

Prova orale

1) Domanda comune a tutti i candidati

Si chiede al candidato di illustrare alla Commissione un'auto - presentazione in un arco di tempo massimo pari a 5 minuti.

2) Domande mirate:

- a) due di natura più tecnica inerente gli argomenti trattati nelle prove
- b) una di carattere generale - amministrativo (vedi di seguito):

Il programma triennale dei lavori pubblici

I principali atti e le fasi legate alla programmazione finanziaria nelle Amministrazioni Comunali

L'accesso civico e l'accesso civico generalizzato

Inquadramento e finalità degli adempimenti legati al tema "Amministrazione Trasparente"

Affidamenti di Lavori Pubblici

I principi e le principali fasi in tema di procedimento amministrativo

Suddivisione delle competenze nelle amministrazioni comunali.

3) prova informatica

sul PC saranno presenti alcuni file; viene richiesto:

creare una cartella e salvare all'interno un nuovo file dopo averlo rinominato

aprire un file di word, evidenziare il primo paragrafo e salvare il file con un altro nome

aprire un file di word, cancellare il primo paragrafo, sottolineare il secondo paragrafo e salvare il file

aprire un file di word, fare elenco numerato dei primi tre paragrafi e salvare file in una cartella

aprire file di excel e fare la somma del contenuto numerico di alcune celle quindi salvare file sul desktop

aprire un file di word, cambiare carattere a tutto il file (formato e dimensioni), mettere centrato il primo paragrafo, salvare file

aprire un file di excel e attivare una formula tra due celle dal contenuto numerico per ottenere il risultato nella terza cella;

4) prova di inglese

Ogni candidato leggerà uno dei seguenti brani e farà traduzione.

My name is Bob. Each day I drive my kids to school. My daughter goes to a school that's far from our house. It takes 30 minutes to get there. Then I drive my son to his school. It's close to my job. My daughter is in the sixth grade and my son is in the second. They are both good students. My daughter usually sings her favorite songs while I drive. My son usually sleeps.

I arrive at the office at 8:30 AM. I say good morning to all my workmates then I get a big cup of hot coffee. I turn on my computer and read my email. Some days I have a lot to read. Soon I need another cup of coffee.

My family lives in a small house. It's simple but pretty. It has a large garden. I like to work in the garden but my sister hates to work in the garden. She prefers to read. She reads in the morning, in the afternoon and at night.

I give all of the vegetables to mom and dad. They like to cook in our small kitchen. I eat any vegetable but my sister eats only a few.

My family always eats breakfast and dinner together. We talk. We laugh. Then my sister washes the dishes.

At night dad likes to listen to music. Mom works on the computer. I watch television. And my sister reads.

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!

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.. I love my family very much.

I just returned from the greatest summer vacation! It was so fantastic, I never wanted it to end. I spent eight days in Paris, France. My best friends, Henry and Steve, went with me. We had a beautiful hotel room in the Latin Quarter, and it wasn't even expensive. We had a balcony with a wonderful view. We visited many famous tourist places. My favorite was the Louvre, a well-known museum. I was always interested in art, so that was a special treat for me. The museum is so huge, you could spend weeks there. Henry got tired walking around the museum and said "Enough! I need to take a break and rest."

Lucas goes to school every day of the week. He has many subjects: English, art, science, mathematics, gym, and history. His first class is English, and he likes that teacher very much. His English teacher says that he is a good pupil, which Lucas knows means that she thinks he is a good student.

His next class is art. He draws on paper. Lucas likes art. It is his favorite class.

His third class is science. This class is very hard for Lucas, but he gets to work with his classmates a lot, which he likes to do. His friend, Kyle, works with Lucas in science class, and they have fun.

George is at the pet store, looking at what kind of pet he might want to get for his birthday. George asked if he could have a horse, but his parents said no because horses are too big.

First, he sees dogs and cats. Baby dogs are called puppies. Baby cats are called kittens. George likes them because they are easy to take care of and can play a lot, but they will get bigger. George wants a small pet.

Then George sees animals that have to live in a cage. He likes these animals because they are small. Birds live in cages too. George sees a parrot and a canary. He likes them all, but he doesn't want to clean the cage

Hi, Fred!

It's been a while since we have been in touch. How has your semester been?

I wanted to send you an email to let you know how things have been going during my semester abroad here in Málaga, Spain. I've already been here for six weeks, and I feel like I am finally adapting to the culture. I'm also speaking the language more fluently.

I arrived during the first week of September. The weather has been very nice. Even though it's October, it's still rather sunny and warm. In fact, I went to the beach and swam in the Mediterranean Sea.

I am living with a very welcoming host family. I have my own private bedroom, but we eat breakfast, lunch, and dinner together

