

# TRACCIA NON ASTRATTA

## TRACCIA N. 2

- La revoca del provvedimento amministrativo
- Elettorato attivo e passivo
- L'IMU, presupposti impositivi e aliquote
- Omissione / rifiuto atti d'ufficio da parte del pubblico ufficiale

### PROVA LINGUA INGLESE

#### Curriculum Vitae: Tips that can Help (source: test-english.com)

Read and translate the highlighted text.

Six out of ten CV's which are prepared by Information Technology professionals fail to meet the basic standards and are turned down without even being read fully, according to a recruitment company. As a consequence, thousands of candidates are excluding themselves from attractive job opportunities.

Although the company handles over 60,000 CV's per year, it estimates that at least 60% would not be admitted if they were sent directly to potential clients due to basic errors.

The company Marketing Director said, "Sadly it's often the most highly qualified candidates whose CV's are so poorly constructed that they are literally dead on arrival. Attractive job opportunities in the IT industry often generate intense competition and there is often little to choose between the candidates".

"Advice on the presentation format of CV's in relation to the requirements that they are being submitted for should be an Industry standard so as to add real value to the candidates that you are representing and indeed to fulfil your professional obligations to your clients".

"Writing a CV can be extremely difficult and too often a CV turns out to be a generic overview including a lot of information that is irrelevant. People should remember that an employer typically spends between 15 and 30 seconds scanning each CV and you have that one chance to make an impression".

"A good CV is more than just documentation of your career path; it is a marketing tool designed to present your professional career experience according to the new job specification. It should also include details of past professional successes that effectively demonstrate your ability to undertake the job responsibilities outlined".

Questions:

- 1) What should people remember when they write their CV?
- 2) Why is a good CV more than just a documentation?

### PROVA INFORMATICA

Il candidato, dopo aver aperto un file di calcolo, ricrei la seguente tabella (inclusa la formattazione), aggiunga poi la riga del sub totale per mese e del totale annuo applicando l'apposita formula:

DATA	DIRITTI CIE
05/01/2021	€ 46,00
08/01/2021	€ 23,00
15/02/2021	€ 121,00
28/02/2021	€ 92,00
02/03/2021	€ 23,00

per  
05/01/2021  
08/01/2021  
15/02/2021  
28/02/2021  
02/03/2021

# TRACCIA NON ESTRATTA

## TRACCIA N. 8

- La disciplina dell'accesso civico
- Il cambiamento del cognome
- Le fasi del procedimento di riscossione
- Il preavviso di rigetto di una istanza di parte

### PROVA LINGUA INGLESE

How sleep transformed professional football (source: test-english.com)

Read and translate the highlighted text.

A few decades ago, professional footballers spent their nights partying. Now, they are much more aware of the benefits of a good night's sleep. The change began in the mid-1990s, when mattress salesman Nick Littlehales contacted the manager of the Manchester United football team, Alex Ferguson, asking whether he had ever considered how sleep affected performance on the pitch. Interested, Ferguson arranged for Littlehales to give a presentation to his team. Before long, the whole team had new mattresses and pillows, and Littlehales soon became football's leading mattress advisor. In 1998, he supplied mattresses for England's World Cup team, and at the 2004 Euros, he created individual sleep routines for every player [...]

Now, many teams and players are making an effort to improve their sleep patterns, using various means. Manchester City player Sergio Aguero, for example, was finding it hard to sleep because his muscular body prevented his legs from closing when he lay on his side. He got a new mattress which matched his height and weight, thus keeping his neck and back aligned in the night. Meanwhile, James Milner from Manchester City found it hard to sleep after evening games, so would play computer games into the early hours. As a result, he was too tired to train the following morning. Setting a routine with a late bedtime, early rise and afternoon nap helped to fix this problem. Since these interventions are cheap and effective, even the less well-known teams can benefit. Brentford, for example, has the smallest budget in the championship league. Even so, the club's head of performance, Chris Haslam, introduced wrist trackers to monitor player's sleep, and these have led to a clear improvement in players' attentiveness.

Whereas in the past, playing after a party and a few hours' sleep was seen as a badge of honour, a good sleep is now considered an essential part of performance.

Questions:

- 1) Which effort are many teams and players making?
- 2) What did Sergio Aguero find hard?

### PROVA INFORMATICA

Il candidato, dopo aver aperto un file di testo, digiti il contenuto di seguito riportato con carattere *Times New Roman*, dimensione 12, interlinea 1,15, paragrafo giustificato):

**VISTA** la dichiarazione di emergenza di sanità pubblica internazionale dell'Organizzazione mondiale della sanità del 30 gennaio 2020, con la quale venivano attivate le previsioni dei regolamenti sanitari internazionali e la successiva dichiarazione della stessa Organizzazione mondiale della sanità dell'11 marzo 2020, con la quale l'epidemia da COVID-19 è stata valutata come «pandemia» in considerazione dei livelli di diffusività e gravità raggiunti a livello globale;

**VISTE** le delibere del Consiglio dei ministri del 31 gennaio 2020, del 29 luglio 2020, del 7 ottobre 2020, del 13 gennaio 2021, del 21 aprile 2021 e del 22 luglio 2021, con le quali è stato dichiarato e prorogato lo stato di emergenza sul territorio nazionale relativo al rischio sanitario connesso all'insorgenza di patologie derivanti da agenti virali trasmissibili.

Successivamente rinomini il file con il proprio nome e cognome e, dopo aver creato sul desktop la cartella nominata "Concorso", lo salvi nella medesima cartella.