

## **Area 1**

- 1) Gli organi di governo dell'ente locale
- 2) La motivazione del provvedimento amministrativo
- 3) Accesso documentale, accesso generalizzato e accesso civico
- 4) La comunicazione di avvio del procedimento
- 5) Autotutela nel provvedimento amministrativo
- 6) Il Silenzio assenso
- 7) I poteri del Dirigente degli Enti Locali

## **Area 2**

1. Piani Urbanistici Attuativi: descrivi quali conosci ,e di che tipologia possono essere, e gli adempimenti necessari fino alla loro approvazione;
2. Disciplina degli interventi in zona agricola: limiti, vincoli e possibilità edificatorie ammesse dalla legislazione regionale 8LR 11/2004,
3. Cos'è un CDU – certificato di destinazione urbanistica, spiega brevemente cosa deve attestare, chi lo rilascia e per quanto conserva la sua validità (Art. 30 DPR 380/2001),

4. Cos'è il contributo di costruzione, quando e come è dovuto, modalità di pagamento, casi di possibile scomputo (artt. 16 e 17 DPR 380/2001). Cos'è il contributo perequativo;
5. I competenti uffici comunali constatano d'ufficio e su denuncia da parte di un cittadino l'inosservanza e delle modalità esecutive in un titolo edilizio. Si chiede quali procedure deve attuare il tecnico comunale incaricato;
6. Definizione di "Accertamento di conformità" come definito dall'art. 36 del DPR 380/2001 e smi;
7. Titoli edilizi taciti: tipologia e validità;

### **Area 3**

- 1) Criteri di aggiudicazione dei contratti pubblici.
- 2) I requisiti morali e requisiti di capacità tecnica nelle gare d'appalto
- 3) Il direttore dei lavori nelle opere pubbliche
- 4) Acquisti telematici: il mercato elettronico
- 5) Principali documenti che compongono un progetto di opera pubblica
- 6) Quali sono i principali compiti del RUP? A chi compete la nomina?
- 7) Affidamento diretto e procedure negoziate nel sottosoglia

## **Informatica**

- 1) Cosa si intende con l'acronimo SPID? A cosa serve e come può essere utilizzato
- 2) Come si chiama il dispositivo (software o hardware) che blocca i virus, worm, trojan e programmi pericolosi? Che differenza c'è tra antivirus e firewall?
- 3) Che cos'è e a cosa serve la firma digitale?
- 4) Cos'è una rete wireless? È più, meno od ugualmente sicura di una rete cablata?

5) Come ti comporti se pensi di aver infettato il PC del lavoro con un virus?

6) Cos'è la PEC e come funziona

7) Cos'è un documento informatico

## **Inglese**

### **Traccia 1**

#### **Chicago**

Keith recently came back from a trip to Chicago, Illinois. This midwestern metropolis is found along the shore of Lake Michigan. During his visit, Keith spent a lot of time exploring the city to visit important landmarks and monuments.

Keith loves baseball, and he made sure to take a visit to Wrigley Field. Not only did he take a tour of this spectacular stadium, but he also got to watch a Chicago Cubs game. In the stadium, Keith and the other fans cheered for the Cubs. Keith was happy that the Cubs won with a score of 5-4.

Chicago has many historic places to visit. Keith found the Chicago Water Tower impressive as it is one of the few remaining landmarks to have survived the Great Chicago Fire of 1871.

## Traccia 2

### San Francisco

In June, Diane visited her friends who live in San Francisco, California. This was Diane's first time in the city, and she enjoyed her opportunities to walk around and explore.

On the first day of her trip, Diane visited the Golden Gate Bridge. This red suspension bridge measures 1.7 miles in length. Diane and her friends did not walk across the bridge. However, they viewed it from the Golden Gate National Recreation Area, which offers hiking trails, picnicking areas, and presents spectacular views of the bridge and city. Diane and her friends made sure to take a group photograph here, featuring the bridge in the background.

The next day, Diane and her friends visited Alcatraz Island. This island is located 1.25 miles offshore in the San Francisco Bay. It used to serve as a lighthouse, military fort, and prison.

## Traccia 3

### Halloween

**Halloween (also referred to as All Hollows' Eve)** is a holiday that's celebrated in America on 31 October of each year, regardless of what day of the week this date falls on. Although it is rooted in religion, Halloween today is enjoyed mainly because of its decorations, costumes, candy, treats, and general excitement, and furthermore, it is enjoyed by most everyone.

Before Halloween, many individuals carve a design into an orange-colored **pumpkin**, or a solid, durable vegetable. Once a personally satisfying design is carved, a lit candle is typically put inside a pumpkin, thereby making it a **Jack-O-Lantern**. At night, this design lights up against the darkness.

Besides carving pumpkins, some celebrate Halloween by putting decorations up. **Supernatural** (referring in this case to non-natural creatures that're typically based in fiction) figures, including **vampires, ghosts, werewolves, zombies, and more**, generally account for most of these decorations.

## Traccia 4

### Hotel Reservation

**Receptionist:** Good afternoon! This is Capitol Hotels in Washington, D.C. How may I help you?

**Mr. Abrams:** Hi, I'd like to schedule a reservation for this upcoming weekend from Friday night until Sunday.

**Receptionist:** Sure! Let me check and see what rooms are available. Do you need a room with one bed or two?

**Mr. Abrams:** My wife and I will be visiting the city, but a room with one bed will be just fine.

**Receptionist:** Alright... It looks like we have several rooms available. Would you care for a room with a balcony?

**Mr. Abrams:** A single room with no balcony will suit our needs just fine. I did notice on your website that you have a pool and an exercise room. Are these facilities available for all hotel guests?

**Receptionist:** Yes, all hotel guests are allowed access to those facilities. The hotel stay also includes breakfast. We have a restaurant on-site that also serves lunch and dinner, but those meals are not included in your lodging fee.

**Mr. Abrams:** Okay, that's fine. What time are both check-in and check-out?

**Receptionist:** Check-in for you on Friday can be any time after 3:00 p.m. Check-out will be on Sunday before noon.

**Mr. Abrams:** Sounds great!

**Receptionist:** I am glad that I could help you today. Is there anything else that you need at this point in time?

**Mr. Abrams:** Would you like my credit card information now, or can I take care of that upon my arrival to the hotel's reception desk?

**Receptionist:** We can handle payment upon your arrival on Friday. We look forward to seeing you then!

**Mr. Abrams:** Thank you! I look forward to my stay.

**Receptionist:** Enjoy the rest of your week!

## **Traccia 5**

### **London**

London is a famous and historic city. It is the capital of England in the United Kingdom. The city is quite popular for international tourism because London is home to one of the oldest-standing monarchies in the western hemisphere. Rita and Joanne recently traveled to London. They were very excited for their trip because this was their first journey overseas from the United States.

Among the popular sights that Rita and Joanne visited are Big Ben, Buckingham Palace, and the London Eye. Big Ben is one of London's most famous monuments. It is a large clock tower located at the northern end of Westminster Palace. The clock tower is 96 meters tall. Unfortunately, Rita and Joanne were only able to view the tower from the outside. The women learned that the tower's interior is undergoing renovations until 2021.

## **Traccia 6**

### **The four seasons**

The four seasons are spring, summer, fall, and winter, and although various areas of the United States experience drastically different weather during these times, all portions of the country recognize the seasons; winter in California may bring heat, and winter in New York may bring blizzards, but both periods are nevertheless winter.

Following winter, **spring** begins on 20 March and ends on either 20 June or 21 June, in the United States (this date may vary slightly from year to year and hemisphere to hemisphere). For most, spring is a time of "thawing," when the cold and snow of the winter are replaced by sunshine, reasonable temperatures, green grass, and more. It is also the season wherein previously dormant bees and butterflies reemerge, and when birds become more active.

## **Traccia 7**

### **The Statue of Liberty**

The Statue of Liberty, arguably one of New York City's most iconic symbols, is a popular tourist attraction for first-time visitors to the city. This 150-foot monument was gifted to the United States from France in order to celebrate 100 years of America's independence. The statue is located on Liberty Island, and it is accessible by taking a ferry from either Battery Park in New York City or

Liberty State Park in Jersey City.

When Claire visited the Statue of Liberty for the first time, she instantly admired it as a symbol of freedom. Claire made sure to make reservations before her visit because only 240 people are permitted to climb the staircase to the top of the statue every day. After climbing almost 400 stairs, Claire received spectacular views of the city from the statue's crown.

During her visit, Claire learned that the Statue of Liberty was not always the color that it is now. She found out that because the statue's exterior is made of copper, the statue oxidized over time, giving it the greenish appearance it has in present day. When it was first constructed, the statue was the same color as a shiny penny!