

## DOMANDE 1^ GRUPPO

- 1) L'Amministrazione Comunale può rifiutare la richiesta di accesso agli atti di un cittadino? Se sì in quali casistiche? Cosa può fare il cittadino nel caso di rifiuto?
- 2) Il responsabile del procedimento e i suoi compiti
- 3) Revoca del provvedimento amministrativo
- 4) Elementi costitutivi essenziali dell'atto amministrativo
- 5) Differenza tra atto e provvedimento amministrativo
- 6) La struttura dell'atto amministrativo
- 7) I vizi degli atti amministrativi
- 8) Illegittimità e nullità dell'atto amministrativo
- 9) Quando sorge l'obbligo di astensione del dipendente pubblico
- 10) Nullità e annullabilità del provvedimento amministrativo
- 11) Differenze tra accesso civico e accesso generalizzato
- 12) Parli il candidato dell'efficacia del provvedimento amministrativo
- 13) Gli obblighi di trasparenza nell'Ente locale
- 14) Cosa si intende per dato personale e per trattamento dello stesso
- 15) Accesso nel corso del procedimento amministrativo e accesso sul provvedimento finale
- 16) Titolare del trattamento, Responsabile del trattamento, Responsabile della protezione dei dati
- 17) L'accesso civico secondo il D.Lgs. 33/2013
- 18) Unità Organizzativa Responsabile del Procedimento e Responsabile del Procedimento
- 19) Diritti e doveri dei dipendenti pubblici
- 20) Il comportamento del dipendente pubblico in servizio e nei rapporti con il pubblico
- 21) Il Codice di Comportamento e soggetti a cui si applica
- 22) Principio della separazione tra i poteri di indirizzo e di controllo politico-amministrativo e la funzione di gestione amministrativa, finanziaria e tecnica
- 23) Strumenti a disposizione del cittadino per ottenere informazioni o documenti in possesso della Pubblica Amministrazione
- 24) Il conflitto di interessi: presupposti e conseguenze
- 25) Trasparenza dell'attività amministrativa e anticorruzione; il Responsabile della Trasparenza e dell'Anticorruzione nell'Ente Locale
- 26) Accesso civico: caratteristiche, esclusioni e limitazioni

## DOMANDE 2^ GRUPPO

- 1) Il Piano esecutivo di gestione
- 2) La Giunta Comunale e le sue competenze
- 3) Le fasi delle entrate ai sensi del d.lgs.267/2000
- 4) Le fasi della spesa ai sensi del d.lgs 267/2000
- 5) Controlli interni negli enti locali
- 6) Le determinazioni
- 7) Il Consiglio Comunale e le sue competenze
- 8) Il Segretario comunale: nomina, ruolo e funzioni
- 9) Le entrate negli enti locali
- 10)Le spese negli enti locali
- 11)Il Rendiconto ai sensi del D.Lgs. 267/2000
- 12)L'impegno di spesa
- 13)Regole per l'effettuazione della spesa
- 14)Potestà regolamentare e statutaria nell'Ente Locale
- 15)Il principio di auto tutela nell'ente locale
- 16)Le deliberazioni
- 17)Differenza tra deliberazioni e determinazioni
- 18)Funzioni e responsabilità della dirigenza
- 19)Il controllo di regolarità amministrativo contabile ai sensi del d.lgs.267/2000
- 20)Cosa sono i regolamenti degli enti locali il candidato ne illustri i principali
- 21)Gli organi del Comune e le loro competenze
- 22)Forniture per cui non è stato adottato l'impegno di spesa
- 23)Lo status degli amministratori locali
- 24)Le forme associative tra enti locali
- 25)La chiusura del ciclo della programmazione finanziaria dell'Ente locale
- 26)I pareri dei responsabili sugli atti amministrativi

## DOMANDE 3^ GRUPPO

- 1) La certificazione anagrafica
- 2) Il trasferimento della Residenza
- 3) La popolazione residente e la popolazione temporanea
- 4) Elezioni del Sindaco
- 5) I compiti dell'ufficiale d'anagrafe in caso di omesse dichiarazioni
- 6) La delega di ufficiale d'anagrafe
- 7) Le cancellazioni anagrafiche
- 8) Lo stato di famiglia, le convivenze anagrafiche e le convivenze di fatto
- 9) La gestione anagrafica delle persone senza fissa dimora
- 10) Il ripristino della posizione anagrafica
- 11) I casi di irricevibilità della dichiarazione anagrafica di residenza
- 12) Le pubblicazioni di matrimonio del cittadino italiano e del cittadino straniero
- 13) Le annotazioni a margine sui registri di stato civile
- 14) Le certificazioni di stato civile
- 15) La separazione ed il divorzio avanti all'ufficiale di stato civile
- 16) DAT cosa sono e quali sono le competenze dell'ufficiale di stato civile
- 17) La dichiarazione di nascita
- 18) Che cos'è AIRE e quali sono i requisiti per l'iscrizione
- 19) Le condizioni di regolarità del soggiorno del cittadino comunitario
- 20) Certificazioni anagrafiche storiche
- 21) La carta d'identità
- 22) Le rettifiche e le correzioni degli atti di stato civile
- 23) Le funzioni e le deleghe dell'ufficiale di stato civile
- 24) La registrazione anagrafica del neonato
- 25) Il matrimonio civile
- 26) L'irreperibilità anagrafica

## PROVA INGLESE – testo 1

### **Il candidato legga e traduca:**

The weather is one of the few things we can't control but it is one of the most important things in our lives. The way we live and the things we do depend on the weather. The weather influences the clothes we wear, what we do – beach or indoor swimming pool – and even what we eat – hot soup or a nice salad.

When we are planning a journey, we need to know if there's snow and ice on the roads, or if there's thick fog.

And how many holidays are ruined by bad weather? There can be no doubt our lives are very strongly influenced by the weather.

## PROVA INGLESE – testo 2

### **Il candidato legga e traduca:**

The British in particular have a reputation for being obsessed with the weather but this isn't surprising when you consider how changeable the weather in Britain can be. A day can start with a sunny morning, then change into a wet afternoon and become cloudy and windy in the evening.

British people know that the weather is unpredictable and they prepare for that. In fact it's not unusual to see people having a picnic on the beach in boots and coats or people at summer festivals walking in the mud carrying umbrellas.

But when the sun shines, even if it is only early spring, the British put on their shorts, t-shirts and sandals, and they don't worry about getting ill!

## PROVA INGLESE – testo 3

### **Il candidato legga e traduca:**

That's because there isn't a very big difference between summer and winter temperatures in the UK. The temperature is generally mild all year and people want to enjoy the sun when they can. There's no need for long summer school holidays in August because of the heat.

British people don't usually have separate summer and winter clothes: they put on a jumper or jacket in the winter, take it off in the summer. They sleep with quilts on their beds all year around.

## PROVA INGLESE – testo 4

### **Il candidato legga e traduca:**

The British aren't prepared for extreme weather. A very hot summer means houses are uncomfortable because buildings in the UK keep people warm, not cool. They usually have thick carpets and curtains and no air-conditioning.

In the winter, heavy snow means people can't get to work or school because train and bus services aren't designed to operate in these freezing conditions and people can't drive because of the snow on the roads.

Climate change is beginning to have an impact on the British way of life and the national obsession with the weather is getting worse!

PROVA INGLESE – testo 5

**Il candidato legga e traduca:**

My job is a long distance from my home, almost 50 miles away. I have to wake up early every morning, as I'm always in a rush. There's never enough time for a relaxed breakfast. At 7:00 AM, I get into my car and start the long drive. The drive to work takes about one hour.

Going back home in the evening after work takes even longer, maybe around 70 minutes. Lately I've been thinking about trying to take the train to work instead of driving. That way I could still listen to my music with headphones and even read a novel at the same time.

PROVA INGLESE – testo 6

**Il candidato legga e traduca:**

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!

PROVA INGLESE – testo 7

**Il candidato legga e traduca:**

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. On the weekends we all play board games together. We laugh and always have a good time. I love my family very much.

PROVA INGLESE – testo 8

**Il candidato legga e traduca:**

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.

PROVA INGLESE – testo 9

**Il candidato legga e traduca:**

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.

PROVA INGLESE – testo 10

**Il candidato legga e traduca:**

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 parents go to bed late but my sister and I go to bed early. I'm ready to go to sleep but my sister wants to keep reading.

PROVA INGLESE – testo 11

**Il candidato legga e traduca:**

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.

PROVA INGLESE – testo 12

**Il candidato legga e traduca:**

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.

### PROVA INGLESE – testo 13

#### **Il candidato legga e traduca:**

Jack is hungry. He walks to the kitchen and gets out some eggs. He takes out some oil. He places a skillet on the stove. Next, he turns on the heat. He pours the oil into the skillet. He cracks the eggs into a bowl. He stirs the eggs. Then, he pours them into the hot skillet. He waits while the eggs cook. They cook for two minutes. He hears them cooking..

Next, Jack puts the eggs on a plate. He places the plate on the dining room table. Jack loves looking at his eggs. They look pretty on the white plate. He sits down in the large wooden chair. He thinks about the day ahead. He eats the eggs with a spoon. They are good.

### PROVA INGLESE – testo 14

#### **Il candidato legga e traduca:**

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).

### PROVA INGLESE – testo 15

#### **Il candidato legga e traduca:**

My city isn't a bad city however it's nothing to get too excited about either. Because it's a quiet city with very little crime lots of people move here to start families. There are plenty of schools and several parks. There are also quite a number of jobs. People work in both offices and factories.

Having grown up here, I know it well. Too well. I'm ready to move to another place. I want to see other cities and other countries. I think it's important to learn new things and explore other cultures. I like to spend time with people who have ideas that are different from my ideas. It helps me to see things in a new way.

### PROVA INGLESE – testo 16

#### **Il candidato legga e traduca:**

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.

### PROVA INGLESE – testo 17

#### **Il candidato legga e traduca:**

Rimini is a beautiful city, with many old buildings and narrow streets. It's much nicer than my own town, which is modern, and not at all interesting.  
My boyfriend, David, is a dentist. He's happy to work in the centre of this small city. He can go shopping in his lunch hour, or go for a walk.  
He doesn't need a car, unless he wants to drive out of Rimini into the countryside. There are a lot of museums in Rimini, and many tourists come here, especially in summer. In the spring the city is full of flowers.  
Spring is my favourite season and Rimini is fantastic in this period.

### PROVA INGLESE – testo 18

#### **Il candidato legga e traduca:**

Nick is a chartered accountant but he loves to cook.  
He lives in London and he wants to leave his job to open an Italian restaurant. Charlotte, Nick's girlfriend, is also a chartered accountant.  
Nick tells Charlotte that he is thinking of going to Italy for six months.  
"I need to learn Italian. And I need to do an Italian cookery course too."  
But Charlotte wants to get married, buy a house and have children. She wants to start a family.  
She definitely doesn't want to wait six months. "Nick, if you go to Italy, that's it, it's over!"

### PROVA INGLESE – testo 19

#### **Il candidato legga e traduca:**

Giacomo is 30 years old and he is an electrician. He works in a technical office in a small city in the north of Italy.  
When his son Tommaso asks him, "Dad, what is your job?" Giacomo answers, "I repair the street lamps and the lights around the city."  
When he was a boy, Giacomo bought many books about the stars and the planets. But after he finished school he found a job straight away as an electrician and forgot about his dream of becoming an astronomer.  
Then one day he met Lisa, and after only six months they got married!  
Now there are three of them in the home: Giacomo, Lisa and little Tommaso.

### PROVA INGLESE – testo 20

#### **Il candidato legga e traduca:**

Tommaso is 6 years old, and in the first year of primary school.  
Every day he comes home with lots of questions. He is a happy, very curious child. He loves music and animals, especially his dog, Red.  
Today is Saturday. Tommaso comes home and plays with his dog Red in the garden.  
"Come to the table! Lunch is ready, no more playing!" says Lisa.  
Tommaso runs in and sits at the table.

After lunch, he tells them, "Today the teacher told us about the stars and the planets. It was really interesting."

It's like a dream to Giacomo. His son is talking about stars!

#### PROVA INGLESE – testo 21

##### **Il candidato legga e traduca:**

My name is Sara and I love shopping online. I prefer mobile phone apps, but sometimes I use my computer. The phone is more convenient for me. I love shopping so much that I buy everything I need at home. I get food, electronics, books, and even large pieces of furniture like my sofa and bookshelves all online!

Yesterday I bought a birthday present for my mother, and it arrived today! That saves me a lot of time. I am a very busy person and I am a little forgetful too. If I think of something I need, then it is wonderful that I can buy it at that moment.

My friends aren't as comfortable with buying things online as I am because they think that it can be dangerous.

#### PROVA INGLESE – testo 22

##### **Il candidato legga e traduca:**

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. George decides he wants to get a turtle for his birthday. He buys a book on how to take care of a turtle and a list of what types of turtles the store has.

#### PROVA INGLESE – testo 23

##### **Il candidato legga e traduca:**

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."

#### PROVA INGLESE – testo 24

##### **Il candidato legga e traduca:**

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.

#### PROVA INGLESE – testo 25

##### **Il candidato legga e traduca:**

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.

#### PROVA INGLESE – testo 26

##### **Il candidato legga e traduca:**

My apartment has a lot of colors. In the living room there is a brown sofa.

The drapes are green and the carpet is also green. In the dining room the colors are different.

The walls are blue and there is a grey table with red and black chairs.

In all the rooms in the house, the ceilings are yellow and the doors are purple.

I like the colors!