

PROVA N. 1

La motivazione nell'atto amministrativo

le differenze che contraddistinguono gli atti emanati dalla Giunta Comunale e dai responsabili del Comune.

Il Documento Unico di Programmazione.

Microsoft Excel. Differenza tra riferimento assoluto e relativo in una formula.

1 VACCINATIONS IN ITALY

Health Minister Roberto Speranza said that Italy's COVID-19 vaccination campaign reached a new milestone on Wednesday by crossing the 55-million-jabs mark, while stressing that the battle against the coronavirus is far from over. "We are still inside the epidemic," Speranza said. "But thanks, above all, to the vaccination campaign, today we passed the mark of 55 million shots given in our country. "We are in a better position to be able to set our targets for the coming months and plan a reform of the national health system that benefits from the lessons learned during these months".

KEYWORDS / PAROLE CHIAVE

Milestone = TAPPA INTERMEDIA o OBIETTIVO STABILITO

Stressing = ENFATIZZARE o METTERE L'ACCENTO SU

Reform = RIFORMARE

PROVA N. 2

L'atto amministrativo ed il provvedimento amministrativo

i pareri dei responsabili di servizio sulle proposte di deliberazioni comunali; (art 49)

Il Bilancio di Previsione del Comune.

Microsoft Word. I principali comandi di formattazione del testo.

2 GUNFIRE IN AVELLINO

Three people were hurt by gunfire during celebrations of Italy's Euro semi-final win over Spain in Avellino Tuesday night. An unidentified man shot at least six rounds during a street party involving thousands of people in the city south of Naples. The injured are a 28-year-old man, who suffered a flesh wound to the armpit, and a 48-year-old and 26-year-old father and son hit in the left thigh and the left side, police said. The father and son have criminal records while the third man does not.

KEYWORDS / PAROLE CHIAVE

Rounds = COLPI

Armpit = ASCELLA

Thigh = COSCIA

PROVA N. 3

Il silenzio assenso nel procedimento amministrativo

l'annullamento in autotutela del provvedimento amministrativo;

Il Piano esecutivo di Gestione.

Differenza tra copia / incolla e taglia / incolla. Come si usa la funzione in Microsoft Word.

3 TAX EVASION IN CREMONA

Italian police on Wednesday seized some 72 million euros in assets in Italy and other European countries from a Cremona businessman they said had been engaging in tax fraud and evasion on a massive scale. Cremona tax police went into action in several Italian provinces but also in Belgium, Bulgaria, Germany and Switzerland, with the help of Eurojust, the EU agency for judicial cooperation. Police said the probe was spawned by dozens of reports of suspect e-commerce operations by companies owned by businessman Marco Melega. The companies allegedly laundered huge sums of money from Web fraud, police said.

KEYWORDS / PAROLE CHIAVE

Assets = BENI

Spawned = GENERARE

Allegedly = PRESUMIBILMENTE

PROVA N. 4

Il silenzio inadempimento

la potestà regolamentare dell'ente locale;

Microsoft Word. Differenza tra il comando "salva" e "salva con nome". In quale momento agiscono alla stessa maniera?

Il Rendiconto di Gestione.

4 THE UFFIZI AND STREET FOOD

The Director of the Uffizi Gallery in Firenze, Mr. Eike Schmidt has proposed a tax on street-food vendors in Italy's art cities because of the cost of cleaning up the streets after such food is eaten.

"It would be right to introduce an added tax for street-food outlets, or those who do not offer their customers space or tables but force them to eat in the street," the German-born director said last Wednesday. "People who eat in the street cause costs for the community because the streets must then be cleaned of the panini oil", he said.

KEYWORDS / PAROLE CHIAVE

Vendors = VENDITORE

Outlets = PUNTO VENDITA

Cleaned = PULITI

PROVA N. 5

La revoca del provvedimento amministrativo

le forme associative tra Enti locali con particolare riguardo alle
Convenzioni

Il Servizio di Tesoreria Comunale.

Cos'è l'estensione del nome del file? Cosa indica generalmente l'estensione .doc ?

5 VEHICLES ON FIRE IN TURIN

Turin police on Tuesday arrested a 30-year-old man on suspicion of torching at least 25 cars in the northern Italian city earlier in the day. Police found some eight vehicles on fire in the city centre in the early hours of the morning, as well as a tobacconist's and the outside dining area of a restaurant. Then, at around noon, a blaze engulfed another 15 cars on the outskirts of Turin.

No one was hurt.

KEYWORDS / PAROLE CHIAVE

Torching = METTERE A FUOCO

Vehicles = VEICOLI

Engulfed = TRAVOLTO

PROVA N. 6

I termini per la conclusione del procedimento amministrativo

le forme associative tra Enti locali con particolare riguardo alle unioni di Comuni;

L'Economo e gli agenti contabili.

Differenza tra Microsoft Word e Microsoft Excel

6 VAL D'AOSTA WHITE ZONE

The last of Italy's regions, Valle d'Aosta, will move into the lowest-risk 'white zone' from Monday, joining the rest of the country already in this classification. Italy added the extra white tier to its system of coronavirus rules back in January, which is reserved for parts of the country where the coronavirus risk is lowest. Valle d'Aosta now meets 'white zone' eligibility criteria as it has registered fewer than 50 coronavirus cases per 100,000 inhabitants for three weeks consecutively.

PAROLE CHIAVE / KEYWORDS

Classification = Classificazione

Tier = Livello/Strato

Eligibility = Ammissibilità

Consecutively = Consecutivamente

PROVA N. 7

Compiti del responsabile del procedimento amministrativo

Il candidato illustri quali sono i reati tipici in cui può incorrere un dipendente pubblico.

Il Bilancio Consolidato.

Quando utilizziamo Microsoft Power Point?

7 ITALY WIN EURO 2020

Italy's newspapers on Monday savoured the national team's victory over England in the final of Euro 2020. "We are the champions," beamed the front page of Il Corriere della Sera, with a photo of captain Giorgio Chiellini lifting the cup with coach Roberto Mancini and the rest of the team. "Epic final at Wembley. Italy go behind, equalise. And beat England on penalties. "Celebrations on the streets". The front-page head of La Repubblica read "Europe is ours". "Night of celebration in all the streets. Mancini: something impossible to even contemplate." La Stampa proclaimed "We are Europe" and hailed the "miracle of a perfect coach" in Mancini.

PAROLE CHIAVE / KEYWORDS

Savoured = ASSAPORATO

Beamed = ABBIA SORRISO

Contemplate = CONTEMPLARE

Coach = ALLENATORE

PROVA N. 8

Il preavviso di rigetto nel procedimento amministrativo

Quali sono le competenze del Consiglio Comunale?

I debiti fuori bilancio.

Da quali principali applicazioni sono composti generalmente i pacchetti software di office automation?

8 FAKE VATICAN BROKERS

Carabinieri police posed as priests to catch fake Vatican brokers, sources said Thursday. The cops dressed in frocks arrested the group of false intermediaries who met victims near the Vatican or in Rome churches to pocket tens of thousands of euros in down-payments for non-existent transactions, relying on the Holy See's financial cachet, police said. The gang of scammers were finally caught after their umpteenth con as they were trying to flee from the Basilica of Santa Maria degli Angeli, in Rome's central Piazza Esedra, not far from Termini Station.

PAROLE CHIAVE / KEYWORDS

Brokers = AGENTI o MEDIATORE o INTERMEDIARIO

Pocket = INTASCARE

Cachet = MARCIO DI QUALITA

Umpteenth = ENNESIMO

PROVA N. 9

La discrezionalità amministrativa

Il Segretario Comunale: ruolo e competenze.

Quali sono i principali browser per la consultazione di pagine internet?

L'impegno di spesa.

9 BRINGING YOUR UK CAR TO ITAL

According to the UK Government, you can take your car abroad for up to 12 months.

However, in Italy you are only allowed to import the vehicle for up to six months in any period of 12 months. Therefore, if you plan to keep your UK car in Italy for longer than six months, it must be registered in Italy. The laws of Italy trump any other rules in the UK.

If you want to keep your car in Italy, you must register it. You do this with the local Department of Motor Vehicles (Motorizzazione Civile) office within six months of its arrival in the country, as well as the Public Vehicle Registry (Pubblico Registro Automobilistico, or PRA).

PAROLE CHIAVE / KEYWORDS

According = SECONDO

Therefore = PERCIO o QUINDO

Trump = BATTERE o SURCLASSARE

PROVA N. 10

Comunicazione di avvio del procedimento

Le entrate proprie dei comuni.

L'accertamento di entrata.

Cos'è una cartella? Generalmente è possibile creare una cartella da un programma?

10 ZTL ACCESS IN ITALY

An increasing number of Italian cities now have what are known as ZTL areas. It stands for “Zona Traffico Limitato,” which translates as Limited Traffic Zone, but really means no vehicles allowed. These signs are white circles with a red border. Sometimes they are blank, sometimes they actually say Zona Traffico Limitato on them. If only a particular kind of vehicle is prohibited, that’s what will be in the middle of the circle – no buses, no big delivery trucks, no motorcycles, no cars, etc. There are big fines associated with driving in a ZTL when you’re not supposed to be there, and you’ll likely get that fine without ever being pulled over (there are cameras in many city centres now).

PAROLE CHIAVE / KEYWORDS

Increasing = IN AUMENTO

Particular = PARTICOLARE o SPECIFICO

Associated = ESSERE ASSOCIATO A

PROVA N. 11

Il potere di autotutela nel procedimento amministrativo

Assunzione di personale tramite concorso pubblico e mobilità' di personale tra amministrazioni pubbliche: differenze

Il Fondo Crediti di Dubbia Esigibilità.

Differenza tra Windows e Office

11 THE ENJOY & RESPECT VENEZIA CAMPAIGN

Everything from having a picnic in public to riding a bike through the city could result in a fine between €25 and €500. The #EnjoyRespectVenezia campaign was introduced by Paola Mar, the councillor for tourism, ahead of the busy summer period. The campaign will be run across social media and posters around the town to remind people to respect their surroundings. Among the punishable activities are swimming in canals, dropping litter, making picnic stops out of public areas, sightseeing in bathing suits and pausing too long on bridges – all of which are apparently common throughout Venice.

PAROLE CHIAVE / KEYWORDS

Introduced = INTRODOTTO

Punishable = PUNIBILE

Apparently = APPARENTEMENTE

PROVA N. 12

Casi di nullità del provvedimento

i tributi comunali breve illustrazione.

L'esercizio Provvisorio e la gestione provvisoria.

Cos'è un file .zip?

12 THE FINANCIAL POLICE

The Finance Police (Guardia di Finanza), employs around 70,000 officers and is a military organisation under the control of the Minister of Economy and Finance. It is responsible for all crimes involving finance, such as: bribery and corruption, money laundering, credit card fraud, cybercrime, and counterfeiting. It also shares responsibility for border controls with the 'State Police' and the 'Carabinieri', investigating such crimes as: illegal immigration, smuggling and international drug trafficking.

PAROLE CHIAVE / KEYWORDS

Military = MILITARE

Money Laundering = RICICLAGGIO DEL DENARO

Drug Trafficking = TRAFFICO DI DROGA

PROVA N. 13

L'eccesso di potere nel provvedimento amministrativo

art. 107 *"le funzioni e responsabilità della dirigenza"*. Mi parli delle competenze.

Il parere ed il visto di regolarità contabile.

Quali unità di misura vengono comunemente utilizzati per indicare la dimensione di un file?

13 WILD BOAR INVASION

Italian farmers took to the street in front of parliament and across the country to protest what they say is an "invasion" by wild boars into farmland and cities all over Italy. Farm group Coldiretti said that during the COVID year the number of wild boar straying onto farms and roving the outskirts of Italian cities had risen by 15% to a record total of 2.3 million animals. Coldiretti published what it called a "tragic" toll of one incident caused by the boar every 48 hours in a year of COVID. There have been 16 victims of wild boar incidents in the past year, and 215 people injured, Coldiretti said.

PAROLE CHIAVE / KEYWORDS

Protest = PROTESTARE

Straying = ALLONTARNARSI

Toll = BILANCIO

Victims = VITTIMI

PROVA N. 14

L'incompetenza nel provvedimento amministrativo

il candidato illustri la differenza tra responsabilità patrimoniale art. 93 e responsabilità disciplinare art 94 TUEL

L'Organo di Revisione.

E' possibile creare una tabella all'interno di un documento di testo?

14 BORDER COVID TESTS

If you're visiting Italy you may need to present a negative Covid test at the border. Many people entering Italy will need a negative Covid test taken within the previous 72 hours and there are also restrictions on travel from some countries. Depending on your home country's border policy you may also need a test to return home, with some countries also imposing quarantine on arrivals from Italy at the moment. And, if you have to follow quarantine rules on arrival in Italy, you may also need to take a test at the end of your isolation period.

PAROLE CHIAVE / KEYWORDS

Previous = PRIMA o PRECEDENTE

Depending = DIPENDERE

Imposing = IMPORRE o DECRETARE

Isolation = ISOLAMENTO

PROVA N. 15

Il Piano triennale per la prevenzione della corruzione: contenuti e competenza ad approvarlo

Quali sono gli organi di governo di un comune?

La verifica degli equilibri di bilancio.

Microsoft Word. Quando viene utilizzata la funzione di stampa unione?

15 ITALY & ITS HISTORY

Italy is a country in south Europe and a member of the European Union. Its official name is Repubblica Italiana. The Italian flag is green, white and red. Italy is a democratic republic and is a founding member of the European Union. Its President is Sergio Mattarella and its Prime Minister is Mario Draghi. Italy is also a member of the G8, as it has the eighth largest Gross Domestic Product (GDP) in the world. Before 1861, it was made up of smaller kingdoms and city-states. The country's capital, Rome, is one of the most famous cities in the world, as it was the capital of the Roman Empire. Milan is the financial and economic capital of Italy.

PAROLE CHIAVE / KEYWORDS

Founding = FONDATORE

Kingdoms = REGNI

City-states = CITTA-STATO

PROVA N. 16

Il principio della trasparenza e le sue concrete applicazioni

Può un cittadino non eletto assumere la carica di assessore?

Le variazioni di bilancio in corso di gestione.

A cosa servono le formule in Microsoft Excel?

16 ITALIAN JUSTICE SYSTEM

Italy's justice system remains among the slowest in the EU, according to the European Commission. It said it takes 400 days on average to settle civil, commercial and administrative cases in Italy at the first-instance level. And Italy was last in the EU for decisions at the third-instance courts, which take over 1,300 days. Furthermore, Italy also did badly in a study of perceived independence of the national justice systems among the general public, coming fifth-bottom, behind only Bulgaria, Poland, Slovakia and Hungary. The main reason for the low score was perceived interference or pressure from government and politicians.

PAROLE CHIAVE / KEYWORDS

Administrative = AMMINISTRATIVO o BUROCRATICO

First-instance = PRIMO GRADO

Third-instance = TERZO GRADO

Furthermore = INOLTRE o OLTRETUTTO

Perceived = PERCEPITO

Interference = INTERFERENZA

PROVA N. 17

La tutela del whistleblower

Le sedute del consiglio comunale sono pubbliche?

La liquidazione della spesa.

Principali componenti e periferiche di un personal computer

17 HEALTHY LIVING IN SARDINIA

In Ogliastra, a mountain region of Sardinia, one out of every 200 people lives to be 100, and they are normally very healthy, too. Most of the people in the villages work outside in their fields and with their animals. They have a healthy diet, with a lot of vegetables and not much meat or fish. They hardly ever take any medicine, but they usually drink a little *grappa* before they go to bed. 'Life is hard' says Fortunato, who is a shepherd, 'but I am never stressed. I never read the newspaper – because I can't read very well.'

PAROLE CHIAVE / KEYWORDS

Healthy = SANO o SALUTARE

Fields = CAMPI

Hardly ever = QUASI MAI

Shepherd = PASTORE

PROVA N. 18

Il principio di rotazione come strumento di prevenzione della corruzione

Chi provvede alla nomina dei responsabili degli uffici e dei servizi?

L'avanzo di amministrazione.

In quale modo posso trasferire un file da un pc ad un altro?

18 HIGH WATER IN ST.MARKS

Officials have warned that St Mark's basilica may not be able to withstand a repeat of the damage caused during record flooding in November of 2020. A 1.2 metre (four foot) high

glass barrier has been suggested as a way to protect the world-famous monument and its priceless mosaics from the *acqua alta*, or high water, which happens regularly in the

lagoon city.

PAROLE CHIAVE / KEYWORDS

Withstand = RESISTERE

Priceless = INESTIMABILE

Regularly = REGOLARMENTE

PROVA N. 19

Il Responsabile della prevenzione della corruzione e della trasparenza

Quando diventano esecutivi i provvedimenti di impegno di spesa dei responsabili dei servizi?

Il Fondo di Riserva.

Cosa si indicava generalmente con “chiavetta USB” ?

19 STREET ART

Is graffiti an art or vandalism? In many countries, it is a crime to paint on walls and street artists can have problems with the police. Most street artists are young people who paint in their home city or neighbourhood. Many of them use the internet to communicate and share photos of their pictures with other street artists around the world. Some street artists have become famous and their pictures can be seen in galleries or on city walls around the world. Although we don't know what will happen to street art in the future, we can be sure that it is here to stay!

PAROLE CHIAVE / KEYWORDS

Vandalism = VANDALISMO

Neighbourhood = QUARTIERE

Communicate = COMUNICARE

Street art = ARTE DI STRADA