

- I principi fondamentali del nuovo codice dei contratti pubblici
- Cosa è il PIAO? Quale ruolo ha il dirigente pubblico? Può fornire un esempio?
- Cos'è un virus informatico e come può danneggiare il computer?
- Gli accordi integrativi o sostitutivi di provvedimenti
- Cosa si intende per gestione dei conflitti sul luogo di lavoro nella pubblica amministrazione? Quali ruoli ha il dirigente pubblico? Può fornire un caso pratico?
- Quali sono le differenze tra un motore di ricerca, una pagina web ed un browser?
- Gli elementi essenziali del provvedimento amministrativo
- Saprebbe indicare cosa si intende per valore pubblico? Come può il dirigente operare nella prospettiva del valore pubblico? Può fornire un esempio pratico?
- Perché il formato PDF (Portable Document Format) è importante ed è così utilizzato?
- Organi e uffici della P.A. Tipologie di organi
- Cosa si intende per gestione delle risorse umane? Quali ruoli ha il dirigente in questo senso? Può fornire un esempio pratico?
- Che cosa si intende per tecnologia cloud o cloud computing?
- La conferenza di servizi
- Cosa si intende per gestione della conoscenza nella PA? Quali ruoli ha il dirigente pubblico? Può fornire un esempio pratico?
- Dovendo acquistare un pc quali caratteristiche sono da considerare in relazione all'utilizzo previsto?
- Esistenza, perfezione, nullità, validità, efficacia del provvedimento amministrativo
- Cosa si intende per Balanced ScoreCard? Quale ruolo ha il dirigente pubblico? Può fornire un caso pratico?
- In tema di sicurezza informatica quali precauzioni si devono considerare per la navigazione Internet?
- I vizi di legittimità e di merito del provvedimento amministrativo
- Cosa si intende per performance nella pubblica amministrazione? Può descrivere il ruolo dirigente rispetto al tema della performance nella PA? Può fornire un esempio pratico?
- Che differenza c'è tra un documento strutturato ed un documento non strutturato?
- Annullamento e revoca del provvedimento amministrativo
- Cosa si intende per accountability/trasparenza nella pubblica amministrazione? Come può e quale ruolo assume il dirigente in questo contesto? Può fornire un esempio pratico?
- Che strumenti si possono utilizzare per condividere on line un file?
- Convalida, conversione, ratifica, sanatoria del provvedimento amministrativo
- Saprebbe indicare come si misura il valore pubblico? Quale ruolo ha il dirigente? Può fornire un esempio pratico?
- Che cosa si intende per algoritmo?
- Le tipologie di potestà legislativa della Regione Friuli Venezia Giulia
- Cosa si intende per lavoro agile nella PA? Quale ruolo ha il dirigente? Può fornire un esempio pratico?
- Qual è la differenza tra un software proprietario e un software open-source?
- I caratteri peculiari del provvedimento amministrativo
- Cosa si intende per gestione delle risorse finanziarie nella PA? Quale ruolo ha il dirigente? Può fornire un esempio pratico?
- Quali sono le principali tipologie di file?
- I principi costituzionali sulla P.A. e sull'azione amministrativa
- Saprebbe indicare alcuni strumenti di organizzazione aziendale e gestione dei processi? Quali sono gli strumenti organizzativi che un dirigente può attivare nella organizzazione delle sue attività? Può fornire un esempio pratico?
- Quali sono i sistemi di autenticazione previsti per fruire dei servizi erogati on line dalla PA

- Le fasi del procedimento amministrativo
- Cosa si intende per leadership nella pubblica amministrazione? Quali caratteristiche deve avere il dirigente pubblico per essere un leader? Può fornire un caso pratico?
- Quali strategie si devono considerare per creare una password sicura che sia difficile da indovinare o violare?
- La forma di governo della Regione Friuli Venezia Giulia
- Cosa sono i Key Performance Indicator? Quale ruolo hanno nella organizzazione del lavoro del dirigente? Può fornire un esempio pratico?
- Qual è la differenza tra software freeware, (shareware) e commerciale?
- Il diritto di accesso e la trasparenza
- Quali forme organizzative può assumere una organizzazione pubblica? Quale ruolo può avere il dirigente nell'organizzazione della PA? Quali sono i principi che dovrebbe tenere in considerazione? Può fornire un esempio pratico?
- Cosa significa "phishing" e come posso riconoscere e evitare le truffe online?
- La funzione consultiva. I pareri
- Cosa si intende per partenariato pubblico privato? Quale è il ruolo del dirigente? Può fornire alcuni esempi?
- Cosa sono i cookie e come influiscono nella navigazione Internet?
- L'autonomia finanziaria nella Costituzione
- Cosa si intende per equità nella PA e come può essere misurata? Quale è il ruolo del dirigente? Può fornire un caso pratico
- Che cosa è la firma digitale
- L'autotutela amministrativa: come funziona
- Saprebbe indicare quali sono le condizioni che dovrebbero giustificare un intervento pubblico? Quale ruolo può avere il dirigente pubblico in questa prospettiva? Può fornire un esempio pratico?
- Cosa si intende per un indirizzo Internet?
- Discrezionalità amministrativa e discrezionalità tecnica
- Chi sono gli stakeholders delle istituzioni pubbliche?
- Cosa si intende per "sistema operativo" e quali sono le funzioni più comuni?

- The Clarkson family lived in the country near Cambridge, about half a mile from the nearest village and about a mile from the river. They had a big, old house with a beautiful garden, a lot of flowers and many old trees. One Thursday morning in July, Jackie came in from the garden. She was a tall, fat woman, thirty years old. It was the hottest day of the year, but she wore a warm brown skirt and yellow shirt. She went into the kitchen to get a drink of water. Just then the phone rang.

- Numerous research said the breakfast is one of the most important meals of the day. The habit of some people to skip just this meal is harmful to health. Our body is able to not eat during the night thanks to the energy it keeps in the liver and in the muscles. However, this energy is limited: it runs out after about 8 hours in children and up to 12 hours after the last meal in adults. After this period of fasting, the body needs other energy to perform all its functions. Therefore, it is important to have a breakfast that provides our body with the necessary carbohydrates (namely, sugars), that is the energy for the proper working of cells

- In summer, the days were long and the forest was alive with the sounds of birds singing to each other. Igor's father taught him the names of the different birds, and the boy soon knew all their songs. But in winter, the days were very short, and there was deep snow everywhere. The forest became quiet because the birds left to spend the winter months in warmer countries.

- The police arrived very quickly. There were a lot of them. Some of them with cameras went upstairs to Molly’s room. Two detectives talked to Dr. Pratt in the kitchen. The family waited in the sitting room. It was a hot day again and the windows were open. The dogs sat quietly at Diane’s feet. Nobody talked. Jackie smoked. They waited for a long time. Suddenly the door opened and the two detectives came in.
- 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!. 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!
- Not all famous people were born into famous families. A lot of them had normal lives before becoming famous. They also had jobs like the rest of us. Here are just a few: Former President Obama worked at an ice-cream shop selling ice-cream cones. He was in high school in Honolulu, Hawaii and said it was quite hard. He also said that the job taught him about responsibility, hard work and how to spend time with work, friends and family. Brad Pitt had a weird job when he was younger. He worked as a chicken! That’s right. He worked at a restaurant called El Pollo Loco in Hollywood, and his job was to dress up like a chicken and wave at the cars on the road.
- My name is Bob. Each day I drive my kids to school. My daughter goes to a school that’s far from our house. It takes 30 minutes to get there. Then I drive my son to his school. It’s close to my job. My daughter is in the sixth grade and my son is in the second. They are both good students. My daughter usually sings her favorite songs while I drive. My son usually sleeps. I arrive at the office at 8:30 AM. I say good morning to all my workmates then I get a big cup of hot coffee. I turn on my computer and read my email. Some days I have a lot to read. Soon I need another cup of coffee.
- My name is Clark, and I will tell you about my city. I live in an apartment. In my city, there is a post office where people mail letters. On Monday, I go to work. I work at the post office. Everyone shops for food at the grocery store. They also eat at the restaurant. The restaurant serves pizza and ice cream. My friends and I go to the park. We like to play soccer at the park. On Fridays, we go to the cinema to see a movie. Children don't go to school on the weekend. Each day, people go to the hospital when they are sick. The doctors and nurses take care of them. The police keep everyone safe. I am happy to live in my city.
- 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!.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.
- Janet is an athlete, and she wakes up at 4:30 am every weekday morning. She spends the first 30 minutes reading and then 15 minutes meditating. At 5:15 am Janet checks her email for only 30 minutes and then goes for her first run of the day. She runs for an hour and a half along the lake near her house. After running, Janet has a shower and then prepares breakfast, which is usually cereal and fruit. However, she occasionally has a less healthy breakfast
- My neighborhood is very peaceful and quiet. It is a new neighborhood, and there are a lot of big houses and some apartment buildings. The streets are very clean, and there aren’t many cars. My school is near my house. I can walk there in 10 minutes. There’s also a park, which has a small

playground for children and a large field. I like to play baseball there with my friends after school. All of the houses have a small front yard but big backyards. Most of my neighbors have a swimming pool, and some even have a trampoline!

- I'm almost 19 years old, and I finished my first year of university. I'm currently on holiday, and I have a lot of free time. Having free time is nice, but the problem is that when you are a student, you never have money. And when you have a lot of free time, but you don't have much money, it can get boring. Every morning I go to the gym, and I read in the afternoons. But I still have a lot of free time. Going to the gym takes me about two hours, including the road time and the post-gym shower. And I usually read for one hour. Another activity that I do is watch documentaries. I study history, and I love historical documentaries. I learn a lot from them. I watch documentaries for one and a half hours four or five times a week.
- I used to work on cruise ships as a musician. I travelled a lot! I spent the month before the first lockdown in four continents! I used to get up really early, drive to the airport and fly to a port across the world and get on a ship just to get to work! Then I used to spend between three and fourteen days on the ship. The ships were great. The food was excellent, and the staff were brilliant. The ship stopped at fantastic places, and I often used to spend the afternoon at the beach drinking cocktails or sightseeing.
- Because of Covid-19, some people have lost their jobs. At the moment, we can't live without drivers, carers, doctors, nurses, supermarket workers and so on. But musicians, actors, pilots and workers in the holiday industry haven't worked for a year! Those jobs often seem attractive and exciting. In the future, I think more people will train for work in safer industries. Also, in most industries, at least some staff are working from home these days. But many companies didn't like this idea. They preferred people to come to the office. But now, working from home is the norm. So I think that in future, more people will have the choice to work from home either full time or part time.
- Many people like to work outdoors, but few would like Charlie Radley's job. Charlie lives in Alaska and works on a fishing boat. Each fishing trip lasts about a week. 'It's extremely cold and often stormy,' says Charlie, 'so we wear warm, waterproof clothes.' Charlie can earn a lot of money if they catch a lot of fish, but if they don't, he earns very little. 'I'll do this job for a year or two more,' says Charlie, 'then I'm going to look for another job – something warmer and drier!'
- Warren Buffet is the most successful investor of the 20th century and one of the richest men in the world. Buffet was born in Omaha, Nebraska in 1930. He first became an investor at the age of eleven. He used to buy chewing gum, Coca-Cola and magazines for himself and sold them to neighbors. By his early thirties, he had become a millionaire, and by 1990 he was a billionaire. But although he is very rich, his lifestyle isn't particularly extravagant. He doesn't carry a mobile phone and he doesn't have a computer on his desk. Buffet says he eats the same things he has always eaten: burgers, fries and Coke.
- John has been on a diet now for four weeks and has already lost five kilos. His new diet is very strict, but he follows it extremely closely. For breakfast, he eats a small bowl of oatmeal cooked in the microwave with either water or milk. He also has a serving of fruit with his oatmeal, like a banana, strawberries, or a mango. And of course, what breakfast would be complete without a cup of coffee? For lunch, John prefers to eat a light meal to maximize his weight loss, so he usually has a spinach salad. On top of his salad, he puts carrots, onions, cucumbers, croutons, and nuts.
- Marie Curie was one of the most accomplished scientists in history. Together with her husband, Pierre, she discovered radium, an element widely used for treating cancer, and studied uranium and other radioactive substances. Pierre and Marie's amicable collaboration later helped to unlock the

secrets of the atom. she had dedicated herself to science and to revealing the mysteries of the physical world.

- Marie Curie was born in 1867 in Warsaw, Poland, where her father was a professor of physics. At an early age, she displayed a brilliant mind and a blithe personality. Her great exuberance for learning prompted her to continue with her studies after high school. She became disgruntled, however, when she learned that the university in Warsaw was closed to women. Determined to receive a higher education, she defiantly left Poland and in 1891 entered the Sorbonne, a French university, where she earned her master's degree and doctorate in physics.