povezati, udružiti
policy	- a set of ideas or a plan of what to do in particular situations that has been agreed officially by a group of people, a business organization, a government or a political party: <i>They believe that the European Community needs a common foreign and security policy.</i> <i>What is your party's policy on immigration?</i>	sektorska politika, politika
power(s)	syn. authority, competence	ovlašćenja, nadležnosti, vlast
preserve	syn. save, defend, keep, protect, safeguard, shelter	očuvati, sačuvati, održavati
promote	syn. boost, encourage, forward, foster, support	unaprijediti, podstaći
prosperity	the state of being successful and having a lot of money: <i>A country's future prosperity depends, to an extent, upon the quality of education of its people.</i> syn. success, affluence, fortune, good fortune, luxury, plenty, prosperousness, riches, wealth	blagostanje, prosperitet, procvat, napredak
provided	syn. on condition that, as long as	ukoliko, pod uslovom da
removal	syn. elimination, withdrawal	uklanjanje, ukidanje
set up	syn. build, establish, found, initiate, institute, organize	osnovati, postaviti (temelje), instalirati
single market	ex. <i>an effective common single market</i>	jedinstveno tržište
specific	syn. particular, characteristic	konkretan
spouse	husband or wife	bračni partner/drug
treaty	international agreement	sporazum
unique	one of a kind, single, lone, only	jedinstven
value	syn. principles, ethics, (moral) standards	vrijednosti

UNIT 2

- READING AND SPEAKING: The European Union Institutions (I)
- VOCABULARY: Matching, collocations, word formation
- GRAMMAR: Passive Voice
- WRITING: Diplomatic notes (II)

□ READING AND SPEAKING

Find the following information in the text below

1. Three crucial roles of the European Parliament.
2. The year when the first direct elections for the European Parliament were held.
3. The two stages of the Parliament's work.
4. The places where meetings are held and administration offices are located.
5. The EU main decision body.
6. The number and names of different Council's configurations.
7. The key Council's responsibilities.
8. The role of the Permanent Committee.

THE EUROPEAN UNION INSTITUTIONS (I)

Decision-making at European Union level involves various European Institutions, in particular the European Parliament, the Council of the European Union and the European Commission. The Court of Justice upholds the rule of European law and the Court of Auditors checks the financing of the Union's activities.

The European Parliament's origins go back to the 1950s. Since 1979, members of the European Parliament (MEPs) have been directly elected by the citizens they represent.

Parliamentary elections are held every five years and every EU citizen who is registered as a voter is entitled to vote. Thus, the Parliament expresses the democratic will of the Union's citizens and it represents their interests in discussions with the other EU institutions.

The European Parliament works in France, Belgium and Luxembourg. The monthly plenary sessions, which all MEPs attend, are held in Strasbourg (France), the Parliament's seat. Parliamentary committee meetings and any additional plenary sessions are held in Brussels, while Luxembourg is home to the administrative offices (the "General Secretariat").

The Parliament has three main roles:

1. It shares with the Council the *power to legislate*. The fact that it is a directly elected body helps guarantee the democratic legitimacy of European law.
2. It exercises *democratic supervision* over all EU institutions, and in particular the Commission. It has the power to approve or reject the nomination of Commissioners and it has the right to censure the Commission as a whole.
3. It shares with the Council *authority over the EU budget* and can therefore influence EU spending. At the end of the procedure, it adopts or rejects the budget in its entirety.

Parliament's work is divided into two main stages:

- Preparing for the plenary session. This is done by the MEPs in the various parliamentary committees that specialise in particular areas of EU activity. The issues for debate are also discussed by the political groups.
- The plenary session itself. At these sessions, Parliament examines proposed legislation and votes on amendments before coming to a decision on the text as a whole.

Other items on the agenda may include Council or Commission "communications" or questions about what is going on in the European Union or the wider world.

The European Council defines the EU's overall political direction and priorities. It is not one of the EU's legislating institutions, so it does not negotiate or adopt EU laws. Instead it sets the EU's policy agenda, traditionally by adopting 'conclusions' which are used to identify specific issues of concern for the EU and outline particular actions to take or goals to reach. The members of the European Council are the heads of state or government of the EU member states, the European Council President and the President of the European Commission.

The European Council plays an important role in certain appointment procedures for high profile EU level roles. In particular, it is responsible for: a) electing the President of the European Council, b) proposing the President of the European Commission, c) appointing the High Representative of the Union for Foreign Affairs and Security Policy, d) officially appointing the entire body of Commissioners, and e) appointing the Executive Board of the European Central Bank (ECB), including the ECB president.

The Council of the European Union, formerly known as the Council of Ministers, is the EU's main decision-making body. It represents the member states and its meetings are attended by one minister from each of the EU's national governments. Which ministers attend which meetings depends on what subjects are on the agenda. If, for example, the Council is to discuss environmental issues, the meeting will be attended by the Environment Minister from each EU country and it will be known as the "Environment Council".

Altogether, there are nine different Council configurations: General Affairs and External Relations; Economic and Financial Affairs; Justice and Home Affairs; Employment, Social Policy, Health and Consumer Affairs; Competitiveness (internal market, industry and research); Transport, Telecommunications and Energy; Agriculture and Fisheries; Environment; and Education, Youth and Culture.

Each Minister in the Council is empowered to commit his or her government. In other words, the minister's signature is the signature of the whole government. Moreover, each minister in the Council is accountable to his or her national parliament and to the citizens that parliament represents. This ensures the democratic legitimacy of the Council's decisions. The Council has six key responsibilities: a) to pass European laws, b) to coordinate the broad economic policies of the member states, c) to conclude international agreements between the EU and one or more states or international organizations, d) to approve the EU's budget, jointly with the European Parliament, e) to develop the EU's common foreign and security policy, and f) to coordinate cooperation between the national courts and police forces in criminal matters.

In Brussels, each EU member has a permanent team ('representation') that represents it and defends its national interest at EU level. The head of each representation is, in effect, his or her country's ambassador to the EU. These ambassadors (known as 'permanent representatives') meet weekly within the Permanent Representatives Committee (Coreper). The role of this committee is to prepare the work of the Council, with the exception of agricultural issues.

The Presidency of the Council rotates every six months. In other words, each EU country in turn takes charge of the Council agenda and chairs all the meetings for a six-month period, promoting legislative and political decisions and brokering compromises between the member states.

(adapted from "How the European Union Works",
published by the European Commission, 2003)

Finish the sentences with appropriate information

1. Parliamentary elections are held _____

2. The Parliament expresses _____

3. The Parliament represents _____

4. _____
_____ are held in Strasbourg.
5. The Parliament has the power to _____

6. The Council of the European Union represents _____

7. Each minister in the Council is accountable to _____

8. Each EU member has a permanent team _____

□ **VOCABULARY**

Write the missing forms

<u>NOUN</u>	<u>VERB</u>	<u>ADJECTIVE</u>
origin	_____	_____
_____	express	_____
_____	attend	_____
nomination	_____	_____
_____	censor	_____
_____	depend	_____
_____	rotate	_____
supervision	_____	_____

Which of the following adjectives can precede the nouns *elections* and *democracy*

- | | | | |
|-------------------|-------|---------------|-------|
| 1. parliamentary | _____ | 9. general | _____ |
| 2. constitutional | _____ | 10. party | _____ |
| 3. free | _____ | 11. Western | _____ |
| 4. fair | _____ | 12. political | _____ |
| 5. multi-party | _____ | 13. true | _____ |
| 6. local | _____ | 14. early | _____ |
| 7. democratic | _____ | 15. direct | _____ |
| 8. genuine | _____ | 16. indirect | _____ |

Which nouns can follow the noun *election*?

What is the meaning of the noun *elector*? Which adjectives is it preceded by?

What is the meaning of the noun *electorate*? Which adjective is it preceded by?

□ **GRAMMAR REVIEW**

Passive Voice

The passive of an active tense is formed by putting the verb to be into the same tense as the active verb and adding the past participle of the active verb.

Active tenses and their passive equivalents:

Tense/Verb form	Active voice	Passive voice
Present Simple	keeps	is kept
Present Continuous	is keeping	is being kept
Past Simple	kept	was kept
Past Continuous	was keeping	was being kept
Present Perfect	has kept	has been kept
Past Perfect	had kept	had been kept
Future (will)	will keep	will be kept
Second Conditional	would keep	would be kept
Third Conditional	would have kept	would have been kept
Present infinitive	to keep	to be kept
Perfect infinitive	to have kept	to have been kept
Present participle	keeping	being kept
Perfect participle	having kept	having been kept

Passive is used:

A. When it is not necessary to mention the doer of the action as it is obvious who it is:

He was arrested.

The rubbish hasn't been collected.

Your hand will be X-rayed.

The streets are swept every day.

B. When we don't know, or don't know exactly, or have forgotten who did the action:

The minister was murdered.
My car has been moved.
You'll be met at the station.

C. When we don't want to mention the doer of the action:

I've been told that....

D. When the subject of the active verb would be *people, one, you* or *somebody*:

He is suspected of receiving stolen goods. (People suspect him of...)
They are supposed to be living in New York. (People suppose that they
are living in New York.)
This sort of advertisement is seen everywhere. (One sees this sort of
advertisement everywhere.
or
You see this sort of
advertisement everywhere.)

E. When we are more interested in the action than the person who does it:

The house next door has been bought.
A new public library is being built.

Put the following sentences into the passive voice

1. They sell the magazines everywhere.
2. They must send it at once.
3. She will send it by airmail.
4. They have found the child at last.
5. They are building a new bridge in the town.
6. They will meet us at the station.
7. He will give me a new book.
8. People play basketball in our country.
9. An Englishman visited me.
10. She looks after the baby well.
11. They will tell me the latest news.
12. Somebody is building a garage here.
13. They will do the work well.
14. They told me that he is not in town.
15. His parents took him to hospital last night.
16. You must do this with care.
17. You must develop this film as soon as possible.
18. They can't speak Italian during the conference.
19. They use passive voice in English much more than we use it in our language.
20. We should do something about this.

Translate the following sentences into English using passive

1. Da li se ovdje govori Francuski?

.....

2. Ova zgrada je sazidana prošle godine.

.....

3. Kada sam bila tamo gradio se novi bazen.

.....

4. Svaki student će dobiti test.

.....

5. Ona kaže da se ovo može uraditi za pola sata.

.....

6. Rečeno mi je da imate puno ispita ove godine.

.....

7. Pismo je poslato prošle nedelje.

.....

8. Svi povrijeđeni su odvezeni u bolnicu.

.....

9. Rečeno mu je da dođe u podne.

.....

10. Ovu sliku je naslikao poznati francuski slikar.

.....

11. Pokazali su mu put do stanice.

.....

12. Kuća je prodana mnogo prije nego što smo došli u London.

.....

13. Posao će biti završen na vrijeme.

.....

14. Da li su sva pisma već otkucana?

.....

15. Ovo vježbanje ne treba uraditi na brzinu.

.....

Complete the passive sentences.

1. This book _____ in England last year. (publish)

2. He _____ a scholarship. (award)

3. The best cars in the world _____ in Germany. (make)

4. A small baby _____ every three hours. (feed)

5. He _____ in Paris. (bear)

6. My piano _____ once a year. (tune)

7. The problem of the pollution _____ now. (solve)

8. How long ago _____? (the Bible/ write)

9. When _____? (he/ assassinate)

10. He _____ a degree when he finishes the university. (give)

Diplomatic Notes (II)

Note of Protest

Example:

*Letter dated 17th September, 1981
from the representative of Guatemala to the Secretary General*

(Original: Spanish, 17 September, 1981)

I have the honour to reproduce below the text of a note of protest against the United Kingdom dated 16 September, 1981 and delivered yesterday to the Embassy of Switzerland, which is handling that country's affairs in Guatemala. The note reads as follows:

"The Ministry of External Relations presents its compliments to the Honourable Embassy of Switzerland, as the Embassy handling the affairs of the United Kingdom of Great Britain and Northern Ireland, and wishes to inform it that on Thursday, 10 September, 1981 at 2 p.m. a British Reconnaissance aircraft entered Guatemalan airspace without proper authorisation, flying over several departmental capitals as well as over the national capital, at an altitude of 35,000 feet.

This unusual act constitutes a flagrant violation of the most elementary rules of international law and abuse of territorial inviolability. Moreover, it demonstrates the aggressive attitude of the British Government in provoking a peaceful nation so insolently.

The Ministry of Foreign Affairs requests the Honourable Embassy of Switzerland to convey to the Government of the United Kingdom the most energetic protest of the Government of Guatemala against this act."

Please arrange for this communication to be circulated as a Security Council document, with reference to Guatemala's request drawing the Council's attention to the dispute with the United Kingdom concerning the Territory of Belize.

*Signed: Eduardo Castillo Arriola
Permanent Representative of Guatemala to the United Nations*

Formal Note

*Letter of 27 October, 1962 from Adlai E. Stevenson
Defining Interception Area Around Cuba*

Excellency,

My Government has instructed me to inform you that the "interception area" referred to in your letter of 25 October to the President of the United States and in his reply of 26 October, comprises:

(a) the area included within a circle with its center at Havana and a radius of 500 nautical miles and,

(b) the area included within a circle with its center at Cape Maisi (Maisi), located at the eastern tip of the island of Cuba, and a radius of 500 nautical miles.

You may wish to pass the above information to the Chairman Khrushchev, so that he can proceed in accordance with his 26 October letter to you, in which he stated that he had ordered the master of Soviet vessels bound for Cuba, but not yet within the interception area, to stay out of the area.

Accept, Excellency, the renewed assurances of my highest consideration.

Adlai E. Stevenson

Note of Establishment of Diplomatic Relations

No: 51/93

The Ministry of Foreign Affairs of the Republic of Hungary presents its compliments to the Ministry of Foreign Affairs of the State of Eritrea, and has the honour to communicate the following:

Government of the Republic of Hungary has, on 27th of August 1993, passed the decision on recognition of Eritrea as an independent state and expressed its readiness to establish diplomatic relations and all-round cooperation with the newly established state of Eritrea.

The Ministry has the honour to propose establishment of diplomatic relations between the Republic of Hungary and the State of Eritrea through the exchange of the notes.

Diplomatic relations between the states shall be governed by the provisions of the Vienna Convention on Diplomatic Relations of 18th April 1961.

In the case Eritrean side favourably considers the above proposal, this not, together with the responding note of the Ministry of Foreign Affairs of the State of Eritrea shall represent Agreement on the establishment of Diplomatic Relations between the Republic of Hungary and the State of Eritrea.

The Ministry of Foreign Affairs of the Republic of Hungary avails itself of this opportunity to renew to the Ministry of Foreign Affairs of the State of Eritrea the assurances of its highest considerations.

Budapest, 28th November 1996

The Ministry of Foreign Affairs
of the State of Eritrea
A s m a r a

The country Raritania broke off diplomatic relations with another country (Lowland) due to a dispute over territories. An agreement has been reached in the meantime. Raritania now wants to reestablish diplomatic relations with Lowland. The Minister of Foreign Affairs of Raritania writes a note of reestablishment of diplomatic relations with Lowland. Write the note to the Ministry of Foreign Affairs of Lowland.

UNIT TWO - THE EUROPEAN UNION INSTITUTIONS I

GLOSSARY

English	Definition/synonyms	Translation equivalent
accountable (to)	responsible, amenable, answerable, charged with, liable	odgovoran
attend	be present, appear, frequent, go to, turn up, visit	prisustvovati, pohađati
authority	power, command, control, direction, influence, supremacy	ovlašćenje, nadležnost
broad	wide, ample, expansive, extensive, voluminous, widespread, comprehensive, wide, wide-ranging	širok, opsežan, prostran
broker	- to arrange something such as a deal, agreement, etc. between two or more groups or countries: <i>The foreign ministers have failed in their attempts to broker a ceasefire.</i>	posredovati, sklopiti, dogovoriti
censure	dismiss, discharge	raspustiti
chair	If you chair a meeting or a committee, you are the person in charge of it. <i>He was about to chair a meeting in Venice of EC foreign ministers.</i> <i>The declaration was drafted by a committee chaired by Dr Robert Song.</i>	predsjedavati, biti na čelu
communications		saopštenja
competitiveness		konkurentnost
configuration		sastav, struktura
criminal matters		krivične stvari, krivični predmeti
discuss	talk about, argue, consider, converse, debate, deliberate, examine	razmotriti, diskutovati
economic and financial affairs		ekonomska i finansijska pitanja
employment		Zaposlenost
empower	enable, allow, authorize, delegate, entitle, license, permit	ovlastiti
energy		energetika
entirety	If something is used or affected in its entirety, the whole of it is used or affected.	u cjelini, u potpunosti
entitle	give the right to, allow, authorize, empower, enable, license, permit	ovlastiti, imati pravo (na)
examine	inspect, analyse, explore, investigate, peruse, scrutinize, study, survey	razmotriti, provjeriti, istražiti

fisheries		ribarstvo
general affairs and external relations		opšta pitanja i spoljni odnosi
guarantee	make certain, assure, certify, ensure, pledge, promise, secure, warrant	garantovati, jemčiti, osigurati
health and consumer affairs		zdravstvo i pitanja potrošača
hold (held, held)	convene, call, conduct, preside over, run	održati, sazvati, voditi
home affairs		unutrašnji poslovi
in particular	especially, distinctly, exactly, particularly, specifically	naročito, prije svega
issue	topic, matter, point, problem, question, subject	pitanje, tema, predmet
items on the agenda		tačke/ stavke dnevnog reda
jointly	collectively, as one, in common, in conjunction, in partnership, mutually, together	zajedno, zajednički
justice		pravosuđe
legislate	When a government or state legislates, it passes a new law. (FORMAL) <i>Most member countries have already legislated against excessive overtime.</i> <i>You cannot legislate to change attitudes.</i> <i>...attempts to legislate a national energy strategy.</i>	usvajati zakone, donositi zakone
motion of censure	<i>The Parliament has the power to dismiss the Commission by adopting a motion of censure.</i>	predlog za izglasavanje nepovjerenja
origin	1 root, base, basis, 2 beginning, birth, creation, emergence, foundation, inception, launch, start	porijeklo, postanak, početak, korijeni, osnivanje
Permanent Representative Committee		Komitet stalnih predstavnika
plenary session		plenarna sjednica, plenarno zasjedanje
presidency		predsjedavanje
representation		predstavništvo
responsibility	authority, importance, power, duty, care, charge, liability, obligation	dužnost, obaveza, odgovornost
social policy		socijalna politika
stage	point, period, phase, step	faza, etapa
supervision	superintendence, care, charge, control, direction, guidance, management	nadzor, nadgledanje
transport		saobraćaj
uphold	support, advocate, maintain, promote, sustain	zagovarati, promovisati, unaprijediti, podržavati
various	different, disparate, distinct, diverse, miscellaneous, varied	raznovrstan, raznolik, različit
youth		mladi

UNIT 3

- READING AND SPEAKING: The European Union Institutions (II)
- VOCABULARY: Matching, collocations, word formation
- GRAMMAR: Conditionals
- WRITING: Other forms of diplomatic correspondence

□ READING AND SPEAKING

Read text below and then answer the following questions

1. What are the two meanings of the term “Commission”?
2. Who do the members of the Commission represent?
3. How often is the new Commission appointed?
4. Who is it accountable to?
5. Where is the Commission located?
6. What are the four main roles of the Commission?
7. What are some of the roles of the Commission’s President?
8. How many DGs are there within the Commission?
9. What are the two services that function within the Commission?
10. How is the process of adopting a proposal organised?

THE EUROPEAN UNION INSTITUTIONS (II)

The EU body promoting the common interests of its members is **the European Commission**. The Commission is the politically independent institution that represents and upholds the interests of the EU as a whole. It is the driving force within the EU’s institutional system. It proposes legislation, policies and programmes of action and it is responsible for implementing the decisions of Parliament and the Council.

The term “Commission” is used in two senses. First, it refers to the “members of the Commission”, i.e. the team of 20 men and women appointed by the member states and Parliament to run the institution and take its decisions. Second, the term “Commission” refers to the institution itself and to its staff.

Informally, the Members of the Commission are known as “Commissioners”. They have all held political positions in their countries of origin and many have been government ministers, but as Members of the Commission they are committed to acting in the interests of the Union as a whole and not taking instructions from national governments.

A new Commission is appointed every five years, within six months of the elections to the European Parliament. The Commission remains politically accountable to Parliament, which has the power to dismiss it by adopting a motion of censure. The Commission attends all the sessions of Parliament, where it must clarify and justify its policies. It also replies regularly to written and oral questions posed by MEPs.

The day-to-day work of the Commission is done by its administrative officials, experts, translators, interpreters and secretarial staff. There are approximately 24000 of these European civil servants.

The ‘seat’ of the Commission is in Brussels, but it also has offices in Luxembourg, representations in all EU countries and delegations in many capital cities around the world.

The European Commission has four main roles:

1. to propose legislation to Parliament and the budget;
2. to manage and implement EU policies and the budget;
3. to enforce European law (jointly with the Court of Justice);
4. to represent the European Union on the international stage, for example by negotiating agreements between the EU and other countries.

It is up to the Commission President to decide which Commissioner will be responsible for which policy area, and to reshuffle these responsibilities (if necessary) during the Commission's term of office. The President, with the Commission's approval, is also entitled to demand a Commissioner's resignation.

The team of 20 Commissioners (also known as "the College") meets once a week, usually on Wednesdays in Brussels. Each item on the agenda is presented by the Commissioner responsible for that policy area and the College takes a collective decision on it.

The Commission's staff is organised into 36 departments, known as "Directorates-General" (DGs) and "services" (such as the Legal Service and Translation Service). Each DG is responsible for a particular policy area and is headed by a Director-General who is answerable to one of the Commissioners.

It is the DGs that actually devise and draft the Commission's legislative proposals, but these proposals become official only when 'adopted' by the College at its weekly meeting. Suppose, for example, that the Commission sees a need for EU legislation to prevent pollution of Europe's rivers. The Directorate-General for the Environment will draw up a proposal, based on extensive consultations with the European industry and farmers, with environment ministries in the member states and with environmental organisations.

The proposed legislation will then be discussed with all relevant Commission departments and amended if necessary. It will then be checked by the Legal Service and by the Commissioners' 'cabinets' (personal political staff).

Once the proposal is fully ready, the Secretary-General will put it on the agenda for a forthcoming Commission meeting. At this meeting, the Environment Commissioner will explain to his or her colleagues why this legislation is being proposed and they will discuss it. If there is agreement, the College will adopt the proposal and the document will be sent to Council and the European Parliament for their consideration.

If there is disagreement among the Commissioners, the President will ask them to vote on it. If 11 or more of the 20 members are in favour, the proposal will be adopted. Thereafter it will have the unconditional support of all the Commission members.

(adapted from "How the European Union Works",
published by the European Commission, 2003)

Points for discussion

1. What does the work of the Commission remind you of?
2. What is the way the division of powers functions in Montenegro?
3. Is the process of functioning of the Commission too complicated? Why?
4. Does the Commission have too much influence on the member states? Can you give examples?
5. Does the way the EU is organised lead to losing a country's identity?

□ **VOCABULARY**

Match the words from the text with their meaning/explanation

- | | | |
|-------------------|-------|---|
| 1. common | _____ | a formal suggestion made, discussed and voted on at a meeting |
| 2. appoint | _____ | be completely responsible for what you do |
| 3. committed | _____ | change the position of people or things |
| 4. accountable | _____ | a person who works in a government department |
| 5. dismiss | _____ | belonging to or shared by two or more people or things |
| 6. motion | _____ | complete and not limited in any way |
| 7. civil servant | _____ | happening soon |
| 8. reshuffle | _____ | to choose someone officially for a job or responsibility |
| 9. forthcoming | _____ | to remove someone from their job, especially because they have done something wrong |
| 10. unconditional | _____ | loyal and willing to give your time and energy to something that you believe in |

Find the verbs in the text that precede the following nouns. Then make your own sentences using these collocations

1. _____ an institution
2. _____ a decision
3. _____ a position
4. _____ a proposal
5. _____ a legislation
6. _____ a policy
7. _____ law
8. _____ an agreement
9. _____ agenda
10. _____ a resignation

Make derived forms from the following words and say which part of speech they belong to

- | | |
|---------------|-------|
| manage | _____ |
| represent | _____ |
| institutional | _____ |
| legislation | _____ |
| appointed | _____ |
| instruction | _____ |
| dismiss | _____ |
| consultation | _____ |
| support | _____ |
| draft | _____ |

Conditionals

Conditional sentences have two parts: the if-clause (condition clause) and the main clause. There are three kinds of conditional sentences. Each kind contains a different pair of tenses. With each type, certain variations are possible.

Type I

Type I conditional sentences refer to present and future probability, showing that the action is real to take place.

The verb in the if-clause is the present tense.

The main clause contains *will* + *infinitive* construction. Instead of *will*, another modal verb may appear (*can*, *may* etc.)

IF CLAUSE	MAIN CLAUSE
Present tense	<i>will</i> + infinitive
If we leave now	we will catch the bus
If we don't leave now	we may miss the bus (possibility)
If your documents are in order	you may / can leave at once (permission)
If you want to lose weight	you must / should eat less bread (advice, request or command)

Instead of Present Simple in the if-clause, it is possible to have

a) Present Continuous

If you are waiting for a bus, you'd better join the queue.

b) Present Perfect

If you have finished dinner, I'll ask the waiter for the bill.

Zero conditional, on the other hand, contains present tense in both clauses. It is used to express automatic or habitual results:

*If you heat ice, it turns into water.
If there is a shortage of any product, prices of that product go up.*

Type II

Type II conditional sentences also refer to present and future probability. However, the action expressed by type II conditional sentences is not very likely to happen. In other words, type II conditional sentences indicate unreality.

The verb in the if-clause is in the past tense.

The verb in the main clause contains the *would* + *infinitive* construction.

IF CLAUSE	MAIN CLAUSE
Past tense	would + infinitive
If I lived near my office	I would be in the time for work
If I were you	I would plant some trees round the house
If he left his bicycle outside	someone would steal it

Instead of *would*, it is also possible to use *might* or *could* may:

If you tried again, you would succeed. (certain result)

If you tried again, you might succeed. (possible result)

If I knew her number, I could ring her up. (ability)

If he had a permit, he could get a job. (ability or permission)

Instead of Past Simple in the if clause, it is possible to have Past Continuous:

If my car was working, I would/could drive you to the station.

Type III

Type III conditional sentences refer to past probability, expressing that a past action was completely unreal.

The verb in the if-clause is in the past perfect tense.

In the main clause, the construction *would + perfect infinitive* is used.

IF CLAUSE	MAIN CLAUSE
Past perfect tense	would + perfect infinitive
If I had known that you were coming	I would have met you at the airport
If he had tried to leave the country	he would have been stopped at the frontier

Instead of *would*, it is also possible to use *could* or *might* may:

If we had found him earlier, we could have saved his life. (ability)

If we had found him earlier, we might have saved his life. (possibility)

If our documents had been in order, we could have left at once. (ability or permission)

Instead of Past Perfect Simple in the "if clause", it is possible to use Past Perfect Continuous:

If I hadn't been wearing a seat belt, I would have been seriously injured.

A combination of types II and III is possible:

If you had taken the map, we wouldn't be lost now.

If he had taken my advice, he would be a rich man now.

If I had worked harder at school, I would be sitting in a comfortable office now.

Instead of "if", it is possible to use the following conjunctions:

a) *unless* (= if not)

Unless you start at once, you'll be late.
Unless you had a permit, you couldn't get a job.

b) *provided* (*that*)

You can camp here provided you leave no mass.

c) *suppose/supposing*

Suppose the plane is late, what will you do?

I Change Type I of conditional sentences to Type II and III.

1. I will write a letter in English tonight if you help me.
2. He will go to the seaside if he has money.
3. Mark will meet Ian if he comes to New York.
4. I will go by plane if I go to Rome.
5. If he receives a check this month, he will buy a car.
6. If their American friends arrive, they will take them to the coast.
7. She will spend all my money if she goes shopping.
8. He won't stay at the hotel if he finds a flat to rent.
9. I will visit many places if I get a car.
10. He will not go out if it rains.

II Choose the correct form of the verb given in parentheses.

1. If I visit her I _____ (stay) there for a long time.
2. If he _____ (do) it, they will punish him.
3. You _____ (give) me your seat if you were kind.
4. If the food had been bad we _____ (not eat) it.
5. He _____ (have) some money if he had sold his books.
6. If we had attended his lecture, we _____ (know) the answer to his question.
7. I _____ (go) with you if I had time.
8. What _____ (happen) if he doesn't come?
9. What would you have done if you _____ (meet) Tom?
10. I shall stay at home if it _____ (rain).
11. What _____ (happen) if he hadn't come home in time?
12. If I _____ (be) you, I would buy that car.
13. I would have come if I _____ (have) time.
14. If you could choose, which picture _____ (take)?
15. She would have to go to the bank if she _____ (not have) money to pay the rent.
16. If you _____ (start) early, you'll get there in time.
17. He will have to consult a doctor if he _____ (not feel) well.
18. _____ (you do) the same thing if you had been there?
19. If I were you, I _____ (give up) smoking.
20. They would have certainly come if they really _____ (want to).

III Finish each of the following sentences so that it means exactly the same as the sentence (or sentences) printed before it.

1. I think you will pass the exam, and I'll be pleased.
If _____.
2. There is a slight possibility of my going to the USA next year and if so, I'd be able to visit my cousins in New York.
If I _____.
3. Water freezes at zero Centigrade.
If the temperature _____.
4. She'll only marry him if he agrees to give up smoking.
Unless _____.
5. You really ought to go to bed early tonight.
If you _____.
6. Tomato soup is delicious with cream added to it.
If you _____.
7. Jim will probably invite Mary to go out with him and she'll probably accept.
If Jim _____.
8. The dog only bites if someone steps on his tail.
The dog doesn't bite _____.

IV Translate the following sentences into English.

1. Biće vrlo umorni ako putuju cijele noći.
2. Kad bi sad stigao on bi nam kazao šta da radimo.
3. Da ne pada kiša išao bih na utakmicu.
4. Da ste bili na sastanku, vi biste ga vidjeli.
5. Da sam tamo sve bih im sredio.
6. Uhvatio bi autobus da je brže išao.
7. Kuda ćemo ih voditi ako dođu iduće nedjelje?
8. Kad bi sad došao dao bi nam najbolji savjet.
9. Da ste mi juče kazali odmah bih napisao pismo.
10. Da je padala kiša, ja bih otišao kući.
11. Ako mi pomogneš završiću do 6 sati.
12. Sad ne bi imali nikakvih nepravilnosti da su na vrijeme kupili karte.
13. Ako ne legnem rano neću sutra rano ustati.
14. Da je pažljiviji, ne bi bio u nepravilnosti.
15. Da sad idu na more mogli bismo ići zajedno.
16. Da sam na tvom mjestu, ja to ne bih radio.
17. Da ste pročitali jučerašnje novine, znali biste te novosti.
18. Da ste bili pažljiviji, sada ne biste morali da prolazite kroz sve ovo.
19. Da me nije briga ne bih ni pošao tamo.
20. Da mi nije drago ne bih ih ni pozvao da dođu.

GLOSSARY

English	Definition/synonyms	Translation equivalent
(put on) agenda	list, calendar, diary, plan, programme, schedule, timetable	(uvrstiti na) dnevni red
act	do, carry out, enact, execute, function, operate, perform, take effect, work	djelovati
amend	If you amend something that has been written such as a law, or something that is said, you change it in order to improve it or make it more accurate. <i>Kaunda agreed to amend the constitution.</i>	dopuniti i izmjeniti
answerable	responsible, accountable, liable, subject	odgovoran (nekome)
appoint	If you appoint someone to a job or official position, you formally choose them for it. <i>It made sense to appoint a banker to this job.</i> <i>The commission appointed a special investigator to conduct its own inquiry.</i> <i>The Prime Minister has appointed a civilian as defence minister.</i> assign, choose, delegate, elect, name, select	postaviti
approximately	almost, close to, in the region of, just about, more or less, nearly, roughly	približno
civil servants	A civil servant is a person who works in the Civil Service in Britain and some other countries, or for the local, state, or federal government in the United States. ...two senior civil servants.	državni službenici
clarify	explain, clear up, interpret, make plain, simplify, throw or shed light on	pojasniti, razjasniti
consideration	thought, analysis, deliberation, discussion, examination, reflection, review, scrutiny	razmatranje
department	section, branch, bureau, division, office, station, subdivision, unit	sektor
devise	work out, conceive, construct, design, formulate, invent, think up	smisliti, sačiniti, napraviti
draft	outline, compose, design, draw, draw up, formulate, plan, sketch	sačiniti nacrt, pripremiti skicu/nacrt, promaja,
draw up	draft, compose, formulate, frame, prepare, write out	sačiniti, sastaviti

driving force	The driving force or idea behind something that happens or is done is the main thing that has a strong effect on it and makes it happen or be done in a particular way. <i>Consumer spending was the driving force behind the economic growth in the summer.</i> <i>Bruce Rioch's driving ambition is the main reason behind their new-found success.</i>	pokretačka snaga
enforce	impose, administer, apply, carry out, execute, implement, insist on, prosecute, put into effect	sprovoditi
extensive	wide, broad, far-flung, far-reaching, pervasive, spacious, vast, voluminous, widespread	opsežan
forthcoming	approaching, coming, expected, future, imminent, impending, prospective, upcoming	predstojeći
implement	carry out, bring about, complete, effect, enforce, execute, fulfil, perform	sprovoditi, primjenjivati, implementirati
interpreter	An interpreter is a person whose job is to translate what someone is saying into another language.	tumač
justify	explain, defend, support, uphold, warrant	opravdati
manage	administer, be in charge (of), command, conduct, direct, handle, run, supervise	upravljati, rukovoditi
official	An official is a person who <u>holds a position</u> of authority in an organization. <i>A senior UN official hopes to visit Baghdad.</i>	zvaničnik
programmes of action	A programme of actions or events is a series of actions or events that are planned to be done. <i>The general argued that the nuclear programme should still continue.</i>	programi djelovanja
reshuffle	reorganize, change around, rearrange, redistribute, regroup, restructure, revise	raspodjeliti
resignation	Your resignation is a formal statement of your intention to leave a job or position. <i>Mr Morgan has offered his resignation and it has been accepted.</i> <i>The minister has agreed to withdraw his letter of resignation.</i>	ostavka
run	manage, administer, be in charge of, control, direct, handle, head, lead, operate	upravljati, voditi, rukovoditi
seat	residence, headquarters	sjedište
services	ex. translation services	usluge, služba
term of office	mandate	mandat
translator	A translator is a person whose job is translating pieces of writing text from one language to another.	prevodilac
unconditional support		bezuslovna podrška

UNIT 4

- READING AND SPEAKING: The European Union Institutions (III)
- VOCABULARY: Matching, word formation, collocations
- GRAMMAR: Indirect Speech (Statements and Commands)
- WRITING: Other forms of diplomatic correspondence (II)
- SPEAKING/LISTENING:

□ READING AND SPEAKING

Find the following information in the text below

- the meaning of the term “Community Law”;
- the role of the Court of Justice;
- the composition of the Court of Justice;
- the role of “advocates-general”;
- the role of the “Court of First Instance”;
- the most common types of cases before the Court of Justice;
- the functions of the Court of Auditors;
- the composition of the Court of Auditors;

THE EUROPEAN UNION INSTITUTIONS (III)

The Court of Justice of the European Communities (often referred to simply as “the Court”) was set up in 1952. Its job is to ensure that EU legislation (technically known as “Community law”) is interpreted and applied in the same way in each member state, i.e. that it is always identical for all parties and in all circumstances. The Court has the power to settle legal disputes between member states, EU institutions, businesses and individuals.

The Court is composed of one judge per member state, so that all the EU’s national legal system are represented. After the enlargement, for the purpose of efficiency, the Court sits as a “Grand Chamber” with just 13 judges instead of always having to meet in a plenary session attended by all the judges.

The Court is assisted by eight “advocates-general”. Their role is to present reasoned opinions on the cases brought before the Court. They must do so publicly and impartially. They are appointed by joint agreement of the governments of the member states. Each is appointed for a term of six years, after which they may be reappointed for one or two further periods of three years.

To help the Court of Justice cope with thousands of cases brought before it and to offer citizens better legal protection, a “Court of First Instance” was created in 1989. This Court (which is attached to the Court of Justice) is responsible for giving rulings on certain kinds of cases, particularly actions brought by private individuals and cases relating to unfair competition between businesses.

The Court of Justice and the Court of First Instance each have a President, chosen by their fellow judges to serve for a term of three years.

The Court gives rulings on cases brought before it. The four most common types of cases are:

- requests for a preliminary ruling;
- proceedings for failure to fulfill an obligation;
- proceedings for annulment;
- proceedings for failure to act.

Preliminary ruling means that if a national court is in any doubt about the interpretation or validity of an EU law, it may, and sometimes must, ask the Court of Justice for advice. This advice is given in the form of a “preliminary ruling”.

The Commission can initiate proceedings for failure to fulfill an obligation if it has reason to believe that a member-state is failing to fulfill its obligations under EU law. These proceedings may also be initiated by another member state.

Proceedings for annulment can be initiated if any of the member states, the Council, Commission or, under some conditions, Parliament believes that a particular EU law is illegal. They can be also used by private individuals who want the Court to cancel a particular law because it directly and adversely affects them as individuals.

If the European Parliament, the Council and the Commission fail to make certain decisions under certain circumstances, the member states, the other Community institutions and individuals or companies can lodge a complaint with the Court so as to have this violation officially recorded.

The Court of Auditors checks that all the Union’s revenue has been received and all its expenditure incurred in a lawful and regular manner and that the EU budget has been managed soundly. The Court was established in 1977.

The Court has one member from each EU country, appointed by the Council for a renewable term of six years.

The Court’s main role is to check that the EU budget is correctly implemented - in other words, that EU income and expenditure is legal and to ensure sound financial management.

To carry out its task, the Court investigates the paperwork of any organisation handling EU income or expenditure. If need be, it carries out on-the-spot checks.

One of its key functions is to help the budgetary authority (the European Parliament and the Council) by presenting them every year with a report on the previous financial year. Finally, the Court of Auditors gives an opinion before the EU’s financial regulations are adopted. It can comment at any time on specific issues, or it can give an opinion at the request of one of the EU institutions.

(adapted from “How the European Union Works”,
published by the European Commission, 2003)

Points for discussion

1. Does the “Grand Chamber” violate the system of equal representation of member states in EU bodies?
2. In what ways can enlargement create difficulties in the functioning of the EU?
3. Is the “Court of First Instance” a good solution in the functioning of the Court of Justice? If so, why?
4. Bearing in mind the four types of cases that the Court gives ruling on, do you think that it provides a good mechanism for functioning of the rule of law within EU?

□ **VOCABULARY**

Find the words in the text that mean the following

1. say or talk or write about somebody or something, especially briefly _____
2. facts of events that make a situation the way it is _____
3. one of the sides in a legal agreement or disagreement _____
4. not supporting or preferring any person, group or plan etc. more than others _____
5. an official legal decision, usually made by a judge _____
6. when a court says officially that an agreement does not now exist and was never legal _____
7. in a manner that can cause problems or danger _____
8. to experience a situation as a result of something you have done _____
9. large amounts of money received by a government as tax or by a company _____
10. total amount of money that a government or person spends _____

Fill in the blanks with the appropriate form of the word given in brackets

1. _____ to pay within 14 days will result in prosecution. (fail)
2. Countries that _____ international law will be dealt with severely. (violation)
3. The _____ funds for schools this year will be 20 million euros. (budget)
4. We received a last-minute _____ for the meeting. (cancel)
5. The government's annual _____ on arms has been reduced. (expend)
6. This agreement is _____ for three months. (validity)
7. The _____ Committee has approved of the report. (advice)
8. _____ is an independent examination of all the financial records of a company. (auditor)
9. The new government _____ of interest rates has just been issued. (regulate)
10. A trial must be fair and _____. (impartially)

Find the words in the text that collocate with the following

- _____ session
- _____ a complaint
- _____ sound financial management
- _____ ruling
- _____ individual
- _____ dispute
- _____ to fulfill an obligation
- _____ expenditures
- _____ term of six years
- _____ authority

Indirect Speech (Statements)

Statements in indirect speech can be introduced by a verb in a present tense. This is usual when we are:

- a) reporting a conversation that is still going on
- b) reading a letter and reporting what it says
- c) reading instructions and reporting them
- d) reporting a statement that someone makes very often

When the introductory verb is in a present, present perfect or future tense, we can report the direct speech without any change of tense:

Paul (phoning from the station): I'm trying to get a taxi.

Ann (to Mary, who is standing beside her): Paul says he is trying to get a taxi.

But indirect speech is usually introduced by a verb in the past tense. Verbs in the direct speech have then to be changed into a corresponding past tense. The changes are shown in the following table:

Direct speech	Indirect speech
Simple present <i>"I never eat meat", he explained.</i>	Simple past <i>He explained that he never ate meat.</i>
Present continuous <i>"I'm waiting for Ann", he said.</i>	Past continuous <i>He said (that) he was waiting for Ann.</i>
Present perfect <i>"I have found a flat", he said.</i>	Past Perfect <i>"He said (that) he had found a flat.</i>
Present perfect continuous <i>He said: "I've been waiting for ages."</i>	Past perfect continuous <i>He said he had been waiting for ages.</i>
Simple past <i>"I took it home with me", she said.</i>	Past perfect <i>She said she had taken it home with her.</i>
Future <i>He said: "I will be in Paris on Monday"</i>	Future-in-the-past <i>He said he would be in Paris on Monday.</i>
Future continuous <i>"I will be using the car myself on the 24th", she said.</i>	Future-in-the-past continuous <i>She said she would be using the car herself on the 24th.</i>
But note, Conditional <i>I said: "I would like to see it."</i>	Conditional <i>I said he would like to see it.</i> (no tense change)

In theory, the past tense changes to the past perfect, but in spoken English it is often left unchanged, provided this can be done without causing confusion about the relative times of the actions. For example:

He said: "I loved her" must become *"He said he had loved her"* as otherwise there would be a change of meaning.

However, *"He said: "Ann arrived on Monday"* could be reported as *"He said Ann arrived/had arrived on Monday"*.

The past continuous tense in theory changes to the past perfect continuous, but in practice usually remains unchanged except when it refers to a completed action:

She said: "We were thinking of selling the house, but we have decided not to."
 = *She said that they had been thinking of selling the house but had decided not to.*

but

"He said: "When I saw them, they were playing tennis."
 = *He said that when he saw them they were playing tennis.*

Pronouns and possessive adjectives usually change from first or second to third person, except when the speaker is reporting his own words:

He said: "I've forgotten the combination of my safe."
 = *He said that he had forgotten the combination of his safe.*

This used in time expressions usually becomes *that*:

He said: "She is coming this week."
He said that she was coming that week.

Otherwise, *this* and *that* used as adjectives usually change to *the*:

He said: "I bought this pearl/these pearls for my mother."
He said that he had bought the pearl/pearls for his mother.

Adverbs and adverbial phrases of time change as follows:

Direct	Indirect
today	that day
yesterday	the day before
the day before yesterday	two days before
tomorrow	the next day/ the following day
the day after tomorrow	in two day's time
next week/year etc.	the following week/year etc.
last week/year etc.	the previous week/year etc.
a year etc. ago	a year before/ the previous year

Indirect Speech (Commands, requests, advice)

Indirect command, request or advice is expressed by an infinitive form:

He said: Lie down, Tom."
He told Tom to lie down.

Negative indirect command, request or advice is expressed by putting *not* before the infinitive.

He said: "Don't go."
He told us not to go.

This means that indirect commands, requests or advice are usually expressed by using a verb of command, request or advice + object + infinitive

The following verbs can be used: advise, ask, beg, command, encourage, entreat, forbid, implore, invite, order, recommend, remind, request, tell, urge, warn.

He said: "Could I see Tom, please?"
He asked to see Tom.

"You had better hurry, Bill", she said.
She advised Bill to hurry.

Don't swim out too far, boys", I said.
I warned/told boys not to swim out too far.

"If I were you, I'd stop taking tranquillizers", I said.
I advised him to stop taking tranquillizers.

"Why don't you take off your coat?", he said.
He advised me to take off my coat.

"You might post some letters for me:, said my boss.
My boss asked me to post some letters for him.

"Please, please don't take any risks", said his wife.
His wife begged/implored him not to take any risks.

"Try again", said Ann's friends encouragingly.
Ann's friends encouraged her to try again.

Turn the following direct sentences into indirect speech:

1. "I'm going out, but I'll be in by nine", he said.

2. "I can't live on my basic salary", said Peter. "I'll have to offer to do overtime."

3. "My younger brother wants to be a tax inspector", said Mary. "I can't think why. None of my family has ever been a tax inspector."

4. "We make 450 pounds a week", said one of the men, "and send most of it home to our wives."

5. "I'm living with my parents at present", she said, "but I hope to have a flat of my own soon."

6. I'm leaving tomorrow", she said, "by the 4.30 from Victoria."

7. "I've missed my train", said Bill. "Now I'll be late for work and my boss will be furious."

8. "The sales are starting tomorrow", said the typist. "As soon as we finish work the whole typing pool is going to make a dash for the shops."

9. "They are supposed to be landing at London airport", I said. "But if the fog gets any thicker the plane may be diverted."

10. "I hate getting up on dark mornings", grumbled Peter.
"It's horrible", agreed his wife, "but the mornings will be lighter soon and then it won't be quite so bad."

11. "Don't put sticky things in your pockets", said his mother.

12. "Please, please don't do anything dangerous", said his wife.

13. "Go on - apply for the job", said my friend. "It would just suit you."

14. "Could you please ring back in half an hour?", said the secretary.

15. "Hold the ladder", he said. "It's rather unsteady."

16. "Don't lend Harry any money", I said to Ann. "He never pays his debts."

17. "Remember to book a table", said Ann.

18. "Get into the right lane", said the driving instructor.

19. "Read the questions twice", said the teacher, "and don't write in the margin."

20. "Why don't you open a bank account?", said the clerk.

GLOSSARY

English	Definition/synonyms	Translation equivalent
(budgetary) authority	administration, government, management, officialdom, police, the Establishment	budžetska vlast
action	lawsuit, case, litigation, proceeding, prosecution, suit	parnica, postupak
adversely	unfavorably, contrary, detrimentally, hostile, negatively	negativno, štetno
advocates general		generalni advokati, pravobranioци
annulment	The annulment of a contract or marriage is an official declaration that it is invalid, so that legally it is considered never to have existed. <i>...the annulment of the elections...</i> <i>He may appeal to the Pope for an annulment of his 24-year marriage.</i>	poništenje
apply	employ, exercise, exert, implement, practise, , be relevant, be applicable, be appropriate, fit, pertain, refer, relate	primjeniti
attend	be present, appear, frequent, turn up, visit	prisustvovati, pohađati
business	establishment, company, concern, corporation, enterprise, firm, organization, venture	preduzeće
cancel a law		poništititi zakon, opozvati
carry out	perform, accomplish, achieve, carry through, effect, execute, fulfil, implement	obaviti, sprovoditi, ispuniti
case	lawsuit, action, dispute, proceedings, suit, trial	slučaj
compose	put together, build, comprise, constitute, form, make, make up	sastaviti, sačiniti
cope with	deal with, contend with, grapple with, handle, struggle with, wrestle with	baviti se, uhvatiti se u koštac
Court of First Instance		Sud Prve instance, Prvostepeni sud
enlargement	The enlargement of something is the process or result of making it bigger. <i>There is insufficient space for enlargement of the buildings.</i> <i>...the Community's enlargement.</i>	proširenje
expenditure	Expenditure is the spending of money on something, or the money that is spent on something. (FORMAL) <i>Policies of tax reduction must lead to reduced public expenditure.</i>	rashod

failure to act		nedjelovanje, propuštanje djelovanja
failure to fulfill an obligation		neispunjavanje obaveze
Grand Chamber	ex. <i>the Court sits as a "Grand Chamber" with just 13 judges</i>	Veliko vijeće
illegal	unlawful, banned, criminal, felonious, forbidden, illicit, outlawed, prohibited	nezakonit
impartial	neutral, detached, disinterested, equitable, even-handed, fair, just, objective, open-minded, unbiased, unprejudiced	nepriistrasan, objektivan
income	revenue, earnings, pay, proceeds, profits	prihod
incur	expose oneself to, meet with	snositi, izložiti se, nastati
initiate	begin, commence, get under way, kick off (informal), launch, open, originate, set in motion, start	pokrenuti, započeti
lodge (a complaint)	register, file, put on record, submit	uložiti žalbu/predstavku
on-the-spot checks		provjere na licu mjesta
paperwork	Paperwork is the routine part of a job which involves writing or dealing with letters, reports, and records. <i>At every stage in the production there will be paperwork forms to fill in, permissions to obtain, and letters to write.</i>	papirologija
preliminary ruling		preliminarna odluka, odluka o prethodnom pitanju
present a report		podnijeti izvještaj
proceeding	Legal proceedings are legal action taken against someone. (FORMAL) <i>...criminal proceedings against the former prime minister...</i> <i>The Council had brought proceedings to stop the store from trading on Sundays.</i> N-COUNT: usu pl.	postupak
reappoint	If you reappoint someone to a job or official position, you formally choose them for it for the second time/again <i>It made sense to reappoint a banker to this job, as he did it so well so far.</i>	ponovo izabrati/postaviti
reasoned	sensible, clear, logical, well-thought-out	argumentovan, razuman
record	write down, chronicle, document, enter, log, note, register	zavesti, zabilježiti
refer to	say or talk or write about somebody or something, especially briefly	pozivati se, odnositi se, spominjati, upućivati
regular	consistent, usual, common, systematic	pravilan, regularan
renewable	<i>A formal contract is signed which is renewable annually.</i>	obnovljiv

request	asking, appeal, call, demand, desire, entreaty	zahtjev
revenue	income, gain, proceeds, profits, receipts, returns, takings, yield	prihod
ruling	decision, adjudication, decree, judgment, pronouncement, verdict	odluka
set up	establish, arrange, begin, found, initiate, institute, organize, prearrange, prepare	osnovati, uspostaviti, utvrditi
sit	convene, assemble, deliberate, meet, officiate, preside	zasjedati
sound financial management		pravilno upravljanje finansijama
soundly	If a decision, opinion, or statement is soundly based, there are sensible or reliable reasons behind it. <i>Are today's hopes more soundly based than the false ones of 1990?</i> <i>Changes must be soundly based in economic reality.</i>	u skladu sa, na pravno/ legalan način
The Court of Auditors		Finansijski sud, Revizorski sud
unfair competition		nelojalna konkurencija
validity	legality, authority, lawfulness, legitimacy, right	primjena, zakonitost, valjanost, pravosnažnost
violation	infringement, abuse, breach, infraction	kršenje

UNIT 5

- READING AND SPEAKING: The Council of Europe
- VOCABULARY: Matching, collocations, word formation
- GRAMMAR: Indirect Speech (Questions)
- WRITING:
- SPEAKING/LISTENING:

□ READING AND SPEAKING

Read the text below and answer the following questions

1. Is the Council of Europe a body of the European Union?
2. What was the purpose of setting up the Council of Europe?
3. What has been the Council's role since 1989?
4. What was defined in the Warsaw Declaration from May 2005?
5. What is the role of the Committee of Ministers?
6. What is the composition of the Parliamentary Assembly?
7. What is the purpose of the Congress of Local and Regional Authorities?
8. What is the role of the Commissioner for Human Rights?
9. What is the main function of the European Court of Human Rights?
10. How many judges are there in the Court?

THE COUNCIL OF EUROPE

The Council of Europe (COE) is Europe's oldest political organisation, founded in 1949. It groups together 47 countries, including 23 countries from Central and Eastern Europe.

The Council of Europe is distinct from the 27-nation European Union, but no country has ever joined the Union without first belonging to the Council of Europe. It has its headquarters in Strasbourg, in north-eastern France.

The Council was set up to defend human rights, parliamentary democracy and the rule of law, to develop continent-wide agreements to standardise member countries' social and legal practices and to promote awareness of a European identity based on shared values and cutting across different cultures.

Since 1989, its main job has become acting as a political anchor and human rights watchdog for Europe's post-communist democracies; assisting the countries of central and eastern Europe in carrying out and consolidating political, legal and constitutional reform in parallel with economic reform as well as providing know-how in areas such as human rights, local democracy, education, culture and the environment.

The Council of Europe's third Summit of Heads of State and Government, held in Warsaw in May 2005, concluded by adopting a political declaration and an action plan laying down the principal tasks of the Council of Europe in the coming years: promoting the common fundamental values of human rights, the rule of law and democracy; strengthening the security of European citizens, in particular by combating terrorism, organised crime and trafficking in human beings; and fostering co-operation with other international and European organisations.

There are five main component parts of the Council of Europe.

The Committee of Ministers is the Council of Europe's decision-making body. It comprises the Foreign Affairs Ministers of all the member states, or their permanent diplomatic representatives in Strasbourg. It is both a governmental body, where national approaches to problems facing European society can be discussed on an equal footing, and a collective forum, where Europe-wide responses to such challenges are formulated. In collaboration with the Parliamentary Assembly, it is the guardian of the Council's fundamental values, and monitors member states' compliance with their undertakings.

The Parliamentary Assembly of the Council of Europe (PACE), which held its first session on 10 August 1949, can be considered the oldest international parliamentary assembly with a pluralistic composition of democratically elected members of parliament established on the basis of an intergovernmental treaty. The Assembly is one of the two statutory organs of the Council of Europe, which is composed of a Committee of Ministers and an Assembly representing the political forces in its member states.

The Congress of Local and Regional Authorities was created within the Council in 1957 and the European Charter of Local Self-Government is its magnum opus. This is the instrument in which the signatory states undertake to recognise the principle of local self-government in domestic legislation. Being intended to genuinely represent both local and regional authorities, it comprises two chambers: the Chamber of Local Authorities and the Chamber of Regions.

Commissioner for Human Rights is an independent institution which promotes the awareness of and respect for human rights in the 47 member states of the Council of Europe. It was instituted in 1999.

The Commissioner fosters the effective observance and full enjoyment of human rights, identifies possible shortcomings in the law and practice concerning human rights and assists member states in the implementation of Council of Europe human rights standards.

The Commissioner is a non-judicial institution and cannot, therefore, accept any requests to present individual complaints before national or international courts, nor before national administrations.

The European Court of Human Rights was created to systematise the hearing of human rights complaints from Council of Europe member states. The court's mission is to enforce the Convention for the Protection of Human Rights and Fundamental Freedoms.

It is composed of a number of judges equal to that of the contracting states. Judges are elected for a term of six years. They sit on the Court in their individual capacity and do not represent any state.

The Court is divided into four sections, whose composition, fixed for three years, is geographically and gender balanced and takes account of the different legal systems of the contracting states.

(adapted from www.coe.int)

Points for discussion

1. Why is it important for a country to be a member of the Council of Europe?
2. What is the role of the Council in post-communist democracies in Europe?
3. Why is the issue of human rights so important?
4. What are the human rights that need to be paid special attention to?
5. What are the specific problems of Montenegro that need to be addressed?
6. Read and discuss human rights in the world and in Montenegro.

30 Basic Human Rights: Do You Know Them?

We have 30 basic human rights, according to the Universal Declaration of Human Rights, created by the United Nations in 1948 to provide a global understanding of how to treat individuals.

What are human rights? “Rights” are things we are allowed to be, to do or to have, simply by being human. We each own 30 basic human rights, based on the Universal Declaration of Human Rights:

1. We are all free and equal. We are all born free. We all have our own thoughts and ideas. We should all be treated in the same way.
2. Don't discriminate. These rights belong to everybody, whatever our differences.
3. The right to life. We all have the right to life, and to live in freedom and safety.
4. No slavery – past and present. Nobody has any right to make us a slave. We cannot make anyone our slave.
5. No Torture. Nobody has any right to hurt us or to torture us.
6. We all have the same right to use the law. I am a person just like you!
7. We are all protected by the law. The law is the same for everyone. It must treat us all fairly.
8. Fair treatment by fair courts. We can all ask for the law to help us when we are not treated fairly.
9. No unfair detainment. Nobody has the right to put us in prison without a good reason and keep us there, or to send us away from our country.
10. The right to trial. If we are put on trial this should be in public. The people who try us should not let anyone tell them what to do.
11. Innocent until proven guilty. Nobody should be blamed for doing something until it is proven. When people say we did a bad thing we have the right to show it is not true.
12. The right to privacy. Nobody should try to harm our good name. Nobody has the right to come into our home, open our letters or bother us or our family without a good reason.
13. Freedom to move. We all have the right to go where we want in our own country and to travel as we wish.
14. The right to asylum. If we are frightened of being badly treated in our own country, we all have the right to run away to another country to be safe.
15. The right to a nationality. We all have the right to belong to a country.
16. Marriage and family. Every grown-up has the right to marry and have a family if they want to. Men and women have the same rights when they are married, and when they are separated.
17. Your own things. Everyone has the right to own things or share them. Nobody should take our things from us without a good reason.
18. Freedom of thought. We all have the right to believe in what we want to believe, to have a religion, or to change it if we want.
19. Free to say what you want. We all have the right to make up our own minds, to think what we like, to say what we think, and to share our ideas with other people.
20. Meet where you like. We all have the right to meet our friends and to work together in peace to defend our rights. Nobody can make us join a group if we don't want to.
21. The right to democracy. We all have the right to take part in the government of our country. Every grown-up should be allowed to choose their own leaders.
22. The right to social security. We all have the right to affordable housing, medicine, education, and child care, enough money to live on and medical help if we are ill or old.
23. Workers' rights. Every grown-up has the right to do a job, to a fair wage for their work, and to join a trade union.
24. The right to play. We all have the right to rest from work and to relax.
25. A bed and some food. We all have the right to a good life. Mothers and children, people who are old, unemployed or disabled, and all people have the right to be cared for.
26. The right to education. Education is a right. Primary school should be free. We should learn about the United Nations and how to get on with others. Our parents can choose what we learn.
27. Culture and copyright. Copyright is a special law that protects one's own artistic creations and writings; others cannot make copies without permission. We all have the right to our own way of life and to enjoy the good things that “art,” science and learning bring.
28. A free and fair world. There must be proper order so we can all enjoy rights and freedoms in our own country and all over the world.
29. Our responsibilities. We have a duty to other people, and we should protect their rights and freedoms.
30. Nobody can take away these rights and freedoms from us.

□ **VOCABULARY**

Match the words below with their definitions and synonyms

- | | | |
|--------------------|-------|--|
| 1. anchor | _____ | practical skills and knowledge |
| 2. watchdog | _____ | to officially make new rules |
| 3. know-how | _____ | to do or complete something |
| 4. cut across | _____ | consider something when judging a situation |
| 5. lay down | _____ | basis, centre, core |
| 6. footing | _____ | to consists of particular parts or components |
| 7. carry out | _____ | an organisation whose job is to make sure that other entities behave legally |
| 8. magnum opus | _____ | to affect a group of people or an entity |
| 9. take account of | _____ | the main document containing guiding principles |
| 10. comprise | _____ | to be in an equal position or situation |

Fill in the blanks with the appropriate form of the word given in brackets

- The growth of Internet could _____ economic development worldwide. (foster)
- We must insist on the _____ of law. (observe)
- The _____ of the Council reflects different interests of companies represented in it. (compose)
- All the procedures in the company need to undergo a _____ process. (standardise)
- They need a financial _____ to survive. (assist)
- The country is now faced with a _____ crisis. (constitution)
- They have just decided _____ an agreement with our new partners. (conclusion)
- One of their tasks is _____ of human rights and fundamental freedoms for all. (promote)
- They are doing their best to _____ their position within the association. (strong)
- The President's comments provoked an angry _____ from MPs. (respond)

Find the verbs that collocate with the following nouns and noun phrases

- | | |
|-------|-------------------------------|
| _____ | know-how |
| _____ | a declaration |
| _____ | values of human rights |
| _____ | terrorism and organised crime |
| _____ | cooperation |
| _____ | principles |
| _____ | shortcomings |
| _____ | standards |
| _____ | a convention |
| _____ | human rights |

Indirect Speech (Questions)

When we turn direct questions into indirect speech, the following changes are necessary:

1. Tenses, pronouns and possessive adjectives as well as adverbs of time and place change as in statements.
2. The interrogative form of the verb changed to the affirmative form. The question mark (?) is therefore omitted in indirect questions.
3. If the introductory verb is *say*, it must be changed to a verb of inquiry, e.g. *ask*, *inquire*, *wonder*, *want to know* etc.

Wh-questions

When wh-questions are reported indirectly, the question word is used after the introductory verb of inquiry and is followed by the verb in the affirmative form.

He said: "Where is she going?"
He asked where she was going.

He said: "Where does she live?"
He asked where she lived.

She said: "Where have you been?"
She wanted to know where we had been.

Ask can be followed by the person addressed (indirect object):

He asked: "What have you got in your bag?"
He asked me what I had got in my bag.

But *inquire*, *wonder* and *want to know* cannot take an indirect object, so if we wish to report a question where the person addressed is mentioned, we must use *ask*:

He said: "When is the next train?"
He wanted to know when the next train was.

He said: "Mary, when is the next train?"
He asked Mary when the next train was.

Yes/No questions

In yes/no questions, *if* or *whether* is used to introduce the reported question. Normally, we can use either *if* or *whether*, but *if* is the more usual.

"Is anyone there?", he asked.
He asked if/whether anyone was there.

"Did you see the accident?", the policeman asked.
The policeman asked if I had seen the accident.

Turn the following direct questions into indirect

1. "Who has been using my typewriter?", said my mother.
2. "Do you want to see the cathedral?", said the guide.
3. "How long does it take to get to Edinburgh by coach?", asked the tourist.
4. "How much do you think it will cost?", he said.
5. "What did you miss most when you were abroad?", Mary asked her friend.
6. "Did you sleep well?", asked my hostess.
7. "Where can I park my caravan?", she asked the policeman.
8. "Do you grow your own vegetables?", I asked.
9. "Who do you want to speak to?", said the telephonist.
10. "What train are you going to get?", my friend inquired.
11. "Does anyone want tickets for the boxing match?", said Charles.
12. "Can you tell me why Paul left the university without taking his degree?", Paul's sister asked.
13. "Are there any letters for me?", said Mary.
14. "What are you going to do with your old car?", I asked him.
15. "Have you been here long?", the other students asked him.
16. Another passenger came in and said: "Is this seat taken?"
17. "How long have you been learning English?", the examiner said.
18. "Where are you going for your summer holidays?", I asked them.
19. "Why aren't you taking the exams?", said Paul.
20. "Do you mind working on the night shifts?", he asked.

[illegible]

UNIT FIVE - THE COUNCIL OF EUROPE

GLOSSARY

English	Definition/synonyms	Translation equivalent
found	establish, constitute, create, inaugurate, institute, organize, originate, set up, start	osnovati
distinct	different, detached, discrete, individual, separate, unconnected	odvojen, zaseban, različit
rule of law		vladavina prava
continent-wide		širok kontinenta
(legal) practice	custom, habit, method, mode, routine, rule, system, tradition, usage, way	(pravna) praksa
awareness	knowledge, consciousness, familiarity, perception, realization, recognition, understanding	svjesnost
promote	syn. boost, encourage, forward, foster, support	unaprijediti, podstaći
(shared) values	principles, ethics, (moral) standards	(zajedničke) vrijednosti
cut across	If an issue or problem cuts across the division between two or more groups of people, it affects or matters to people in all the groups. <i>The problem cuts across all socioeconomic lines and affects all age groups.</i> <i>School crime and violence cuts across urban, rural and suburban areas.</i>	prožimati, uticati
anchor	basis, centre, core	centar, uporište, utočište, sidro, (spiker)
watchdog	A watchdog is a person or committee whose job is to make sure that companies do not act illegally or irresponsibly. ...an anti-crime watchdog group funded by New York businesses.	čuvar, stražar
consolidate	strengthen, fortify, reinforce, secure, stabilize combine, join, unite	učvrstiti, objediniti
constitutional	statutory, chartered, vested	ustavni
in parallel with		naporedo/uporedo sa
(provide) know-how	Know-how is knowledge of the methods or techniques of doing something, especially something technical or practical. <i>He hasn't got the know-how to run a farm.</i> ...technical know-how.	(prenijeti) znanje i iskustvo
lay down	to officially make new rules syn. stipulate, specify	propisati, utvrditi, usvojiti, donijeti

coming years	years to come, years ahead	naredne godine
strengthen	reinforce, build up, intensify, support	osnažiti, ojačati
security	precautions, defence, protection, safeguards, safety, care, custody, safekeeping,	bezbjednost
combat	fight, defy, do battle with, oppose, resist, withstand	boriti se
trafficking in human beings		trgovina ljudima
foster (cooperation)	syn. promote, encourage, stimulate, support, uphold	potspješiti/unaprijediti saradnju
component (parts)	The component parts of something are the parts that make it up. <i>Gorbachev failed to keep the component parts of the Soviet Union together.</i>	sastavni djelovi
The Committee of Ministers		Komitet Ministara
comprise	be composed of, consist of, contain, include, make up, compose, constitute, form	obuhvatati, sadržati
governmental body		izvršno tijelo
on an equal footing	to be in an equal position or situation	ravnopravno, na istoj ravni/razini
collective	joint, shared, united, common	zajednički
guardian	keeper, defender, guard, protector, warden	čuvar
compliance	Compliance with something, for example a law, treaty, or agreement means doing what you are required or expected to do. (FORMAL) <i>Inspectors were sent to visit nuclear sites and verify compliance with the treaty.</i> <i>The Security Council aim to ensure compliance by all sides, once an agreement is signed.</i>	poštovanje, suglasje, počinovanje
undertaking	promise, assurance, commitment, pledge, vow, word	obaveza (see: undertake → obavezati se)
The Congress of Local and Regional Authorities		Kongres lokalnih i regionalnih vlasti
magnum opus	A magnum opus is the greatest or most important work produced by a writer, artist, musician, or academic. <i>...Gadamer's magnum opus 'Truth and Method'.</i>	<i>magnum opus</i> , glavno/vrhunsko djelo, remek djelo
signatory state	The signatories of an official document are the people, organizations, or countries that have signed it. (FORMAL) <i>Both countries are signatories to the Nuclear Non-Proliferation Treaty.</i>	zemlja potpisnica
undertake	When you undertake a task or job, you start doing it and accept responsibility for it. <i>She undertook the arduous task of monitoring</i>	obavezati se, prihvatiti se

	<i>the elections.</i>	
authority	syn. administration, government, management, officialdom, police, the Establishment	vlast(i)
The Camber of Local Authorities		Vijeće lokalnih vlasti
institute	establish, fix, found, initiate, introduce, launch, organize, originate, pioneer, set up, start	osnovati
observance	compliance, obeying law (observe → obey)	poštovanje
shortcomings	fault, flaw, imperfection, weakness	nedostatak, mana
complaint	A complaint is a statement in which you express your dissatisfaction with a particular situation. People have been reluctant to make formal complaints to the police.	predstavka, žalba
hearing	investigation, trial, official consideration of facts and data	saslušanje, ročište
contracting states		zemlje ugovornice
capacity	ability, aptitude, aptness, capability, competence, facility, genius, gift	svojstvo, sposobnost
section	part, division, department, sector	sector, ogranak, odjeljenje (suda)
gender balanced		rodno ujednačen
take account of	consider something when judging a situation	voditi računa o, uzeti u obzir

ENGLISH FOR POLITICAL SCIENCE IV – Midterm Test (mock test)

Student		Index no.	
Department		Points	30/

A. Put the verbs in brackets into appropriate future form:

5

- What a beautiful shirt! I (buy it).
- I am sorry I have to leave, but my class (start) at three.
- She (visit) her parents this summer. Finally!
- Would you like to order? – Yes, please. I (have) a vegetable soup and jacket potato with mixed salad.
- Look at this tree! It (fall).

B. Translate the following sentences using passive:

10

- Rečeno mi je da ste odsutni.

.....

- Siguran sam da će ovo pismo biti poslato uskoro.

.....

- Donijecu vam izvještaj čim bude potpisan.

.....

- Pored naše zgrade zidaju novu zgradu.

.....

- Zbog toga se ovdje sinoć čula buka.

.....

C Read the following text and fill the blanks with an appropriate word choosing from the alternatives given below.

5

In just half a century of existence, the European Union (EU) has achieved remarkable things. It has delivered peace between its members and (1) for its citizens. It has created a single European (2) and a frontier-free “single (3)” where goods, people, services and (4) move around freely. The EU has grown from six to twenty five countries It has become a major (5) power, and a world leader in fields such as environmental protection and development aid.

- | | | | | |
|----|---------------|---------------|--------------|------------|
| 1. | A. prosperous | B. prosperity | C. capacity | D. ability |
| 2. | A. currence | B. currently | C. currency | D. current |
| 3. | A. space | B. market | C. zone | D. area |
| 4. | A. capital | B. funds | C. finances | D. money |
| 5. | A. marketing | B. super | C. influence | B. trading |

1.	2.	3.	4.	5.

D Translate the following paragraph(s) into English:

10

Evropska unija garantuje svojim građanima da mogu da žive i rade bilo gdje unutar EU pod uslovom da mogu da se izdržavaju. Takođe, Evropska unija poklanja puno pažnje stvaranju harmonizovanih standarda kako bi doprinijela razvoju i održavanju efikasnog jedinstvenog tržišta. Unutar Evropske unije, koja u nekim slučajevima podsjeća na federaciju, posebno kad su u pitanju ekonomska i socijalna pitanja, države članice sarađuju na izgradnji mira i prosperiteta kroz uspostavljanje zajedničkih institucija.

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ENGLISH FOR POLITICAL SCIENCE IV – Final exam (mock test)

Student		Index no.	
Department		Points	30/

A. Translate the following conditional sentences into English:

7.5

1. Ako to uradiš, oni će se naljutiti.

.....

2. Da sam bio na sjednici, rekao bih mu sve što ga interesuje.

.....

3. Kad biste završili sve do sutra, predali bismo izvještaj do kraja radnog vremena.

.....

4. Da si bio prisutan, ne bi sada postavljao takva pitanja.

.....

5. Ako krenete odmah, možda ćete uhvatiti voz.

.....

B. Put the following sentences into the indirect speech:

7.5

1. He said: "I was at school yesterday."

.....

2. Mary asked me: "What are you doing in this room?"

.....

3. He asked: "Have you ever signed any paper for them?"

.....

4. The teacher ordered us: "Give me your notebook!"

.....

5. He asked me: "Don't smoke here, please."

.....

C. Fill in the missing forms of the given words:

5

NOUN	VERB	ADJECTIVE
manage		
		institutional
	compose	
	regulate	
		ratified

D. Put an appropriate word into the gaps below:

5

Most of the responsibilities of the Council of the European Union relate to the “Community” domain – i.e. areas of action where states have decided to pool their sovereignty and decision-making powers to the EU institutions.

Much EU legislation is adopted by the Council and Parliament. As a rule the Council only acts on a from the Commission and the Commission normally has for ensuring that EU legislation is correctly applied.

E. Make sentences using the following expressions:

5

1. driving force

.....
.....

2. unconditional support

.....
.....