

## **Diritto amministrativo**

La comunicazione di avvio del procedimento amministrativo ai sensi della L. 241/1990

Il Responsabile del procedimento: nomina, funzioni e competenze

Le fasi del procedimento amministrativo

La Giunta Comunale: nomina, composizione, durata in carica e competenze

I principi di trasparenza e privacy nell'attività della Pubblica Amministrazione

Il codice di comportamento

Il Piano triennale di prevenzione della corruzione e della trasparenza

## **Stato Civile**

Le trascrizioni degli atti di stato civile si effettuano per intero o per riassunto?

Quale condizione deve soddisfare il cittadino straniero per poter contrarre matrimonio in Italia?

Mi saprebbe specificare se il matrimonio religioso concordatario, per essere trascritto nei registri dello stato civile debba sempre essere obbligatoriamente preceduto dalle pubblicazioni di matrimonio?

Quale è il documento sanitario che necessariamente deve essere esibito affinché l'Ufficiale dello stato civile possa rilasciare l'autorizzazione alla cremazione se richiesta?

Nel caso in cui l'acquisto della cittadinanza italiana sia subordinato al giuramento da prestare, mi saprebbe specificare da quale momento opera giuridicamente ed effettivamente tale acquisto?

Nel caso in cui la nascita avvenga al di fuori del matrimonio, qual è la condizione principale necessaria affinché il padre possa procedere al riconoscimento?

La donna vedova o divorziata può contrarre nuovo matrimonio immediatamente dopo la morte del coniuge o dopo la sentenza di divorzio?

## **Anagrafe - Elettorale**

Mi saprebbe dire quanti giorni prima delle votazioni deve essere affisso all'albo pretorio il manifesto di convocazione dei comizi elettorali e quale documento, da esibire al seggio, abilita l'elettore ad esprimere il voto?

Il cittadino straniero extracomunitario, per essere iscritto nell'anagrafe della popolazione residente, quale documento deve possedere?

Quanti tipi di liste elettorali deve tenere ed aggiornare ogni comune?

Che cosa si intende per residenza e cosa la distingue dal domicilio?

Mi saprebbe dire se due o più persone che coabitano in una stessa abitazione, possono richiedere di avere le famiglie anagrafiche separate?

Quali caratteristiche giuridiche contraddistinguono una convivenza così come definita dal Regolamento anagrafico?

Quali sono i documenti che l'ufficiale elettorale deve acquisire per poter iscrivere i cittadini neo maggiorenni nelle liste elettorali?

## **Informatica**

La validità della PEC e le principali differenze con la mail ordinaria

Che cos'è lo SPID?

I componenti hardware e software di un personal computer

Che cosa rappresenta la dicitura “ccn” all'interno di una casella di posta elettronica e a cosa serve?

Qual è la differenza tra download e upload di dati?

Le modalità di salvataggio, archiviazione e conservazione dei documenti informatici

Che cos'è un browser e quali sono quelli più diffusi?

# **Inglese**

## **My family at home**

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.

## **My morning routine**

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.

## **At school**

Lucas goes to school every day of the week. He has many subjects to go to each school day: English, art, science, mathematics, gym, and history. His mother packs a big backpack full of books and lunch for Lucas.

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 with crayons and pencils and sometimes uses a ruler. Lucas likes art. It is his favorite class.

## **A great summer vacation**

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."

## **The city where I live**

My name is Clark, and I will tell you about my city.

I live in an apartment. In my city, there is a post office where people mail letters. On Monday, I go to work. I work at the post office. Everyone shops for food at the grocery store. They also eat at the restaurant. The restaurant serves pizza and ice cream.

My friends and I go to the park. We like to play soccer at the park. On Fridays, we go to the cinema to see a movie. Children don't go to school on the weekend. Each day, people go to the hospital when they are sick. The doctors and nurses take care of them. The police keep everyone safe. I am happy to live in my city.

### **Going to the Supermarket**

Martha is at the grocery store, getting ready for a house party. She has a list of what she needs with her as she goes along. The first section she comes has produce. Martha sees apples, bananas, cherries, grapes, and strawberries. She checks her list:

- 6 apples - 1 bag of cherries - 1 bag of grapes - 2 cartons of strawberries

Martha gets her items and looks the bananas. They are on sale for much cheaper than they are normally. She picks 3 bananas. Next are vegetables. She sees potatoes, carrots, tomatoes, onions, mushrooms, and salad in bags.

### **The pet store**

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 sees rabbits, guinea pigs, and mice. Mice are what you call more than one mouse. 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.