

TRACCIA N. 1

- LO STATUTO COMUNALE
- DIRITTI E DOVERI DEI DIPENDENTI PUBBLICI
- I PRINCIPALI REATI CONTRO LA PUBBLICA AMMINISTRAZIONE
- DIFFERENZA TRA PEC E EMAIL
- MY NAME IS ANGELA. I'M 25 YEARS OLD AND I LIVE ON MY OWN IN A TOWN IN THE NORTH OF ENGLAND. I WORK AS AN ENGINEER AND I LIKE MY JOB VERY MUCH. BUT I WANT TO LIVE IN YORK WITH MY BOYFRIEND DAVID. YORK IS A BEAUTIFUL HISTORIC CITY, WITH MANY OLD BUILDINGS AND NARROW STREETS.

TRACCIA N. 2

- ORGANI COLLEGIALI DEL COMUNE
- IL CONTRATTO NAZIONALE ENTI LOCALI (CCNL)
- I DATI SENSIBILI
- LA FIRMA DIGITALE
- I LIVE IN A HOUSE NEAR THE MOUNTAINS. I HAVE TWO BROTHERS AND ONE SISTER AND I WAS BORN LAST. MY FATHER TEACHES MATHS AND MY MOTHER IS A NURSE AT A BIG HOSPITAL. MY BROTHERS ARE VERY NICE AND STUDY HARD. MY SISTER IS A NERVOUS GIRL, BUT SHE I VERY KIND.

TRACCIA N. 3

- IL RESPONSABILE DEL SERVIZIO
- IL FABBISOGNO DI PERSONALE
- NULLITA' E ANNULLABILITA' DEGLI ATTI
- LA FUNZIONE STAMPA-UNIONE
- MY FAMILY LIVES IN A SMALL HOUSE. IT'S SIMPLE BUT PRETTY. IT HAS A LARGE GARDEN. I LIKE TO WORK IN THE GARDEN, BUT MY SISTER HATES TO WORK IN THE GARDEN. SHE PREFERS TO READ. SHE READS IN THE MORNING, IN THE AFTERNOON AND AT NIGHT. SHE'S SO BORING!

TRACCIA N. 4

- I PARERI SUGLI ATTI
- IL REGOLAMENTO DEGLI UFFICI E SERVIZI
- IL SEGRETARIO COMUNALE (NOMINA E FUNZIONI)
- LO SPID (E PAGO PA)
- MUM AND DAD LIKE TO COOK IN OUR SMALL KITCHEN. MY FAMILY ALWAYS EATS BREAKFAST AND DINNER TOGETHER. WE TALK. WE LAUGH. THEN MY SISTER WASH THE DISHES. AT NIGHT, DAD LIKES TO LISTEN TO MUSIC. MUM WORKS ON THE COMPUTER. I WATCH TV AND MY SISTER READS A BOOK.

TRACCIA N. 5

- LE ORDINANZE
- MODI DI ACCESSO AL PUBBLICO IMPIEGO
- IL SILENZIO-ASSENSO
- LA PENNA USB
- MY NAME IS BOB. EACH DAY I DRIVE MY KIDS TO SCHOOL. MY DAUGHTER GOES TO SCHOOL NON SO FAR FROM OUR HOUSE. THEN I DRIVE MY SON TO HIS SCHOOL. IT'S CLOSE TO MY JOB. MY DAUGHTER AND MY SON ARE GOOD STUDENTS. MY DAUGHTER USUALLY SINGS HER FAVOURITE SONGS WHILE I DRIVE.

TRACCIA N. 6

- IL P.E.G.
- CONTRATTO INDIVIDUALE E PERIODO DI PROVA
- L'ACCESSO CIVICO
- HARDWARE E SOFTWARE
- I ARRIVE AT THE OFFICE AT 8:30 AM. I SAY GOOD MORNING TO 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 HOT COFFEE.

TRACCIA N. 7

- IL REVISORE DEI CONTI
- CODICE DI COMPORTAMENTO DEI DIPENDENTI PUBBLICI
- L'ACCESSO AGLI ATTI
- FUNZIONE DEL PROGRAMMA EXCEL
- MY FAMILY IS VERY IMPORTANT TO ME. WE DO LOTS OF THINGS TOGETHER. MY BROTHER AND I LIKE TO GO ON LONG WALKS IN THE MOUNTAINS. MY SISTER LIKES TO COOK WITH MY GRANDMOTHER. ON THE WEEKENDS, WE ALL PLAY BOARD GAMES TOGETHER. WE ALWAYS HAVE A GOOD TIME.