

# Course Specification

English for Public Administrator 1  
3 (3-0-6)

PPA3109  
45 hours/semester

## Course Description

Practice to understand English vocabulary structure and phrases commonly used in public administration.

## Course Objectives

1) To study English vocabularies and sentence structures commonly used in the field of Public Administration.

2) To apply new knowledge from the course onto the academic writing, listening, and speaking basis within the field of Public Administration.

## Course Details

**Chapter 1 What is Public Administration?**

**3 hours**

- Definition of public administration
- The eight parts-of-speech
- Use of nouns
- Basic reading
- Vocabulary log
- Active learning activity

**Chapter 2 Paradigms of Public Administration** **3 hours**

- Paradigms of Public Administration
- Woodrow Wilson
- Max Weber
- Use of verbs
- Reading comprehension
- Vocabulary log

**Chapter 3 Structural theories: scientific management** **3 hours**

- Frederick Taylor
- Use of pronouns
- Reading comprehension
- Vocabulary log

**Chapter 4 Principles of administrative organisation** **6 hours**

- Understand the 14 principles of management
- Henri Fayol and POSDCoRB
- Use of adverb
- Prefix and suffix
- Reading comprehension
- Vocabulary log

**Chapter 5 Behaviourism theory: human relations approach** **3 hours**

- Behaviourism theory
- Human relations approach
- Elton Mayo
- Use of adjectives
- Public speaking
- Reading comprehension
- Vocabulary log

**Chapter 6 Behaviourism theory: organisational humanism** **3 hours**

- Abraham Maslow and Douglas McGregor
- H. George Frederickson
- Use of prepositions
- Critical thinking
- Reading comprehension
- Vocabulary log

**Chapter 7 New Public Administration** **6 hours**

- Concepts of NPA
- Dwight Waldo and Minnowbrook Conference
- Extra reading on WWII
- Coordinating and subordinating conjunctions
- Extra listening
- Critical thinking exercise
- Reading comprehension
- Vocabulary log

**Chapter 8 Modern-day NPA** **3 hours**

- Modern-day NPA
- The critiques NPM of George Frederickson
- Extra listening
- Correlative conjunctions
- Reading comprehension
- Vocabulary log

**Chapter 9 New Public Management** **3 hours**

- Margaret Thatcher
- Christopher Hood
- Critical thinking exercise
- Use of interjections
- Reading comprehension
- Vocabulary log

**Chapter 10 New Public Management (continue)** **3 hours**

- Jonathan Boston and the case of New Zealand
- Osborne and Gaebler on Reinventing Government
- Declarative sentence
- Interrogative sentence
- Public speaking exercise: twenty-questions game
- Reading comprehension

**Chapter 11 New Public Service** **3 hours**

- Criticisms towards New Public Management
- Concepts of NPS
- Denhardt and Denhardt
- Imperative and exclamatory sentence
- Reading comprehension
- Vocabulary log

**Chapter 12 Grammar Review** **3 hours**

- Eight parts-of-speech review
- Four types of sentences review
- Irregular nouns
- Irregular verbs

**Interactive glossary and vocabulary review** **3 hours**

## Teaching methods

1. Teaching conducted through English for Public Administrator 1 coursebook; which guided the students through necessary knowledge required to complete PPA3109 course. The coursebook provided them with exercises, interactive exercises, and trainings in order to pass the class requirement.

2. Internet-based learning/active-learning; learners are encouraged to seek out information on the Internet. Through such practices, they will learn to explore and make appropriate selection of online materials. The following exercises aim to stimulate an ongoing and voluntary lifelong learning which will also benefit the students on a long-term basis.

3. Two-way communications and class discussion technique are implemented in order to encourage critical thinking skills, analytical thinking, and to initiate social participation.

4. Bilingual lecturing method with PowerPoint and iSpring materials.

5. Extra reading, extra listening, and extra speaking exercises outside class materials are provided to strengthen ESL learners' confidences in the use of second language.

## Teaching materials

1. English for Public Administrator 1 coursebook

2. The Internet

3. Lecturing content through various programs such as PowerPoint, Word, Windows Media Player, and iSpring.

## Course Assessment Scheme

Evaluation Method	Week	Proportion by percentage
- Mid-term examination	8	25%
- Final examination	17	25%
- Individual assignment	Throughout	15%
- Group assignment	the semester	15%
- Class participation	Throughout	10%
- Class attendance	the semester	10%

## Grading Scheme

Grade	Score Range	Weight
A	86.00- 100	4.00
A-	82.00-85.00	3.75
B+	78.00-81.00	3.50
B	74.00-77.00	3.00
B-	70.00-73.00	2.75
C+	66.00-69.00	2.50
C	62.00-65.00	2.00
C-	58.00-61.00	1.75
D+	54.00-57.00	1.50
D	50.00-53.00	1.00
D-	46.00-49.00	0.75
F	0.00-45.00	0.00