

GRUPPO 1

1. Responsabile del procedimento: normativa di riferimento, compiti e funzioni.
2. Accesso agli atti: normativa di riferimento, cosa si intende per diritto di accesso ai documenti amministrativi, chi lo può esercitare e varie forma di accesso.

GRUPPO 2

1. Gli organi di governo del Comune e relativi provvedimenti.
2. La figura del Dirigente e le funzioni attribuite dalla normativa.

GRUPPO 3

1. Il contratto individuale di lavoro, contenuti.
2. I permessi e le malattia del dipendente.

GRUPPO INFORMATICA

1. Creazione di un file e relativo salvataggio su specifica nuova cartella sul desktop. Illustri le modalità applicative. Indichi come fa a ricercare un file che non ricorda più in quale parte del disco fisso l'ha salvato.
2. Devo cercare nella directory C - una cartella che ho creato precedentemente con nome di "file XX". All'interno vi è un documento che contiene una analisi e ricerca tematica che devo utilizzare solamente in parte per predisporre una relazione per il Dirigente. Illustri le modalità di creazione di questo un nuovo file e conseguente invio al dirigente per le opportune verifiche

TESTI IN LINGUA INGLESE

Testo n. 1

Las Vegas

Last April, John took a trip to Las Vegas, Nevada. Las Vegas is a popular destination in the western portion of the United States. The town is most popular for its casinos, hotels, and exciting nightlife.

In downtown Las Vegas, John spent a lot of time on The Strip, which is a 2.5 mile stretch of shopping, entertainment venues, luxury hotels, and fine dining experiences. This is probably the most commonly visited tourist area in the city. The Strip at night looks especially beautiful. All of the buildings light up with bright, neon, eye-catching signs to attract visitor attention.

A stay in Las Vegas can feel similar to a visit to many popular cities worldwide. Many of the hotels have miniature versions of important international sites and monuments. These famous landmarks include the Eiffel Tower, Venice, and even ancient Rome.

One day, John took a side trip outside of the city to visit the Grand Canyon, one of the Seven Wonders of the Natural World. The canyon offers a breathtaking view of Nevada's ridges and natural landscape. John especially liked the canyon because it was removed from all of the noise and movement in downtown Las Vegas.

John had a great time during his trip to Las Vegas. He did not win a lot of money in the casinos. However, he managed to see a lot of amazing sites during his visit to this city that never sleeps.

Testo n. 2

Yellowstone National Park

Yellowstone National Park, located in Idaho, Montana, and Wyoming, was established as the first national park in the United States. The park is a popular destination for visitors who enjoy ecological tourism as it offers forests, mountains, and abundant ecosystems to explore. Some of Yellowstone's most well-known landmarks are its geothermal hot springs and geysers, the most famous of which is named Old Faithful.

Last fall, Lisa and her friends decided to take a camping trip to Yellowstone National Park. They arranged to stay at one of the park's many convenient campsites. For their camping trip, they brought their backpacks, sleeping bags, and a cooler of food and drinks. They pitched their tents immediately upon arriving to their campsite.

During their trip, Lisa and her friends hiked the many trails of the park, exploring its natural surroundings. In the forest, they saw a lot of local wildlife. Lisa was surprised to see a family of grizzly bears, some gray wolves, and even bald eagles flying overhead. Outside of the woods, they admired the beauty of some of Yellowstone's natural cascades.

Since Yellowstone contains many hot springs and the world's largest area of active geysers, Lisa and her friends visited many different geyser sites. They even spent an afternoon swimming in Yellowstone's Boiling River. Of all of the sites, Lisa and her friends agreed that Old Faithful was the most impressive. Lisa and her friends waited patiently for the geyser to erupt. After about 40 minutes, a stream of boiling water over 100 feet tall sprayed from the ground and up into the air. Fortunately, no one got wet!