

PRIMA PROVA SCRITTA:

Traccia A:

- 1) Elementi formali ed essenziali di una deliberazione di Giunta Comunale e di Consiglio Comunale.
- 2) Il DUP, struttura e modalità di approvazione.
- 3) La responsabilità disciplinare.

Traccia B:

- 1) Il responsabile del procedimento amministrativo.
- 2) Bilancio di competenza e bilancio di cassa.
- 3) La comunicazione di diniego del provvedimento art. 10 bis legge 241/1990.

Traccia C

- 1) Diritto di accesso ai sensi della Legge 241/1990.
- 2) Il Piano Esecutivo di Gestione (P.E.G.).
- 3) Gli obblighi di trasparenza da parte della Pubblica Amministrazione ai sensi del D.Lgs. 33/2013.

SECONDA PROVA SCRITTA:

Traccia A:

“Il candidato predisponga lo schema di atto di impegno di spesa per l’acquisto di materiale di cancelleria di importo inferiore a € 1000,00”.

Traccia B:

“Il candidato predisponga lo schema di deliberazione per la concessione di un patrocinio ad un’associazione per l’organizzazione di una mostra”.

Traccia C:

“Il candidato rediga una determinazione avente per oggetto l’impegno di spesa per abbonamento a giornali e riviste”.

PROVA ORALE:

PROVA 1

- 1) Cosa sono i dati sensibili secondo la normativa sulla privacy;
- 2) Il consigliere comunale: ruolo e entrata in carica;
- 3) Per cosa si utilizza la PEC - casella di posta certificata;
- 4) When can I use my mobile phone when driving? Studies have shown that using a mobile phone while driving can be more dangerous than driving while drunk. It is an offence to drive any vehicle or ride a motorcycle while using hand-held phones or similar devices.

The rules are the same if you’re stopped at traffic lights or queuing in traffic. If you are found guilty of this, you could receive a large fine and/or be banned from driving. You can use hands-free phones, sat navs when you’re driving.

PROVA 2

- 1) Richiesta di accesso agli atti della p.a.;
- 2) L’art. 10 bis della legge 241/1990: comunicazione motivi ostativi;
- 3) Che tipo di computer è un notebook?
 - - un portatile,

- - da tavolo,
- - generico,
- - non è un computer.

4) The House

Mr. and Mrs. Smith have one son and one daughter. The son's name is John. The daughter's name is Sarah. The Smiths live in a house. They have a living room. They watch TV in the living room. The father cooks food in the kitchen. They eat in the dining room. The house has two bedrooms. They sleep in the bedrooms. They keep their clothes in the closet. There is one bathroom. They brush their teeth in the bathroom.

PROVA 3

- 1) Il decreto legislativo 33/2013 e la trasparenza amministrativa;
- 2) Ai sensi della L. 241/1990 cosa deve contenere l'avviso dell'avvio del procedimento;
- 3) Quali tra questi sono sistemi operativi?
 - - Word ed excel,
 - - software e mouse,
 - - windows e linux,
 - - hardware e case.
- 4) Who is responsible for the passengers in my car? If a passenger in your car does not wear a seatbelt, they are responsible for the payment of any fine imposed on them, unless the passenger is under 14 years of age. No one is exempt from wearing a seatbelt, unless they have a medical exemption certificate, which they should carry with them. These certificates are issued by doctors.

PROVA 4

- 1) Chi è il dirigente o il responsabile dei servizi del Comune;
- 2) I responsabili del procedimento;
- 3) A cosa serve outlook?
 - - Creare pagine web,
 - - navigare in internet,
 - - gestire appuntamenti ed attività,
 - - gestire la posta elettronica.
- 4) Preparing food
 Jack was hungry. He walked to the kitchen. He got out some eggs. He took out some oil. He placed a skillet on the stove. Next, he turned on the heat. He poured the oil into the skillet. He cracked the eggs into a bowl. He stirred the eggs. Then, he poured them into the hot skillet. He waited while the eggs cooked. They cooked for two minutes. He heard them cooking. They popped in the oil. Next, Jack put the eggs on a plate. He placed the plate on the dining room table. Jack loved looking at his eggs. They looked pretty on the white plate. He sat down in the large wooden chair. He thought about the day ahead. He ate the eggs with a spoon. They were good.

PROVA 5

- 1) Cos'è la deliberazione;
- 2) Le funzioni dei responsabili dei servizi, titolari di posizione organizzativa;
- 3) Quali comandi devo usare per copiare un testo?
 - - Copia e incolla,
 - - taglia e copia,
 - - taglia e incolla,
- 4) What documents do I need to drive legally on a road? To drive legally on a road you are required by law to have a driving licence for the class of vehicle you are driving, a current certificate of insurance and you also need to pay road tax for the car.

PROVA 6

- 1) Il Sindaco Ufficiale di Governo;
- 2) Cos'è l'albo pretorio comunale;
- 3) Com'è composto il computer?
 - - Hardware e kylobyte
 - - software e freeware,

- - freeware e antivirus,
- - hardware e software.

4) My name is John

Hi! Nice to meet you! My name is John Smith. I am 19 and a student in college. I go to college in New York. My favorite courses are Geometry, French, and History. English is my hardest course. My professors are very friendly and smart. It's my second year in college now. I love it! I live in a big house on Ivy Street. It's near the college campus. I share the house with three other students. Their names are Bill, Tony, and Paul. We help each other with homework. On the weekend, we play football together.

PROVA 7

1) Quali sono gli organi di governo di un comune;

2) Il mercato elettronico;

3) A cosa serve il programma excel?

- - Eseguire calcoli e creare grafici,
- - elaborare testi e libri,
- - creare presentazioni,
- - gestire file e cartelle.

4) Our Vacation

Every year we go to Florida. We like to go to the beach. My favorite beach is called Emerson Beach. It is very long, with soft sand and palm trees. It is very beautiful. I like to make sandcastles and watch the sailboats go by. Sometimes there are dolphins and whales in the water! Every morning we look for shells in the sand. I found fifteen big shells last year. I put them in a special place in my room. This year I want to learn to surf. It is hard to surf, but so much fun! My sister is a good surfer. She says that she can teach me. I hope I can do it!

PROVA 8

1) Le caratteristiche dei beni del demanio pubblico;

2) Obblighi del dipendente comunale;

3) Dove vengono memorizzati i dati all'interno del p.c.?

- - Rom,
- - memoria volatile,
- - disco rigido.

4) I have a younger brother. He just started high school. He is 14 and lives with my parents. They live on Mulberry Street in Boston. Sometimes they visit me in New York. I am happy when they visit. My Mom always brings me sweets and candy when they come. I really miss them, too!

PROVA 9

1) Il piano triennale delle opere pubbliche;

2) Chi può fare domanda di accesso agli atti amministrativi;

3) Che estensione hanno i file di word?

- - .doc,
- - .txt,
- - .wrld.

4) My Wonderful Family

I live in a house near the mountains. I have two brothers and one sister, and I was born last. My father teaches mathematics, and my mother is a nurse at a big hospital. My brothers are very smart and work hard in school. My sister is a nervous girl, but she is very kind. My grandmother also lives with us. She came from Italy when I was two years old. She has grown old, but she is still very strong. She cooks the best food!

PROVA 10

1) Cenni sui contenuti del Piano anticorruzione;

2) Cosa sono i dati sensibili secondo la normativa sulla privacy;

3) Che estensione hanno i file di excel?

- - .xls,
- - .txt,

- - . wrd.

4) My family is very important to me. We do lots of things together. My brothers and I like to go on long walks in the mountains. My sister likes to cook with my grandmother. On the weekends we all play board games together. We laugh and always have a good time. I love my family very much.