

# Government and Public Administration English Jargon Quick Reference

Field-specific terms, contrast pairs, and high-pressure sentence frames

**Audience: public administrators, agency program managers, policy analysts, procurement staff, constituent-service teams, grants managers, and interagency coordinators**

Focus: A public-administration English curriculum for policy implementation, public meetings, procurement, grants, interagency coordination, constituent communication, transparency, and bureaucratic nuance.

Designed for advanced ESL learners who already use professional English and need industry-specific terminology, realistic meetings, role-play pressure, careful pushback, and polished workplace outputs.

Teaching stance: this is language and workplace-communication training, not legal, medical, financial, safety, or regulatory advice. Instructors should connect every scenario to the learner's current company policies, local rules, and approved procedures.

## Nomenclature and Jargon

These are classroom working definitions. Learners should adapt wording to their organization's policies, systems, and local regulatory environment.

### Policy Implementation and Program Rules

Term	Working meaning
policy	Formal rule or standard that guides decisions and behavior.
eligibility	Working government and public administration term used in policy implementation and program rules; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
implementation	Working government and public administration term used in policy implementation and program rules; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
public guidance	Working government and public administration term used in policy implementation and program rules; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

### Public Meetings and Stakeholder Input

Term	Working meaning
public comment	Working government and public administration term used in public meetings and stakeholder input; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
stakeholder	Person or group with an interest, risk, authority, or dependency in the work.
public record	Working government and public administration term used in public meetings and stakeholder input; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
facilitation	Working government and public administration term used in public meetings and stakeholder input; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

### Procurement and Vendor Selection

Term	Working meaning
RFP	Working government and public administration term used in procurement and vendor selection; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
evaluation criteria	Working government and public administration term used in procurement and vendor selection; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
bidder	Working government and public administration term used in procurement and vendor selection; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
procurement rule	Working government and public administration term used in procurement and vendor selection; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

### Grants, Compliance, and Reporting

Term	Working meaning
grant	Working government and public administration term used in grants, compliance, and reporting; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
subrecipient	Working government and public administration term used in grants, compliance, and reporting; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

Term	Working meaning
allowable cost	Working government and public administration term used in grants, compliance, and reporting; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
reporting	Working government and public administration term used in grants, compliance, and reporting; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

## Interagency Coordination

Term	Working meaning
jurisdiction	Working government and public administration term used in interagency coordination; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
memorandum of understanding	Working government and public administration term used in interagency coordination; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
data sharing	Working government and public administration term used in interagency coordination; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
owner	Named person or role accountable for a decision, action, deliverable, or risk.

## Constituent Services and Escalation

Term	Working meaning
constituent	Working government and public administration term used in constituent services and escalation; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
casework	Working government and public administration term used in constituent services and escalation; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
appeal	Working government and public administration term used in constituent services and escalation; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
authority	Working government and public administration term used in constituent services and escalation; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

## Transparency, Records, and Ethics

Term	Working meaning
public records	Working government and public administration term used in transparency, records, and ethics; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
exemption	Working government and public administration term used in transparency, records, and ethics; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
conflict of interest	Working government and public administration term used in transparency, records, and ethics; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
ethics	Working government and public administration term used in transparency, records, and ethics; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

## Performance Metrics and Budget Justification

Term	Working meaning
appropriation	Working government and public administration term used in performance metrics and budget justification; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

Term	Working meaning
outcome measure	Working government and public administration term used in performance metrics and budget justification; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
equity	Working government and public administration term used in performance metrics and budget justification; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
public value	Working government and public administration term used in performance metrics and budget justification; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

## Industry-Specific Meeting Moves

Situation	Useful language
Policy Implementation and Program Rules	Before we commit, I want to confirm policy, eligibility, the owner, and the evidence behind the decision. If eligibility, process, staffing, technology, and public guidance need alignment., I recommend we document the risk and agree on the next step.
Public Meetings and Stakeholder Input	Before we commit, I want to confirm public comment, stakeholder, the owner, and the evidence behind the decision. If public record, process, evidence, respect, and next steps matter., I recommend we document the risk and agree on the next step.
Procurement and Vendor Selection	Before we commit, I want to confirm RFP, evaluation criteria, the owner, and the evidence behind the decision. If fair competition, procurement rules, evaluation criteria, and communication limits apply., I recommend we document the risk and agree on the next step.
Grants, Compliance, and Reporting	Before we commit, I want to confirm grant, subrecipient, the owner, and the evidence behind the decision. If allowability, budget category, reporting, and amendment procedures must be checked., I recommend we document the risk and agree on the next step.
Interagency Coordination	Before we commit, I want to confirm jurisdiction, memorandum of understanding, the owner, and the evidence behind the decision. If jurisdiction, authority, data sharing, and communication plan need definition., I recommend we document the risk and agree on the next step.
Constituent Services and Escalation	Before we commit, I want to confirm constituent, casework, the owner, and the evidence behind the decision. If process status, appeal rights, agency authority, and respectful tone must be clear., I recommend we document the risk and agree on the next step.
Transparency, Records, and Ethics	Before we commit, I want to confirm public records, exemption, the owner, and the evidence behind the decision. If public-records rules, exemptions, review, and privacy need attention., I recommend we document the risk and agree on the next step.
Performance Metrics and Budget Justification	Before we commit, I want to confirm appropriation, outcome measure, the owner, and the evidence behind the decision. If outcomes, equity, cost, statutory mandate, and improvement plan need balanced framing., I recommend we document the risk and agree on the next step.

### High-pressure pushback frames

- I understand the urgency. The risk is that we move faster than the evidence or process supports.
- I am not blocking the goal. I am naming the condition we need before the decision is safe and credible.
- If we accept this risk, we should name the owner, document the assumption, and define the trigger for escalation.
- That may be possible, but not under the current scope, timeline, or approval path.
- Let's separate what we know, what we assume, and what still needs confirmation.

### Contrast Pairs

Do not confuse	Useful distinction
policy vs public guidance	In policy implementation and program rules, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
public comment vs facilitation	In public meetings and stakeholder input, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
RFP vs procurement rule	In procurement and vendor selection, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
grant vs reporting	In grants, compliance, and reporting, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
jurisdiction vs owner	In interagency coordination, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
constituent vs authority	In constituent services and escalation, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
public records vs ethics	In transparency, records, and ethics, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
appropriation vs public value	In performance metrics and budget justification, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.