

Gruppo 1

1. Legge 150/2000, differenza tra Portavoce e Capo Ufficio stampa
2. La comunicazione integrata nelle Pubbliche amministrazioni
3. Che cosa si intende per immagine coordinata? Quando viene usata? Il candidato porti un esempio
4. Com'è fatta la redazione di un giornale?
5. Ufficio stampa e pubblicità sui media. Ci sono regole, se sì, quali?
6. Che cosa stabilisce la legge sulla par condicio in merito alle modalità di comunicazione nei periodi pre elettorali?
7. Quali sono le strutture individuate dalla legge 150 come referenti per la comunicazione e informazione in un ente o istituzione?
8. Quali titoli deve avere il personale dell'Ufficio Stampa, dell'Urp e il portavoce in ambito istituzionale?
9. A quali norme deontologiche deve attenersi il giornalista di un ufficio stampa istituzionale?
10. Quali sono le attività di informazione e quali quelle di comunicazione attraverso le quali un ente può esprimersi e quali sono i rispettivi interlocutori?

11. Di che cosa tratta il decreto Trasparenza 33/2013 e perchè è importante sotto il profilo della comunicazione pubblica?
12. Quali sono i riferimenti legislativi in ambito di deontologia del giornalista?
13. Che cos'è il Testo Unico dei doveri del giornalista e quali fondamentali documenti contiene?
14. Che cosa stabilisce la Carta dei doveri dei giornalisti degli Uffici Stampa?
15. A quale codice deontologico deve riferirsi il pubblico dipendente? Quali sono i principi generali ai quali deve uniformare il suo comportamento?
16. Quali strumenti di comunicazione possono essere utilizzati da una Pubblica Amministrazione?

Gruppo 2

1. Come si comunica attraverso i social?
2. La comunicazione istituzionale può essere solo social?
3. Cosa rappresentano i social media per una pubblica amministrazione?
4. Chi gestisce i social nelle PA?
5. Qual è la differenza tra broadcast e podcast?
6. Come prendere appunti in modo digitale?
7. Piano editoriale social, il candidato porti un esempio
8. Scrittura digitale, un esempio di tone of voice
9. Cosa si intende con social media policy? Chi e come se ne occupa?
10. Che cosa significa scrivere in ottica SEO (search engine optimization)?
11. Si chiede di dare una definizione di podcast, chatbot, insight contestualizzando il loro utilizzo.
12. Quali sono i principali social network e come possono essere utilizzati nell'ambito della pubblica amministrazione?

13. Quali sono e come possono essere utilizzati gli strumenti di messaggistica istantanea?
14. Cosa si intende per accessibilità e usabilità di un sito web ? Quali sono gli obblighi per una pubblica amministrazione e qual è l'autorità preposta alla vigilanza su questi aspetti?
15. Quali sono le principali caratteristiche del linguaggio efficace sui social network ?
16. Ruolo dei siti e ruolo dei social media nell'ambito della comunicazione istituzionale. Quali differenze ci sono?

Gruppo 3

1. Quali sono gli organi politici del Comune?
2. Differenza tra determine e delibere
3. Un esempio di delibera di competenza della Giunta e una di competenza del Consiglio comunale
4. Differenza tra reato di calunnia e reato di diffamazione
5. Cos'è l'albo pretorio e quali atti devono essere pubblicati?
6. Quali sono i diritti dei dipendenti pubblici?
7. Cosa si intende con Responsabile Unico del Procedimento e quali sono i suoi compiti?
8. Che cos'è un procedimento amministrativo e chi è incaricato di portarlo a compimento?
9. Attraverso quali atti si esprimono gli organi di governo del Comune?
10. Delibere, determine e ordinanze: chi le emana e quali sono le differenze?
11. Cosa si intende con peculato, concussione e corruzione?
12. Che cos'è il Piano Esecutivo di Gestione, quando e quale organo lo approva?

13. Quali sono gli organi gestionali del Comune e quali sono le loro principali funzioni.
14. L'informativa sulla privacy secondo il Regolamento Generale sulla Protezione dei Dati (GDPR) dell'Unione Europea. Qual è la sua finalità e che contenuti deve avere?
15. Perché un data breach è pericoloso e quali sono le azioni che deve intraprendere il comune nel caso in cui verifichi una violazione dei propri dati personali?
16. Qual è la differenza tra Accesso Civico Semplice e Accesso Civico Generalizzato e quali tipologie di informazioni possono essere richieste tramite ciascuna di queste modalità?

Informatica

1. Cos'è un virus informatico e come si può proteggere un computer da esso?
2. Che cos'è una password sicura e quali sono alcuni suggerimenti per crearne una?
3. Qual è il rischio associato all'apertura di allegati email da mittenti sconosciuti?
4. Cosa significa "phishing" e quali sono alcuni segnali che possono indicare un tentativo di phishing?
5. Perché è importante mantenere aggiornato il software e il sistema operativo del proprio computer?
6. Cosa si intende per "backup dei dati" e perché è fondamentale effettuarne regolarmente uno?
7. Cos'è un database e quando è importante utilizzarlo?
8. Cosa si intende per "cloud computing" e quali sono alcuni esempi di servizi cloud comuni?
9. Quali sono i vantaggi e gli svantaggi dell'utilizzo del cloud rispetto all'archiviazione locale dei dati?
10. Come si possono condividere file tramite servizi di storage cloud come Google Drive o Dropbox?

11. Quali sono alcune misure di sicurezza importanti da prendere quando si utilizzano servizi cloud per archiviare dati sensibili?
12. Qual è la differenza tra memoria RAM e memoria di archiviazione e come influenzano le prestazioni del computer?
13. Qual è il ruolo del sistema operativo e quali sono alcuni esempi comuni di sistemi operativi
14. Descrivi il concetto di cookie e spiega il loro ruolo durante la navigazione su internet?
15. Spiega la differenza tra un'applicazione web e un'applicazione desktop.
16. Phishing, malware e attacchi di ingegneria sociale: cosa sono e come ci si difende

1) Children in Poland rejoice over new limits on homework

The Polish government has introduced strict limits on the amount of homework pupils must do in a bid to modernise the education system. But some parents and teachers aren't convinced by the changes.

Teachers will no longer give required homework to children in the first to third grades.

While homework is now optional for students in grades four to eight and doesn't count towards a grade.

Perhaps inevitably the decree has been warmly received by pupils.

"I'm happy because this homework, I did not like it too much," said 11-year-old Warsaw pupil Ola, "It didn't really make much sense because most people in my class would copy it in the morning from someone who had done the homework."

2) Homework in Poland

Stawomir Broniarz, the head of the Polish Teachers' Union, says that while he recognises the need to ease burdens on students, the new rules have been imposed without adequate consultation with educators.

"In general, the teachers think that this happened too quickly, too hastily," he said.

Broniarz argues that removing homework could widen the educational gaps between children who have strong support at home and those from families with less support and lower expectations.

Poland's education system has undergone a number of controversial overhauls with almost every new government making changes. This has often left parents and teachers confused and discouraged.

And sitting in the middle is third grader Julian.

"It's a little bit uncool that there is no more homework. But when there is no homework, that's also rather cool," he said.

3) The Environment

In our modern world, there are many factors that place the wellbeing of the planet in jeopardy. While some people have the opinion that environmental problems are just a natural occurrence, others believe that human beings have a huge impact on the environment. Regardless of your viewpoint, take into consideration the following factors that place our environment as well as the planet Earth in danger.

Global warming or climate change is a major contributing factor to environmental damage. Because of global warming, we have seen an increase in melting ice caps, a rise in sea levels, and the formation of new weather patterns. These weather patterns have caused stronger storms, droughts, and flooding in places that they formerly did not occur.

4) **The Environment**

Air pollution is primarily caused as a result of excessive and unregulated emissions of carbon dioxide into the air. Pollutants mostly emerge from the burning of fossil fuels in addition to chemicals, toxic substances, and improper waste disposal. Air pollutants are absorbed into the atmosphere, and they can cause smog, a combination of smoke and fog, in valleys as well as produce acidic precipitation in areas far away from the pollution source.

5) **The Environment** In many areas, people and local governments do not sustainably use their natural resources. Mining for natural gases, deforestation, and even improper use of water resources can have tremendous effects on the environment. While these strategies often attempt to boost local economies, their effects can lead to oil spills, interrupted animal habitats, and droughts.

Ultimately, the effects of the modern world on the environment can lead to many problems. Human beings need to consider the repercussions of their actions, trying to reduce, reuse, and recycle materials while establishing environmentally sustainable habits. If measures are not taken to protect the environment, we can potentially witness the extinction of more endangered species, worldwide pollution, and a completely uninhabitable planet.

6) **Spanish flu pandemic of 1918** The deadliest virus in modern history, perhaps of all time, was the 1918 Spanish Flu. It killed about 20 to 50 million people worldwide, perhaps more. The total death toll is unknown because medical records were not kept in many areas.

The pandemic hit during World War I and devastated military troops. In the United States, for instance, more servicemen were killed from the flu than from the war itself. The Spanish flu was fatal to a higher proportion of young adults than most flu viruses.

The pandemic started mildly, in the spring of 1918, but was followed by a much more severe wave in the fall of 1918. The war likely contributed to the devastating mortality numbers, as large outbreaks occurred in military forces living in close quarters. Poor nutrition and the unsanitary conditions of war camps had an effect.

7) **Spanish Flu pandemic** A third wave occurred in the winter and spring of 1919, and a fourth, smaller wave occurred in a few areas in spring 1920. Initial symptoms of the flu were typical: sore throat, headache, and fever. The flu often progressed rapidly to cause severe pneumonia and sometimes hemorrhage in the lungs and mucus membranes. A characteristic feature of severe cases of the Spanish Flu was heliotrope cyanosis, where the patient's face turned blue from lack of oxygen in the cells. Death usually followed within hours or days.

Modern medicine such as vaccines, antivirals, and antibiotics for secondary infections were not available at that time, so medical personnel couldn't do much more than try to relieve symptoms.

The flu ended when it had infected enough people that those who were susceptible had either died or developed immunity.

8) **Palladio** was born in the northern Italian region of the Veneto, where, as a youth, he was apprenticed to a sculptor in Padua until, at the age of 16, he moved to nearby Vicenza and enrolled in the guild of the bricklayers and stonemasons. He was employed as a mason in workshops specializing in monuments and decorative sculpture in the style of the Mannerist architect Michele Sanmicheli of Verona.

Between 1530 and 1538 Count Gian Giorgio Trissino, a Humanist poet and scholar, was rebuilding his villa at Cricoli outside Vicenza in the ancient Roman, or classical, style. Palladio, working there as a mason, was noticed by Trissino, who undertook to expand his practical experience with a Humanist education.

9) **The Villa Trissino** was rebuilt to a plan reminiscent of designs of Baldassarre Peruzzi, an important High Renaissance architect. Planned to house a learned academy for Trissino's pupils, who lived a semimonastic life studying mathematics, music, philosophy, and classical authors, the villa represented Trissino's interpretation of the ancient Roman architect and theorist Vitruvius (active 46–30 BC), whom Palladio was later to describe as his master and guide. The name Palladio was given to Andrea, after a Humanist habit, as an allusion to the mythological figure Pallas Athena and to a character in Trissino's poem "Italia liberata dai goti." It indicates the hopes Trissino had for his protégé.

10) **Catacombs, France** Major public health problems led the Parisians in the late 18th century to evacuate the bones from their largest cemetery, the Saints-Innocents, which had accumulated over approximately 1,000 years. Today, twenty meters beneath the bustling and romantic streets of Paris, the Catacombs represent a dark and introspective journey into the city's history. This subterranean maze of tunnels is a stark reminder of the finite nature of life, where the bones of over six million people are meticulously arranged, creating a silent and sombre tableau. Visitors descend into this realm of darkness, walking through corridors lined with the remains of past Parisians, a poignant and reflective experience that's as humbling as it is macabre.

11) **A leader's challenge.** Gabriela worked for a multinational company as a successful project manager in Brazil and was transferred to manage a team in Sweden. She was excited about her new role but soon realised that managing her new team would be a challenge.

Despite their friendliness, Gabriela didn't feel respected as a leader. Her new staff would question her proposals openly in meetings, and when she gave them instructions on how to carry out a task, they would often go about it in their own way without checking with her. When she announced her decisions on the project, they would continue giving their opinions as if it was still up for discussion.

12) **A Plastic Ocean** is a film to make you think. Think, and then act. We need to take action on our dependence on plastic. We've been producing plastic in huge quantities since the 1940s. Drink bottles, shopping bags, toiletries and even clothes are made with plastic. What happens to all the rest? This is the question the film *A Plastic Ocean* answers. It is a documentary that looks at the impact that plastic waste has on the environment. Spoiler alert: the impact is devastating.

The film begins as a journey to film the largest animal on the planet, the blue whale. But during the journey the filmmakers (journalist Craig Leeson and environmental activist Tanya Streeter) make the shocking discovery of a huge, thick layer of plastic floating in the middle of the Indian Ocean.

13) **Something from a letter.** I've been meaning to write for ages and finally today I'm actually doing something about it. Not that I'm trying to make excuses for myself.

I went from London to Prague to set up a new regional office there. You know I'd always wanted to go, but maybe I was imagining Prague in spring when I used to talk about that. Winter was really hard, with minus 15 degrees in the mornings and dark really early in the evening. But at least it was blue skies and white snow and not days on end of grey skies and rain, like at home. It's tough being away from home over Christmas, though, and Skype on Christmas Day wasn't really the same as being with everyone.

14) **Buy nothing movement.** Social media, magazines and shop windows bombard people daily with things to buy, and British consumers are buying more clothes and shoes than ever before. Online shopping means it is easy for customers to buy without thinking, while major brands offer such cheap clothes that they can be treated like disposable items – worn two or three times and then thrown away.

In Britain, the average person spends more than £1,000 on new clothes a year, which is around four per cent of their income. That might not sound like much, but that figure hides two far more worrying trends for society and for the environment. First, a lot of that consumer spending is via credit cards. Also, not only are people spending money they don't have, they're using it to buy things they don't need.

15) **Charity shops** People might not realise they are part of the disposable clothing problem because they donate their unwanted clothes to charities. But charity shops can't sell all those unwanted clothes. 'Fast fashion' goes out of fashion as quickly as it came in and is often too poor quality to recycle; people don't want to buy it second-hand. Huge quantities end up being thrown away, and a lot of clothes that charities can't sell are sent abroad, causing even more economic and environmental problems.

However, a different trend is springing up in opposition to consumerism – the 'buy nothing' trend. The idea originated in Canada in the early 1990s and then moved to the US, where it became a rejection of the overspending and overconsumption of Black Friday and Cyber Monday during Thanksgiving weekend.

16) **Health and personality** There is increasing evidence that health is linked to personality. However, until now, the relationship has not affected the way health care is delivered. There are several reasons for this. Some health workers doubt whether there is a direct link between health and personality or whether it's just a coincidence. Some feel it is their professional duty to treat all patients in the same way. Others argue that delivering health services according to patients' personalities will have minimal impact and therefore isn't worth the effort. However, some psychologists believe that applying different procedures to people with different personalities could have a significant, positive effect on health.

