

PROVA 1

1. Il Responsabile del procedimento amministrativo ai sensi della Legge 241/1990 e s.m.i.
2. Il potere di ordinanza del Sindaco
3. La somministrazione temporanea di alimenti e bevande

INGLESE

My day

First, I wake up. Then, I get dressed. I walk to school. I do not ride a bike. I do not ride the bus. I like to go to school. It rains. I do not like rain. I eat lunch. I eat a sandwich and an apple.

I play outside. I like to play. I read a book. I like to read books. I walk home. I do not like walking home. My mother cooks soup for dinner. The soup is hot. Then, I go to bed. I do not like to go to bed.

INFORMATICA: Aprire il programma per la produzione di testo, scrivere il proprio nome e cognome, allinearli automaticamente a destra, salvare nominando il file col proprio cognome e nome. Stampare e uscire dal programma.

PROVA 2 (ESTRATTA)

1. Lo statuto ed i regolamenti comunali
2. Il principio della separazione fra organi di indirizzo politico e organi gestionali
3. Esercizio dell'attività di vendita in forma itinerante

INGLESE

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.

INFORMATICA: Aprire il programma per la produzione di testo, creare una tabella con due righe e due colonne. Riempire le celle con parole a proprio piacimento. Salvare nominando il file con il proprio cognome e nome, stampare e uscire dal programma.

PROVA 3

1. Gli organi del Comune
2. Le determinazioni
3. Esercizio del commercio su area pubblica

INGLESE

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!

INFORMATICA: Aprire il programma per la produzione di testo e scrivere sulla prima riga il proprio nome e sulla seconda il proprio cognome; trasformarli in un elenco puntato. Ricopiare l'elenco nella stessa pagina e trasformarlo in un elenco numerato. Stampare e uscire dal programma.

PROVA 4

1. Le fasi del procedimento amministrativo
2. Le competenze della Giunta Comunale
3. I compiti di Polizia Amministrativa

INGLESE

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!

INFORMATICA: Aprire il programma per la produzione di testo e scrivere sulla prima riga il proprio nome e sulla seconda il proprio cognome; formattarlo in carattere grassetto corsivo ed evidenziarlo in verde. Salvare nominando il file con il proprio cognome e nome, stampare e uscire dal programma.

PROVA 5 (ESTRATTA)

1. Il principio di trasparenza e l'accesso agli atti amministrativi
2. Le fasi della spesa
3. I compiti di Polizia giudiziaria

INGLESE

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.

INFORMATICA: Aprire il programma per la produzione di testo, inserire una casella di testo e scrivervi il proprio nome e cognome con carattere a piacimento e dimensione 18. Salvare nominando il file con il proprio cognome e nome, stampare e uscire dal programma.

PROVA 6

1. Le competenze del Consiglio comunale
2. L'iter di approvazione del bilancio di previsione
3. Commercio al dettaglio negli esercizi di vicinato

INGLESE

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.

The house has a garden. John and Sarah play in the garden. They have a dog. John and Sarah like to play with the dog.

INFORMATICA: Aprire il programma per la produzione di testo, scrivere il proprio nome e cognome, allinearli automaticamente a sinistra, salvare nominando il file col proprio cognome e nome. Stampare e uscire dal programma