



Prova orale CONCORSO N. 5 POSTI ISTRUTTORE AMMINISTRATIVO-CONTABILE

ESTRATTA

PROVA 1

- 1)** Le fasi delle procedure di affidamento previste dal codice degli appalti
- 2)** Il diritto di accesso agli atti
- 3)** L'articolazione della parte spesa nel Bilancio

INFORMATICA

Cos'è una SPAM?

INGLESE

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.

PROVA 2

- 1)** Le procedure di affidamento degli appalti sottosoglia
- 2)** I compiti del Responsabile della prevenzione della corruzione e della trasparenza
- 3)** Nozione di liquidazione della spesa

INFORMATICA

Cosa significa “zippare” un file?

INGLESE

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!

PROVA 3

1) Il Responsabile Unico del Progetto (RUP)

2) I reati contro la Pubblica Amministrazione

3) Le fasi dell'entrata

INFORMATICA

Differenza tra posta elettronica e PEC

INGLESE

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!

PROVA 4

- 1)** Il principio di rotazione nei contratti pubblici
- 2)** Gli obblighi di trasparenza da parte delle Pubbliche Amministrazioni
- 3)** Le fasi della spesa

INFORMATICA

A cosa serve il programma EXCEL?

INGLESE

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 5

- 1)** La procedura aperta nel Codice dei contratti pubblici
- 2)** Accesso civico a dati e documenti
- 3)** Il riaccertamento dei residui

INFORMATICA

A cosa serve il programma WORD?

INGLESE

The house has two bedrooms. Sarah and Jack 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. Jack and Sarah play in the garden. They have a dog. John and Sarah like to play with the dog.

PROVA 6

1) L'ANAC

2) Regali, compensi e altre utilità nel codice di comportamento dei dipendenti pubblici

3) L'articolazione della parte entrata nel Bilancio finanziario

INFORMATICA

A cosa serve il programma POWER POINT?

INGLESE

Hello I'm Robert. 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 7

- 1)** I criteri di aggiudicazione negli appalti pubblici
- 2)** Le fasi del procedimento amministrativo
- 3)** Il risultato di amministrazione e sua composizione

INFORMATICA

Cos'è una chiavetta USB?

INGLESE

Amanda approaches Davide's friends, Matteo and Carlo. "Hi! How are you both? How nice to see you!" "Hi Amanda! What a surprise to see you here in Ferrara! We're fine, and you?" "I'm fine too, thank you. I'm here to surprise Davide. Do you know where he is?" "Sorry, we don't know. We haven't seen Davide for two days."

PROVA 8

- 1) Le procedure di scelta del contraente nel Codice dei contratti pubblici: la procedura negoziata
- 2) Il diritto di accesso ai documenti amministrativi
- 3) I fondi di riserva

INFORMATICA

È possibile ripristinare un file che per errore è stato spostato nel cestino?

INGLESE

On the table, dinner is ready and there's a cake and a present for Jane and the keys to Davide's place that she forgot to take this morning! Jane 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

ESTRATTA

PROVA 9

- 1)** Le procedure di scelta del contraente nel Codice dei contratti pubblici: l'affidamento diretto
- 2)** Il danno erariale, la responsabilità disciplinare e la responsabilità amministrativa
- 3)** Le fasi della spesa: il pagamento

INFORMATICA

In cosa consiste il backup?

INGLESE

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 Roberto. He is 30 years old and works in Ferrara. Roberto is an engineer. Roberto loves going out in the evenings, going to the cinema and meeting friends. Amanda and Roberto have been engaged for three years. They live in different cities but luckily Ferrara and Bologna are not very far apart

PROVA 10

- 1)** La decisione di contrarre
- 2)** Casi di esclusione dal diritto di accesso
- 3)** Nozione di impegno di spesa

INFORMATICA

Cos'è un browser?

INGLESE

“No problem” thinks Audrey, “Luckily I have the keys!” She opens her bag and searches for the keys. But the keys are not there. Where are they?! Then she remembers, she left them on the table at home in Bologna! Audrey can't get in and she doesn't want to waste time waiting. So she goes to find Peter at work. The office is very close. It is in a large and modern building.

PROVA 11

- 1) Il programma triennale dei lavori pubblici
- 2) Tipologia dei dati secondo il codice sulla privacy
- 3) Nozione di accertamento

INFORMATICA

Cos'è l'hard disk?

INGLESE

Sometimes, after work, John goes to a bar with his friends for an aperitif. The bar is five minutes' walk from the office. Meryl 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. Meryl looks around: outside, some older people are sitting at the tables having a coffee or a tea and reading the newspaper.

PROVA 12

- 1) Cause di esclusione degli operatori economici dalla procedura di gara
- 2) I dati personali ed i dati sensibili
- 3) Il sistema contabile: contabilità finanziaria e contabilità economico-patrimoniale

INFORMATICA

Cosa significa WI-FI?

INGLESE

I arrived during the first week of September. The weather has been very nice. Even though it's October, it's still rather sunny and warm. In fact, I went to the beach and swam in the Mediterranean Sea earlier today. I am living with a very welcoming host family. I have my own private bedroom, but we eat breakfast, lunch, and dinner together

PROVA 13

- 1) Criterio del minor prezzo e criterio dell'offerta economicamente più vantaggiosa
- 2) Il conflitto di interesse e l'astensione
- 3) Il principio contabile della competenza finanziaria potenziata

INFORMATICA

Quali sono i browser più utilizzati?

INGLESE

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.

PROVA 14

- 1)** La garanzia definitiva
- 2)** La figura del responsabile del procedimento e i suoi compiti
- 3)** Nozione di residuo attivo

INFORMATICA

Differenza tra il comando “salva” e “salva con nome”

INGLESE

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.

PROVA 15

- 1) I livelli di progettazione di un lavoro previsti dal codice degli appalti
- 2) Il reato di corruzione
- 3) Nozione di residuo passivo

INFORMATICA

Cosa sono i virus informatici?

INGLESE

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.

PROVA 16

- 1) Le procedure di scelta del contraente
- 2) Il responsabile della transizione digitale
- 3) I debiti fuori bilancio

INFORMATICA

Cos'è la posta elettronica certificata?

INGLESE

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

PROVA 17

- 1) Il contratto di appalto e la sua stipulazione
- 2) Il comportamento del pubblico dipendente in servizio
- 3) Il Fondo Pluriennale Vincolato

INFORMATICA

In cosa consiste l'operazione di download?

INGLESE

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.

PROVA 18

- 1) La Commissione giudicatrice
- 2) Definizione di domicilio digitale
- 3) Principi contabili generali previsti dal D.Lgs. 118/2011

INFORMATICA

In un programma di elaborazione testi cosa si intende per testo “giustificato”?

INGLESE

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.