

CONCORSO PUBBLICO, PER ESAMI, PER IL RECLUTAMENTO DI N. 6 UNITA' DI PERSONALE DI CATEGORIA C AREA AMMINISTRATIVA A TEMPO INDETERMINATO E A TEMPO PIENO DI CUI N. 3 POSTI RISERVATI AL PERSONALE IN SERVIZIO NELLA CATEGORIA B PRESSO L'UNIVERSITA' DEGLI STUDI DI BERGAMO. CODICE PICA 21PTA001 (D.D.G. Rep. n. 93/2021 del 24.06.2021 - pubblicato in G.U. n. 51 del 29.06.2021)

QUESITI PROVA ORALE

TRACCIA 1

1. Il Dipartimento universitario
2. In quali casi gli studenti possono essere esonerati dal pagamento delle tasse?
3. Differenza tra upload e download di un file
4. Il/la candidato/a legga e traduca il seguente testo:

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.

TRACCIA 2

1. La motivazione del provvedimento amministrativo
2. Il Direttore Generale
3. in che cosa consiste l'operazione di backup?
4. Il/la candidato/a legga e traduca il seguente testo:

We visited many famous tourist places. My favorite was the Louvre, a well-known museum. I was always interested in art, so that was a special treat for me. The museum is so huge, you could spend weeks there. Henry got tired walking around the museum and said "Enough! I need to take a break and rest."

TRACCIA 3

1. Il rapporto di lavoro del personale tecnico-amministrativo: tipologie
2. Differenze tra il Corso di laurea triennale e il corso di laurea magistrale
3. Nella posta elettronica a cosa corrispondono i campi Cc e CCN?
4. Il/la candidato/a legga e traduca il seguente testo:

We took lots of breaks and sat in cafes along the river Seine. The French food we ate was delicious. The wines were tasty, too. Steve's favorite part of the vacation was the hotel breakfast. He said he would be happy if he could eat croissants like those forever. We had so much fun that we're already talking about our next vacation!

TRACCIA 4

1. La comunicazione di avvio del procedimento amministrativo
2. I più importanti documenti di programmazione delle Università
3. Cosa è una PEC e che funzioni assolve
4. Il/la candidato/a legga e traduca il seguente testo:

I wanted to send you an email update to you let you know how things have been going during my semester abroad here in Málaga, Spain. I've already been here for six weeks, and I feel like I am finally adapting to the culture. I'm also speaking the language more fluently.

TRACCIA 5

1. Il regime delle assenze del personale tecnico-amministrativo
- 2 Il Collegio dei Revisori dei Conti
3. La funzione "revisione" in Word
4. Il/la candidato/a legga e traduca il seguente testo:

Hi, Fred!

It's been a while since we have been in touch. How has your semester been?

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.

TRACCIA 6

1. La conclusione del procedimento amministrativo
2. L'accesso programmato e l'accesso libero
3. Cosa si intende per "motore di ricerca"?
4. Il/la candidato/a legga e traduca il seguente testo:

I am living with a very welcoming host family. I have my own private bedroom, but we eat breakfast, lunch, and dinner together. On Sundays, we eat a big home-cooked paella for lunch. In Spain, lunch is usually the biggest meal of the day. It's also very common for the people to take a midday nap right after a big meal. I am actually just waking up from my nap right now!

TRACCIA 7

1. Il reclutamento del personale tecnico amministrativo
2. Il sistema di contabilità nelle Università
3. Quali sono le possibilità per spostare un file da un computer a un altro?
4. Il/la candidato/a legga e traduca il seguente testo:

On weekdays, I take classes at the local university. There, I met several native Spanish speakers. They have been very kind and patient with me. At first, I struggled to comprehend their Spanish, but now I understand most of our conversations. They have commented that my Spanish has improved a lot since we first met. Now, I am more confident to use the language in other places like stores and restaurants.

TRACCIA 8

1. La trasparenza dell'azione amministrativa
2. Il Nucleo di Valutazione
3. Cosa si intende con il termine "spamming"
4. Il/la candidato/a legga e traduca il seguente testo:

I am so glad that I decided to spend the semester here in Spain. We have an extended weekend coming up, so a group of my friends and I are going to travel to France for four days. It's so easy and inexpensive to travel internationally in Europe. I love it!

TRACCIA 9

1. Il reclutamento dei professori e dei ricercatori
2. Le borse di studio
3. A cosa servono i programmi del pacchetto Office: Word, Excel e Powerpoint?
4. Il/la candidato/a legga e traduca il seguente testo

I look forward to hearing from you soon. Like I said, don't hesitate to stay in touch more often. Perhaps you could even come to visit! What do you think?
Best wishes

TRACCIA 10

1. Il diritto d'accesso agli atti
2. I principali interventi a favore degli studenti con disabilità e DSA
3. Qual è la differenza tra software e hardware?
4. Il/la candidato/a legga e traduca il seguente testo:

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.

TRACCIA 11

1. Il procedimento disciplinare nei confronti del personale tecnico-amministrativo ai sensi del CCNL
2. I principali interventi a favore del diritto allo studio per gli studenti iscritti alle università
3. Cosa è una casella di posta elettronica?
4. Il/la candidato/a legga e traduca il seguente testo:

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.

TRACCIA 12

1. Cause e modalità della cessazione del rapporto di lavoro ai sensi del CCNL
2. Il concetto di Credito Formativo Universitario
3. In un programma di elaborazione testi, per “testo giustificato” cosa si intende?
4. Il/la candidato/a legga e traduca il seguente testo:

About 122 courses (first and second cycle) are yearly offered as well as 44 master and specialization and 23 PhD courses, targeted to the training of specific professional figures, often in cooperation with external institutions and companies - a galaxy which attracted 11,085 first-year students in 2013/2014 academic year.

TRACCIA 13

1. Il sistema delle progressioni economiche verticali (PEV) e orizzontali (PEO) del personale tecnico-amministrativo
2. Le mission dell'Università
3. Cosa si intende con browser?
4. Il/la candidato/a legga e traduca il seguente testo:

In the laboratories – many of which are open to the local community – the first step of collaboration between researchers in the academic world and in the business world are taken, basic and applied research is carried out, and young brains are given the chance to turn their intuitions to good account. Here scientific research finds its application in robotics, pharmaceutical industry, ecology, and medical diagnostics.

Bergamo, lì 15.12.2021

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