

TABLE OF CONTENTS

FOREWORD	v
PREFACE	vi
TABLE OF CONTENTS	viii
COURSE OVERVIEW	xi
OBJECTIVES OF THE COURSE	xiv
HOW TO USE THIS BOOK	xvi
 CHAPTER 1: Introduction to Public Administration	 1
A. Reading Comprehension	2
B. Grammar	3
C. Conversation	5
 CHAPTER 2: Government Structures	 7
A. Reading Comprehension	8
B. Grammar	12
C. Conversation	14
 CHAPTER 3: Public Policy and Governance	 17
A. Reading Comprehension	18
B. Grammar	22
C. Conversation	24
 CHAPTER 4: Roles and Responsibilities in Public Administration.....	 26
A. Reading Comprehension	27
B. Grammar	30
C. Conversation	33

CHAPTER 5: Writing Official Emails and Letters	36
A. Reading Comprehension	37
B. Grammar	42
C. Conversation	45
CHAPTER 6: Report Writing and Memos	47
A. Reading Comprehension	48
B. Grammar	53
C. Conversation	56
CHAPTER 7: Public Speaking and Presentation	58
A. Reading Comprehension	59
B. Grammar	61
C. Conversation	66
Vocabularies of Public Administration	68
Idioms and Expressions in Public Administration and Governance	72
REFERENCES	75
ABOUT THE AUTHOR.....	77