

QUESITI GRUPPO 1

1. Attribuzioni degli organi di indirizzo politico amministrativo
2. A chi spetta nel Comune la stipulazione dei contratti
3. Attribuzioni dei dirigenti.
4. Attribuzioni del Consiglio Comunale - art. 42 D.Lgs. n. 267/2000
5. Attribuzioni della Giunta comunale.
6. Che tipi di organi sono il Consiglio e la Giunta comunali.
7. Che tipo di organo è la Giunta comunale.
8. Chi conferisce gli incarichi dirigenziali.
9. Chi fa parte della Giunta comunale.
10. Come è eletto il Sindaco nei Comuni con popolazione superiore a 15.000 abitanti.
11. Competenze della Giunta comunale.
12. Competenze del Consiglio comunale.
13. Competenze della dirigenza.
14. Competenze della Giunta Comunale - artt. 47 e 48 D.Lgs. n. 267/2000
15. Competenze dirigenziali.
16. Composizione della Giunta comunale.
17. Convenzioni tra Comuni.
18. Differenza tra gli Assessori e i Consiglieri comunali.
19. Differenza tra gli Assessori ed i Consiglieri comunali.
20. Differenza tra il Segretario comunale e Direttore Generale.
21. Diritti dei Consiglieri comunali.
22. Distinzione tra le competenze del Consiglio comunale e della Giunta comunale.
23. Distinzione tra organi politici e gestione.
24. Durata in carica della giunta comunale
25. Durata in carica della Giunta e possibili cause di decadenza.
26. Elementi costitutivi del Comune.
27. Funzioni degli organi politici e della dirigenza.
28. Funzioni dei Comuni.
29. Funzioni del Consiglio comunale.
30. Funzioni dirigenziali.
31. Funzioni e responsabilità della dirigenza comunale
32. Gli Assessori comunali.
33. Gli atti amministrativi dei Dirigenti.
34. Gli atti degli organi collegiali del Comune.
35. Gli atti del Consiglio Comunale
36. Gli atti del Sindaco.

37. Gli atti tipici dei Comuni.
38. Gli elementi costitutivi del Comune
39. Gli incarichi dirigenziali.
40. Gli Organi del Comune.
41. I pareri nelle deliberazioni dei Comuni.
42. I pareri sugli atti collegiali del Comune.
43. I principali servizi alla persona erogati dal Comune
44. I servizi del Comune di competenza Statale
45. Il Segretario Comunale - art. 97 D.Lgs. n. 267/2000
46. Il servizio comunale di archivio e protocollo.
47. Il Sindaco - competenze
48. Il Sindaco ed il Presidente del Consiglio comunale.
49. Il Vice Sindaco.
50. La potestà statutaria e regolamentare del Comune
51. Le convenzioni tra Comuni (art. 30 T.U.E.L.)
52. Le funzioni del Comune
53. Le funzioni del Sindaco.
54. Le funzioni dirigenziali
55. Le ordinanze del Sindaco.
56. Nomina dei Dirigenti
57. Organo di governo del Comune
58. Tipologie di forme associative previste dal TUEL.
59. Tipologie di ordinanze del Sindaco.
60. Tipologie di servizi erogati dal Comune.
61. CONFERIMENTO DI FUNZIONI DIRIGENZIALI
62. DIRITTI DEI CONSIGLIERI
63. COMPETENZE PRINCIPALI DEGLI ORGANI DI GOVERNO DELL'ENTE LOCALE
64. COMPITI DEL COMUNE PER I SERVIZI DI COMPETENZA STATALE
65. FUNZIONI DEL SEGRETARIO COMUNALE
66. FUNZIONI DEL DIRETTORE GENERALE

QUESITI 2° GRUPPO

- 2.1) Accesso documentale.
- 2.2) Accesso civico.
- 2.3) Accesso civico generalizzato.
- 2.4) Il Responsabile della prevenzione della corruzione e della trasparenza.
- 2.5) Le principali misure di contrasto alla corruzione nell'ente locale.
- 2.6) L'ANAC.
- 2.7) La sezione Amministrazione trasparente.
- 2.8) Bilanciamento tra trasparenza e privacy.
- 2.9) Il conflitto di interessi.
- 2.10) I doveri di astensione del dipendente pubblico.
- 2.11) Il rapporto con l'utenza del dipendente pubblico: principi.
- 2.12) Il piano triennale della prevenzione della corruzione e della trasparenza.
- 2.13) Principi fondamentali in materia di trattamento dei dati personali secondo il GDPR.
- 2.14) Limiti all'accesso documentale secondo la L. 241/1990.
- 2.15) Finalità dell'accesso civico generalizzato (c.d. FOIA).
- 2.16) Il principio di rotazione: finalità.
- 2.17) La responsabilità disciplinare del pubblico dipendente.
- 2.18) Il diritto alla privacy.
- 2.19) L'utilizzo dei *social media* da parte del dipendente. Limiti derivanti dal Codice di condotta.
- 2.20) Quali sono i principali compiti del Responsabile della prevenzione della corruzione e della trasparenza?
- 2.21) Il piano nazionale anti-corruzione.
- 2.22) Cenni sul procedimento disciplinare al pubblico dipendente per violazione del Codice di condotta.
- 2.23) Quali sono i dati personali cosiddetti sensibili? E come vanno trattati?
- 2.24) Il Segretario Generale e la prevenzione della corruzione.
- 2.25) Ai sensi del D. Lgs. 33/13 e successive modifiche, cosa si intende per "trasparenza"?
- 2.26) Il D.P.R. 62/2013.
- 2.27) Quali sono i principali obblighi di pubblicità ai sensi del D.lgs. 33/2013?
- 2.28) Presupposti per chiedere ad un ente locale l'ostensione di un documento mediante l'accesso documentale.
- 2.29) Il rapporto di esclusività del pubblico dipendente.
- 2.30) Trasparenza e privacy: come deve agire il dipendente pubblico?
- 2.31) Chi è il Responsabile della protezione dei dati personali ai sensi del Regolamento Ue 679/2016?
- 2.32) Regali, compensi e altre utilità ai sensi del codice di comportamento dei dipendenti pubblici.
- 2.33) Comunicazione degli interessi finanziari e conflitti d'interesse.
- 2.34) Rapporti con il pubblico previsti nel Codice di comportamento dei dipendenti pubblici.
- 2.35) La trasparenza nella pubblica amministrazione.
- 2.36) Chi è, di nomina, il Responsabile della Trasparenza e quali sono le sue funzioni?
- 2.37) Obblighi di pubblicazione.
- 2.38) In cosa consistono l'obbligo della riservatezza e il segreto d'ufficio nello svolgimento del proprio lavoro?
- 2.39) Chi può esercitare il diritto di accesso ai sensi della L. 241/1990?
- 2.40) I principi generali del Codice di comportamento dei dipendenti pubblici.
- 2.41) I compiti del dipendente in ordine alla prevenzione della corruzione.
- 2.42) La segnalazione degli illeciti da parte dei pubblici dipendenti.

- 2.43) A cosa serve l'informativa sulla privacy?
- 2.44) Gli interessati e le altre parti nel diritto di accesso.
- 2.45) Le aree a maggior rischio di corruzione nell'ente locale.
- 2.46) Principali diritti e doveri dei pubblici dipendenti.
- 2.47) Strumenti di tutela dell'interessato in caso di violazione dei dati personali.
- 2.48) chi è il *Data protection officer* e quali sono le sue funzioni.
- 2.49) I soggetti attori dell' anticorruzione e della trasparenza.
- 2.50) Scopo del Codice di comportamento nel sistema della legislazione anticorruzione.
- 2.51) Cosa disciplina il Regolamento europeo n. 679/2016 (General data protection regulation – GDPR).
- 2.52) Cosa tratta il D.Lgs. n. 33/2013.
- 2.53) Il rapporto di pubblico impiego.
- 2.54) Quali finalità ha la normativa sulla "privacy"?
- 2.55) Principali diritti non patrimoniali dei dipendenti pubblici.
- 2.56) Principali diritti patrimoniali dei dipendenti pubblici.
- 2.57) Il dovere di obbedienza alle direttive del dirigente.
- 2.58) DESTINATARI DEL CODICE DI COMPORTAMENTO
- 2.59) COMPORTAMENTO IN SERVIZIO DEL DIPENDENTE COMUNALE
- 2.60) DATI APERTI E RIUTILIZZO
- 2.61) QUALITA' DELLE INFORMAZIONI RIPORTATE NEI SITI ISTITUZIONALI
- 2.62) DECORRENZA E DURATA DELL'OBBLIGO DI PUBBLICAZIONE

QUESITI 3° GRUPPO

- 3.1- Il documento di identità
- 3.2 La dichiarazione sostitutiva di atto di notorietà
- 3.3- L'autenticazione delle copie
- 3.4- La carta di identità
- 3.5- Validità dei certificati rilasciati dalla pubblica amministrazione
- 3.6- Le dichiarazioni sostitutive di certificazioni
- 3.7 Limiti di utilizzo delle misure di semplificazione in ordine alle certificazioni
- 3.8- Le dichiarazioni sostitutive dell'atto di notorietà
- 3.9- Validità delle dichiarazioni sostitutive
- 3.10- Limiti di utilizzo delle misure di semplificazione in ordine alle certificazioni
- 3.11- Il sistema di gestione informatica dei documenti
- 3.12- La registrazione di protocollo
- 3.13- Controlli delle amministrazioni sulla veridicità delle dichiarazioni
- 3.14- Non veridicità dei contenuti delle dichiarazioni: conseguenze
- 3.15- Presentazione di istanze, segnalazioni o comunicazioni
- 3.16- La decertificazione
- 3.17 Il diritto di accesso agli atti della PA
- 3.18 Accesso documentale ai sensi della Legge 241/1990
- 3.19 La decertificazione
- 3.20 I soggetti per i quali si applicano le disposizioni del DPR 445/2000
- 3.21 Nozione di certificato ai sensi del DPR 445/2000
- 3.22 Validità delle certificazioni rilasciate dalla P.A. in ordine a stati, qualità personali e fatti
- 3.23 I certificati che hanno validità illimitata
- 3.24 Caratteristiche ed esempi dei documenti di identità e riconoscimento
- 3.25 Le dichiarazioni sostitutive
- 3.26 L'autocertificazione
- 3.27 I certificati che non possono essere sostituiti da dichiarazione sostitutiva
- 3.28 L'atto di notorietà secondo il DPR 445/2000

- 3.29 Definizione di dichiarazione sostitutiva di atto di notorietà
- 3.30 Quali informazioni sono oggetto di dichiarazione sostitutiva di atto di notorietà
- 3.31 La mancata accettazione delle dichiarazioni sostitutive
- 3.32 Il sistema dei controlli sulle dichiarazioni sostitutive
- 3.33 Responsabilità di chi rilascia dichiarazioni mendaci ai sensi del DPR 445/2000
- 3.34 L'accertamento d'ufficio secondo il DPR 445/2000
- 3.35 Definizione di documento informatico
- 3.36 La firma digitale ai sensi del DPR 445/2000
- 3.37 La legalizzazione di firma e di fotografia.
- 3.38 Cosa si intende per autenticazione di sottoscrizione
- 3.39 La registrazione di protocollo ai sensi del DPR 445/2000
- 3.40 L'esclusione del diritto di accesso agli atti ai sensi dell'art. 24 L.241/90
- 3.41 Il documento di identità
- 3.42 La dichiarazione sostitutiva di atto di notorietà
- 3.43 L'autenticazione delle copie
- 3.44 La carta di identità
- 3.45 Validità dei certificati rilasciati dalla pubblica amministrazione
- 3.46 Le dichiarazioni sostitutive di certificazioni
- 3.47 Il sistema di gestione informatica dei documenti
- 3.48 Le dichiarazioni sostitutive dell'atto di notorietà
- 3.49 Validità delle dichiarazioni sostitutive
- 3.50 Limiti di utilizzo delle misure di semplificazione in ordine alle certificazioni
- 3.51 Il sistema di gestione informatica dei documenti
- 3.52 La registrazione di protocollo
- 3.53 Definizione di documento informatico
- 3.54 La carta di identità.
- 3.55 Il sistema dei controlli sulle dichiarazioni sostitutive.
- 3.56 L'autocertificazione.
- 3.57 L'autenticazione delle copie.

LINGUA INGLESE

1 .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.

2 .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."

3. We took lots of breaks and sat in cafes along the river Seine. The French food we ate was delicious. The wines were tasty, too. Steve's favorite part of the vacation was the hotel breakfast. He said he would be happy if he could eat croissants like those forever. We had so much fun that we're already talking about our next vacation!

4 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.

5 At school

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.

6 At school

His third class is science. This class is very hard for Lucas to figure out, but he gets to work with his classmates a lot, which he likes to do. His friend, Kyle, works with Lucas in science class, and they have fun.

7 At school

Then Lucas gets his break for lunch. He sits with Kyle while he eats. The principal, or the headmaster as some call him, likes to walk around and talk to students during lunch to check that they are all behaving. The next class is mathematics, which most of the students just call math. Kyle has trouble getting a good grade in mathematics, but the teacher is very nice and helpful.

8 At school

His fourth class is gym. It is just exercising.

History is his last class of the day Lucas has a hard time staying awake. Many lessons are boring, and he is very tired after doing gym.

9 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.

10 Chicago

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.

11 Chicago

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. Keith also took a walk through Jackson Park, a great outdoor space that hosted the World's Fair of 1892.

The park is great for a leisurely stroll, and it still features some of the original architecture and replicas of monuments that were featured in the World's Fair.

12 Chicago

During the last part of his visit, Keith managed to climb the stairs inside of the Willis Tower, a 110-story skyscraper. Despite the challenge of climbing the many flights of stairs, Keith felt that reaching the top was worth the effort. From the rooftop, Keith received a gorgeous view of the city's skyline with Lake Michigan in the background.

13 Christmas

A Christian holiday signifying the birth of Jesus, Christmas is widely celebrated and enjoyed across the United States and the world. The holiday always falls on 25 December (regardless of the day of the week), and is typically accompanied by decorations, presents, and special meals.

14 Christmas

Specifically, the legend behind Christmas (and the one that most children are told) is that Santa Claus, a bearded, hefty, jolly, and red-jacket-wearing old man who lives in the North Pole, spends the year crafting presents with his elves, or small, festive, excited Santa-assistants.

15 Christmas

All the children who behave throughout the year are admitted to the Good List, and will presumably receive their desired gifts on Christmas, while those who don't behave are placed on the Naughty List, and will presumably (although the matter is determined by parents) receive a lump of coal.

16 Christmas

Santa Claus is said to fly around the Christmas sky in a sled powered by his magical reindeer, delivering presents to each child's house. Santa is also expected to slide through chimneys to deliver these presents (homes not equipped with chimneys might "leave the front door cracked open"), and children sometimes arrange cookies or other treats on a plate for him to enjoy.

17 Los Angeles

Stephanie recently took a weekend trip to Los Angeles, California. Los Angeles is a coastal city situated along the Pacific Ocean. Many celebrities earned their claim to fame here. Although the town offers many attractions centered around Hollywood culture, there is a lot to see and visit in Los Angeles.

18 Los Angeles

Of course, all things related to Hollywood are popular tourist attractions. The Hollywood Sign, located the Hollywood Hills of the Santa Monica Mountains, is a famous landmark for this star-studded town. Once in downtown Hollywood, it's possible to take a stroll along the Hollywood Walk of Fame. This landmark contains more than 2500 brass stars dedicated to celebrities who have made a significant impact on the entertainment industry. In Hollywood, visitors can even take tours of popular movie studios. Stephanie had a chance to visit Universal Studios, which produces her favorite films.

19 Los Angeles

Los Angeles is also a popular beach town, offering plenty of opportunities for sunbathing and surfing. A common beach destination is the Santa Monica Pier, which offers rides and attractions to its visitors. Here, Stephanie rode the iconic Ferris wheel, which offered her a spectacular view of the city and coast. These are just some of the things Stephanie experienced during her visit to Los Angeles.

20 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.

21 London

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.

22 London

The women learned that the tower's interior is undergoing renovations until 2021.

Fortunately, the London Eye, the city's famous Ferris wheel, was open to the public. The London Eye is situated along the southern shores of the Thames River. This attraction stands 135 meters high. It is one of London's most well-known spots for gaining aerial views of the city. Each capsule of the Ferris wheel can hold up to 25 passengers. When their capsule stopped at the top of the Ferris wheel, the women took spectacular panoramic photographs of the beautiful cityscape below.

23 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.

24 The pet store

Then George sees animals that have to live in a cage. He sees rabbits, guinea pigs, and mice. 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.

George sees the animals in tanks. The tanks full of water have fish and turtles in them. He thinks about a goldfish but decides he likes the turtles more.

25 The pet store

There are also tanks with rocks and sand that have snakes, spiders, and scorpions, but George is afraid of them. George likes the turtles best, but they won't fit in the little fishbowls. Turtles need bigger tanks, so they can swim sometimes and hide sometimes.

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.

26 The Aperitif

Sometimes, after work, Davide goes to a bar with his friends for an aperitif. The bar is five minutes' walk from the office. Amanda runs there, hoping to find her boyfriend. The bar is big and stylish and there are lots of people. Everybody is chatting and looking very relaxed. Amanda looks around: outside, some older people are sitting at the tables having a coffee or a tea and reading the newspaper. Inside, groups of young people are talking, drinking beer and eating crisps. Among them are some of Davide's friends. "What luck!" thinks Amanda, relieved "Davide is sure to be here with them." But an unpleasant surprise awaits her.

27 Amanda And Davide

Amanda is 25 years old. She is studying medicine in Bologna and has lots of friends because she is nice and kind. She is going out with a young man called Davide. He is 30 years old and works in Ferrara. Davide is an engineer. Davide loves going out in the evenings, going to the cinema and meeting friends.

28 Amanda And Davide

Amanda and Davide have been engaged for three years. They live in different cities but luckily Ferrara and Bologna are not very far apart. Amanda has the keys to Davide's house and Davide has the keys to Amanda's house: they don't have any secrets. Today is Wednesday. Amanda doesn't have lessons at the university. She wants to surprise Davide because today is a special day. For Amanda, in fact, it is a very important day.

29 Surprise!

The train arrives in Bologna on time. Amanda goes straight home but, as she climbs the stairs, she spots some strange things: coloured balloons, red heartshaped cards, red roses. "How strange" she thinks, "Perhaps there's a birthday party... I don't understand." When Amanda reaches her apartment, she opens the door and... surprise! Davide is inside. He's sitting on the sofa reading a book.

30 Surprise

On the table, dinner is ready and there's a cake and a present for Amanda... and the keys to Davide's place that she forgot to take this morning! Amanda is really happy. She hugs and kisses Davide, and then tells him about her terrible day in Ferrara. Finally they eat and celebrate their anniversary... in the end it has been a truly special day.

31 The pet store

Then George sees animals that have to live in a cage. He sees rabbits, guinea pigs, and mice. 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.

George sees the animals in tanks. The tanks full of water have fish and turtles in them. He thinks about a goldfish but decides he likes the turtles more.

32 Amanda And Davide

Amanda is 25 years old. She is studying medicine in Bologna and has lots of friends because she is nice and kind. She is going out with a young man called Davide. He is 30 years old and works in Ferrara. Davide is an engineer. Davide loves going out in the evenings, going to the cinema and meeting friends.

33 Miami

Christina visited Miami during her winter vacation. She is from Boston, where it is cold during the winter months. Miami, however, has a very warm climate. There are many sunny days in Miami, and people can go to the beach all year long. Christina spent a good portion of her trip on the beach to relax and sunbathe. However, she also explored Miami and its surroundings.

34 Miami

Inspired by Miami's proximity to the ocean, Christina visited the Miami Seaquarium to learn about marine life. There, she watched a show using trained dolphins, killer whales, and other aquatic mammals. She took a lot of pictures of the sea creatures jumping out of the water and performing tricks.

35 Miami

Christina also took an excursion to the Everglades National Park. This park is a protected area spanning 1.5 million acres. Because the park is mostly swampland, it is home to many reptiles. Native animals include snakes, alligators, and crocodiles. The park is also great for birdwatching. Christina enjoyed hiking the trails in the Everglades and observing the wildlife in its natural environment.

36 Miami

When Christina returned to the city, she visited Little Havana. This is Miami's Cuban neighborhood. Christina could see that Little Havana's people demonstrated a lot of pride for their Cuban heritage. There were many outdoor shops and vendors, live musicians, and the Cuban cuisine was delicious. Little Havana was Christina's favorite part about her trip to Miami. This neighborhood made Christina feel like she had traveled to Cuba without ever having to leave the United State

37 Surprise

On the table, dinner is ready and there's a cake and a present for Amanda... and the keys to Davide's place that she forgot to take this morning! Amanda is really happy. She hugs and kisses Davide, and then tells him about her terrible day in Ferrara. Finally they eat and celebrate their anniversary... in the end it has been a truly special day.

38 The pet store

Then George sees animals that have to live in a cage. He sees rabbits, guinea pigs, and mice. 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.

George sees the animals in tanks. The tanks full of water have fish and turtles in them. He thinks about a goldfish but decides he likes the turtles more.

39 Amanda And Davide

Amanda is 25 years old. She is studying medicine in Bologna and has lots of friends because she is nice and kind. She is going out with a young man called Davide. He is 30 years old and works in Ferrara. Davide is an engineer. Davide loves going out in the evenings, going to the cinema and meeting friends.

40 Miami

Christina visited Miami during her winter vacation. She is from Boston, where it is cold during the winter months. Miami, however, has a very warm climate. There are many sunny days in Miami, and people

can go to the beach all year long. Christina spent a good portion of her trip on the beach to relax and sunbathe. However, she also explored Miami and its surroundings.

41 Miami

Inspired by Miami's proximity to the ocean, Christina visited the Miami Seaquarium to learn about marine life. There, she watched a show using trained dolphins, killer whales, and other aquatic mammals. She took a lot of pictures of the sea creatures jumping out of the water and performing tricks.

42 Miami

Christina also took an excursion to the Everglades National Park. This park is a protected area spanning 1.5 million acres. Because the park is mostly swampland, it is home to many reptiles. Native animals include snakes, alligators, and crocodiles. The park is also great for birdwatching. Christina enjoyed hiking the trails in the Everglades and observing the wildlife in its natural environment.

43 Miami

When Christina returned to the city, she visited Little Havana. This is Miami's Cuban neighborhood. Christina could see that Little Havana's people demonstrated a lot of pride for their Cuban heritage. There were many outdoor shops and vendors, live musicians, and the Cuban cuisine was delicious. Little Havana was Christina's favorite part about her trip to Miami. This neighborhood made Christina feel like she had traveled to Cuba without ever having to leave the United State

44 Surprise

On the table, dinner is ready and there's a cake and a present for Amanda... and the keys to Davide's place that she forgot to take this morning! Amanda is really happy. She hugs and kisses Davide, and then tells him about her terrible day in Ferrara. Finally they eat and celebrate their anniversary... in the end it has been a truly special day.

45.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.

46 .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."

47. We took lots of breaks and sat in cafes along the river Seine. The French food we ate was delicious. The wines were tasty, too. Steve's favorite part of the vacation was the hotel breakfast. He said he would be happy if he could eat croissants like those forever. We had so much fun that we're already talking about our next vacation!

48 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.

QUESITI INFORMATICA

1. Quali app conosci per le videoconferenze
2. Cos'è un file .doc
3. Cos'è un file jpg
4. Cos'è un file xls
5. Cosa significa giustificare un testo?
6. Cos'è una intranet
7. Quale è la definizione di "tablet"?
8. Cos'è una chiavetta usb?
9. Quale è la differenza tra software e hardware in un p.c.?
10. Cosa si intende per hardware?
11. Cosa significa "pec" e quale è la sua funzione?
12. In cosa consiste l'operazione di "backup" in un computer?
13. Di quali parti è composto un computer?
14. Cosa si intende in un programma di elaborazione testi, per "testo giustificato"
15. Cos'è il "phishing"?
16. Cosa serve il programma power point?
17. Cosa si intende per software?
18. Cosa si intende per spamming?
19. Cosa è un virus informatico?
20. Cosa si intende per back up del disco rigido?
21. Cosa è un antivirus?
22. Quali tipi di software sono identificati con il termine "foglio di calcolo"?
23. Cosa è microsoft word e come funziona?
24. In ambiente windows cosa è e come funziona il cestino?
25. Quando si manda in stampa un documento, di norma, è possibile stampare solo le pagine desiderate?
26. In informatica, a cosa serve la sequenza di comandi "taglia"+"incolla"?
27. Tastiera, stampante e ms word: quale elemento non può essere considerato hardware? perché?
28. Cosa può contenere una cartella?
29. Che cosa è la firma digitale?
30. Che cosa è l'hard disk?
31. Mouse, modem, alimentazione: quale dei tre componenti è indispensabile in un computer? Perché?
32. In un documento di ms word, può essere inserita una tabella? se sì, come?
33. Cosa significa comprimere un file? per quali motivi si esegue tale operazione?
34. In windows cosa indica il termine "cartella"? Come si attiva?
35. Come viene comunemente chiamato un programma indesiderato in grado di modificare altri programmi e causare l'alterazione e/o la perdita di dati?
36. Cosa serve il comando "salva con nome" in ms word?

37. Cosa è uno scanner e, a grandi linee, come si utilizza e che tipo di file produce?
38. E' possibile ripristinare un file che errore è stato spostato nel cestino?
39. In cosa consiste il backup?
40. Che differenza c'è tra file e cartella?
41. Che estensione hanno i file di word?
42. Definizione e funzione della pec.
43. Qual è la differenza tra software e hardware
44. Cosa si intende per logout
45. Cos'è una penna USB?
46. Cos'è internet?
47. Da cosa è formato un foglio excel?
48. È possibile inserire in un documento di Microsoft Office Word un foglio di lavoro di Microsoft Excel?
49. Cos'è uno smartphone?
50. Per accedere alla propria posta elettronica, quali informazioni è necessario digitare?
51. Cos'è un e-book?
52. Quali sono i sistemi operativi più diffusi?
53. Cos'è un programma di videoscrittura?
54. Per accedere alla propria posta elettronica, quali informazioni è necessario digitare?
55. Cos'è una penna USB
56. Cosa può contenere una cartella?