

PROVA ORALE

BUSTA 2

- 1) I compiti del responsabile del procedimento.
- 2) Cosa si intende per tipicità delle iscrizioni al Registro Imprese e chi sono i soggetti tenuti alla loro presentazione.
- 3) Qual è la differenza tra una casella di posta elettronica ordinaria ed una casella di posta certificata? Quali sono le principali funzioni utilizzate nell'invio di un messaggio?
- 4) **A travel itinerary for 2 days in Madrid**

Start your 2 days in Madrid with one of the most emblematic places in the city. **Puerta del Sol** (The Sun Gate) is the biggest plaza in Madrid, packed with street performers and tourists. A few blocks from Puerta del Sol, there's another symbolic plaza of Madrid – **Plaza Mayor**. Built in past centuries, the **typical baroque architecture** that surrounds the plaza makes it **a perfect spot** to sit, get a coffee, and feel the vibe of old classical Europe. Some minutes walk from Plaza Mayor is **the Royal Palace of Madrid**, also known as Palacio Real de Madrid, one of Madrid's biggest attractions. Start your second day with a visit to one of the very best art museums in the world –**Museo del Prado** and right next to Prado is one of the most iconic parks in Europe –**Retiro Park**.

How can you spend two days in Madrid?

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BUSTA 3

- 1) Atti e provvedimenti amministrativi.
- 2) Che cos'è il REA – Repertorio Economico Amministrativo?
- 3) Dovendo rappresentare graficamente l'andamento del budget negli anni quali strumenti di office è consigliabile utilizzare per quale motivo?
- 4) **Playing Golf**

Playing golf is great fun, but also offers a wide range of **mental and physical benefits**. **Mental well-being:** The game of golf is wonderful for the psyche. It keeps the mind alert and provides vital human contact. **Reducing stress and anxiety:** just a good walk in the fresh air does wonders for endorphin and serotonin levels, leading to improved mood and reduced levels of stress and anxiety. Coupled with an escape from the hassles of day-to-day living, the game can provide **great relaxation**. **Physical fitness:** aside from mental health considerations, a round of golf can form a superb part of a physical fitness programme. **Exercise:** along with the amount of walking involved, the golf swing in itself is great for providing a full-body workout.

What are the benefits of playing golf?

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BUSTA 4

- 1) Patologia dell'atto amministrativo.
- 2) Quali sono le fasi della cancellazione delle società di capitali e quali gli effetti che ne conseguono?
- 3) Se devo lavorare in condivisione con dipendenti di altre aziende su documenti informatici di grandi dimensioni (superiori a 100 Mb) quali strumenti posso utilizzare e con quali modalità?
- 4) **Interior design and Japanese Zen philosophy**

Although not strictly a decorating style, bringing Japanese Zen into your home is all about creating an environment of **peace, relaxation** from the stresses of life. Bringing Zen principles and philosophy into your home décor is associated with **calm and neutral colours, minimalist and simple furniture** and decorations and features that bring balance and clean lines. It is also about letting the energy flow positively around the space. Think of the colours in nature – **the pale blue of the sky, the greys of rocks and the golden beige of a sandy beach.** These are the perfect Zen shades to bring into your home. Pale pinks and soft whites look perfect too. **Natural products** like wood and stone bring nature into your home too, creating interest and warmth.

What is Zen-inspired interior design?

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BUSTA 5

- 1) La comunicazione di avvio del procedimento.
- 2) Quali sono le attività iscrivibili nel Registro delle Imprese?
- 3) Dovendo realizzare un'agenda di impegni/scadenze dell'ufficio per il quale lavora, quale strumento utilizzerebbe e con quali modalità?

4) **Cycling holidays**

A cycling holiday is the best way to see and immerse yourself in a new destination. It's a great way to meet the locals and to experience things you just wouldn't see from a coach tour or hire car. Are you ready? **You need to prepare your body.** If you don't currently exercise and want to make the most of the cycling it might be a good idea to **start doing a little cardio** (3 times a week) a month or so before you go on holiday. And **if you have a bike** at home there's no better preparation for a cycling holiday than doing **some riding**. You might also want to start making **healthy food choices** – which will give you more energy to help with the pre-holiday training. **What to wear:** if you're planning on spending a good amount of time in the saddle you'll need to be comfortable.

What do you need to do to be ready for a cycling holiday?

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BUSTA 7

- 1) La motivazione del provvedimento amministrativo.
- 2) Definizione e caratteristiche della società in nome collettivo.
- 3) Dovendo preparare una presentazione per la direzione con contenuti grafici e multimediali, quali applicazioni di office automation utilizzerebbe e per quale motivo?
- 4) **Holidays in the Black Forest**

The Germany's *Black Forest* is an **extremely popular holiday destination** for many reasons. **Famous for ham, for gateau, and for cuckoo clocks**, it is a region of striking **scenery** where the **farmhouses** are very well maintained, **villages** are splendidly old and traditional costumes are widely displayed. There are excellent **driving, walking or hiking trails in the hills during spring and summer**. Most trails are well supplied with places to rest and refresh, all in the name of good health. But you can get equally **good views on foot**, for the region is criss-crossed by well-signposted trails for walkers to reach areas and vistas often inaccessible by car, including castle ruins and waterfalls. Finally, **Europa Park**, a **fantastic theme park** for the whole family.

Why is Germany's Black Forest a popular holiday destination?