

- La responsabilità amministrativa

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- La responsabilità disciplinare del dipendente pubblico

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- Il parere di regolarità contabile del responsabile del servizio finanziario

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Quali sono le funzionalità del calendario di Outlook?

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● ● ● ● ● The board game café ● ● ● ● ●

I've got a new favourite place to hang out. It's a café that I visited at the weekend in an old, **brick** building near the town centre. They have great food, but the reason lots of people go there is to play board games.

It's a really cool place to spend time with friends. The café has hundreds of board games to choose from.

They are kept on shelves around the café and the friendly staff will help you find the best game for you.

There are traditional games like backgammon and Monopoly™, but the most popular games are more recent.

In the past, games had one winner, but these games are designed differently. The goal is to work with other players so everyone wins or loses together.

These kinds of games are preferred by people who don't normally enjoy competitive games (like me!).

My favourite game is *Castle Panic*. It is played by two to four players, and they must defend a castle from

monsters. Each player uses a game piece, which is usually made of **plastic** or **cardboard**.

The café is popular because of the games, but the food tastes delicious, too. The food is bought from local farms, and it is freshly prepared on the same day.

The café is beautiful, too: there are elegant **wooden** tables and the **china** plates are made by a local artist. I know where I'm going to spend my weekends from now on. Do you have a board game café near you?



Glossary

board game *gioco da tavola*

2

- Il segretario generale della Provincia

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- Il tribunale amministrativo regionale

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- Il codice di comportamento dei dipendenti della pubblica amministrazione

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Come si gestiscono i contatti in Outlook?

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BANKSY THE WORLD'S MOST FAMOUS VANDAL.

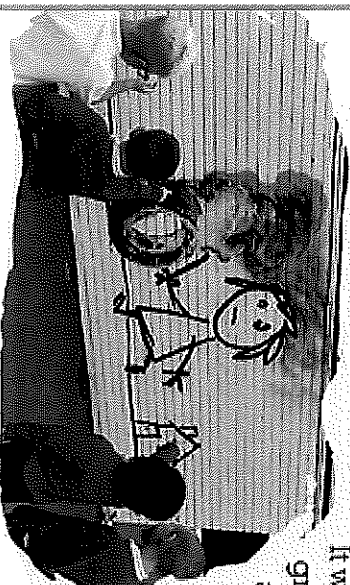
Banksy is a very famous and mysterious graffiti artist. People think that he comes from Bristol, in the south-west of England, but his identity is secret and nobody really knows who he is. His pictures are on walls all over the world, and they often contain political and social messages. Graffiti is a crime and, in theory, Banksy is a vandal, but he's also a UK cultural icon and a national hero!



BANKSY STRIKES AGAIN!

School caretaker Jason Brady had a big surprise when he opened Bridge Farm Primary School in Bristol one morning last year. It was the first day of school after a holiday and Jason wanted to check everything before the children arrived. He was walking around the school and opening the classrooms when he saw some graffiti on a school wall. At first he was angry, but while he was looking at the graffiti he noticed a letter nearby.


It was from the famous graffiti artist Banksy and it said: "Please have a picture. If you don't like it, feel free to add stuff. I'm sure the teachers won't mind. ... Much love."





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A teacher from the school telephoned the head teacher, Geoff Mason. It was only 7 o'clock in the morning, and Mr Mason was having breakfast and getting ready for work when the phone rang. He was very excited by the news and went to school immediately. When the children arrived later, a lot of people were standing in front of the mural. Journalists were taking photographs of the graffiti and interviewing Mr Mason. Cameramen were filming the scene. By the afternoon, the school was in the news all around the world!

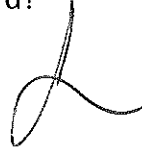
The famous street artist did the mural to thank the children at Bridge Farm Primary School after they decided to call one of their school houses 'Banksy'. They wrote an email to Banksy's website to tell him about their decision and they were waiting for a reply. They were hoping for an email, but they got something a lot better!

• La contrattazione collettiva decentrata integrativa 

• Il provvedimento amministrativo 

• Le competenze del presidente della Provincia 

Come si crea e come si formatta una tabella in Word?



English cultural icons

In 2011, *ICONS Online* finished a project to discover 100 cultural icons that symbolise 21st-century England. Thousands of people voted for their favourites. Most people are happy that the final list includes The Beatles and the White Cliffs of Dover. Controversially, 'fish and chips' appears in the list, but not curry – England's most popular takeaway! Here are three more of the '100 English cultural icons'.

Queuing

English people are well known for queuing politely. The queue for the Wimbledon tennis festival is a famous example. The queue is usually very long and slow, but most people wait their turn very patiently. Some people bring chairs, and others share tea, cake and strawberries. However, are English people really 'the best queuers in the world'? Other nationalities might disagree!

The Eden Project

England is famous for many eccentric places; for example, the Eden Project in Cornwall in the south of England. Its two enormous, bizarre, plastic greenhouses opened in 2000. Inside, there's a tropical forest and a Mediterranean environment. Outside, there's a garden of British plants, and many unusual sculptures.

A cup of tea

In the 17th century, doctors recommended Chinese green tea as a medicine. In the 1720s, black tea became more popular, and tea-drinking became a very fashionable hobby in England. Now, only two nationalities drink more (Turkish and Irish people are first and second in the world). Will tea be an English icon in the future? Many younger English people now prefer coffee, or herbal teas.



- Il procedimento disciplinare



- Le fonti giuridiche



- Le competenze dei dirigenti provinciali



In Outlook, come si compone un nuovo messaggio con "Priorità alta"?



You are in an enormous sports stadium. Thousands of spectators are shouting your name. Everyone is taking your photo. On TV, over three billion people are watching you. Someone puts the gold medal around your neck and you see your country's flag in front of you. You're an Olympic champion... but how did it all begin? How did the Olympic Games become so popular?



Ancient Greece

The Olympic Games are the world's oldest sports competition. They began in ancient Greece in 776 BC. The name comes from Olympia, a town in a valley in western Greece. Athletes travelled there every four years to compete in a special sports competition. They played many sports that we still know today, like boxing and wrestling. Athletes also did the long jump and threw the discus and the javelin. Sprinting was popular, too – everyone wanted to see the fastest runner.

The modern Olympics

The original games ended when the Romans stopped them and for 1,500 years there were no Olympic Games anywhere. Then, in 1892, a young French man called Pierre de Coubertin had the idea of starting a new Olympic Games. Many countries agreed and so the modern Olympics were born! The first modern games took place in Athens in 1896. The first modern Olympics were very different to the games we know and love today. Only 13 countries were there, and they did just 43 sports. All the athletes were men. Compare the 1896 Olympics to the 2016 Olympics in Rio de Janeiro, Brazil: in Brazil, 11,000 athletes competed in over 300 events. About 45% of athletes were women. In fact, the US team had more women athletes (292) than men (263).

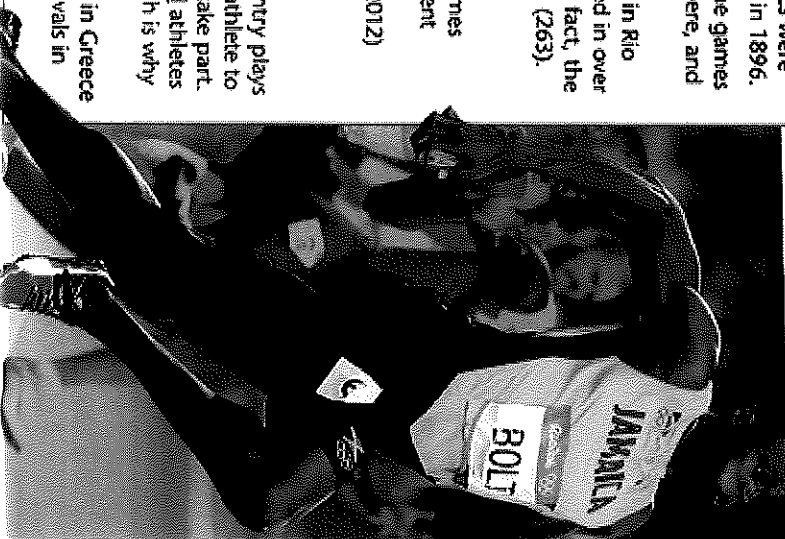
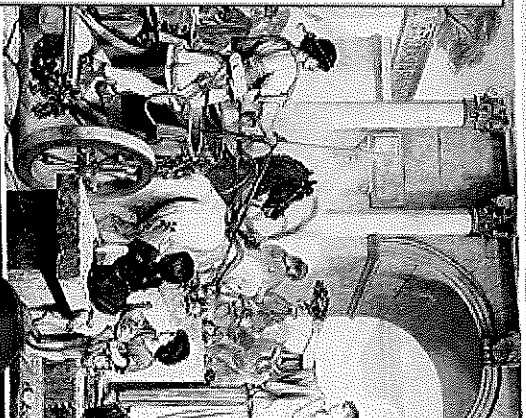
A global event

The Olympics are now a truly global event. The Games are held in a different country every four years. Recent Olympic Games include ones hosted in Australia (Sydney 2000), Europe (Athens 2004 and London 2012) and Asia (Beijing 2008).

Sport for all

The Olympic Games is for everyone. Not every country plays football or basketball but any country can send an athlete to the Olympics, and all the nations of the world can take part. With the start of the Paralympic Games for disabled athletes in Rome in 1960, there is a sport for everyone, which is why the Olympic movement continues to grow.

And that is how a local competition in a small town in Greece became one of the biggest international sports festivals in the world!



- Il potere regolamentare della Provincia



- Il potere di autotutela della pubblica amministrazione; in particolare: differenza fra annullamento e revoca



- Lo scorrimento di una graduatoria concorsuale



In un documento Word, come si crea l'indice dei contenuti?



What would you do if you or a friend had an accident while you were walking in the mountains? Perhaps your friend has sprained an ankle or broken a leg, and they can't walk. In the UK, you might call 999 or 112. We usually use these numbers to contact one of the three main emergency services: police, fire or ambulance. However, an ambulance might not be able to reach you in the mountains. Perhaps you aren't near a road, or you don't know exactly where you are. Don't panic! You should stay calm and ask for the mountain rescue service.

In the UK, there are many different regional mountain rescue teams, which are all charities. Police officers, fire fighters and ambulance drivers are usually paid professionals, but mountain rescue workers are all unpaid volunteers. Liz Gorman has worked for a Scottish mountain rescue team for two years. She explained: "We're all ages, from 17 to 70, and most of us have other jobs, too."



On Monday to Friday I'm a software developer, but at weekends, I'm with the rescue team. We do most rescues in bad weather and often at night. Rescues are extremely satisfying, though. Well, most of them! Most people are very polite and say thank you, but a few are selfish. One man called us and said "I feel dizzy and sick – help!" He was telling a lie. When we arrived, he was fine! Really, he wanted to be on time for a party and he hoped to use a rescue helicopter as a taxi! We helped him to leave the mountain safely, of course, but not in a helicopter."

Mountain rescue teams will help anyone who needs them, and in the UK the service is free. However, some people think that selfish or badly-prepared climbers and walkers should pay for their rescue. Every year, rescue teams risk their own health and lives to save others. So, how can you help them – and yourself?

If you want to go walking in the mountains, you should wear walking boots, and you should take a bag with clothes for bad weather, food, water, a map and a compass. You shouldn't go if you rarely do much exercise or if you don't feel well. Finally, you should always plan your journey and tell someone your destination. If everyone did this, the mountain rescue service would have much less work!

- La giurisdizione in materia di concorsi pubblici

- Vizi di legittimità e vizi di merito dell'atto amministrativo

- Le competenze del Consiglio Provinciale

In un foglio Excel, cos'è il formato cella?

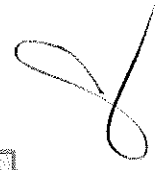
R

Say 'goodbye' to colds!

Colds... we all know the symptoms: you sneeze, you cough, and you feel tired and unwell. The average person gets between two and six colds every year. Some unlucky people have more! If scientists discovered a cure for colds, we'd all be very happy! Unfortunately this hasn't happened yet, but there are some practical things you can do.

We all know that taking paracetamol or other cold medicines can improve symptoms. However, they won't help you to get better any faster. The good news is that some natural remedies are easy, cheap and effective. Have you got a cold right now? If I were you, I'd get a drink! Water is a healthy choice, but tea, juice and soup are all good, too, and hot water with honey and lemon might help a sore throat. If you drink at least two litres a day, you'll probably feel better more quickly than someone who drinks less. You should also try to eat more spicy foods because 'hot' foods like chilli and garlic can help our bodies to fight the cold viruses.

Please consider other people, too! When you sneeze or cough, cold viruses leave your body through your nose or mouth. They are very contagious, and they can travel very rapidly. A cough can travel at 80 kilometres an hour and a sneeze at up to an amazing 320 kilometres an hour! You should always cover your mouth and nose when you sneeze or cough.



- Il Piano Esecutivo di Gestione



- Le condizioni propedeutiche e l'iter per l'assunzione di un nuovo lavoratore presso la Provincia



- I casi di inesistenza del provvedimento amministrativo



Come si crea un grafico in Excel?



Things you should do every day to be happy and healthy

Do you sometimes feel tired and stressed? In winter, do you often have colds, coughs and sore throats? If you've answered 'yes' to any of these questions, then we've got help for you! Take a look at our list of simple things to do every day to be happy and healthy.

1 • Go outside!

You shouldn't spend all your free time in your room sitting in front of a screen! Every day you should spend some time outside in nature. A short walk in a park or a forest or other green spaces reduces stress and helps your immune system.

2 • Get moving!

How do you get to school? Do you take a bus or do you go by car? If you walked part of the way or cycled to school every day, you would be healthier and happier. Simple activities like walking and cycling are great forms of exercise. (But remember – when you cycle you should always pay attention to the traffic and wear a helmet! You don't want to have an accident and break your leg or bump your head!)

3 • Sleep

Teenagers need eight to ten hours' sleep every night. Studies show that teenagers who don't sleep enough are irritable, get headaches, and their grades at school suffer. It's important to have regular sleep patterns. You should always try to go to sleep and wake up at the same time, even at the weekend! You shouldn't have your mobile phone or tablet in your bedroom when it's time to sleep. You should turn off all electronic devices at least one hour before bedtime.



4 • Laugh and hug

Laughter is important for your mental and physical health. Every day you should do things that make you laugh – watch your favourite comedy programme or funny videos, and spend time with friends who make you laugh. Everybody always feels better after they've laughed! Hugging increases the levels of serotonin in your brain. Serotonin is a chemical that reduces stress and makes you feel happier. People who hug get fewer colds in winter! Oh, and hugging dogs, cats and teddy bears is good for you, too!



Glossary

reduces *riduce*
immune system *sistema immunitario*
patterns *abitudini*
even *anche*
laugh/laughter *ridere/risata*
hug *abbracciare/irsi*
increases *aumenta*

Step into culture

Gli esperti della salute dicono che gli adolescenti britannici non sono abbastanza attivi. Il governo britannico raccomanda ai giovani di fare almeno 60 minuti di attività fisica vigorosa ogni giorno, ma solo il 21% dei ragazzi e il 16% delle ragazze lo fa. Gli sport tradizionali come

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- Il parere di regolarità tecnica del dirigente sulle proposte di deliberazione del consiglio provinciale e del presidente della Provincia



- La Corte dei Conti



- La mobilità del personale fra pubbliche amministrazioni



In un documento Word, quali sono gli strumenti disponibili per la formattazione di un paragrafo?

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The GREAT BARRIER REEF

A What is the Reef?

The Great Barrier Reef is one of the most famous natural landmarks in the world. It's in the Pacific Ocean, near the coast of north-eastern Australia. The Great Barrier Reef is the name for around 3,000 coral reefs and 900 islands in an area of about 344,400km². That's bigger than the UK! You can see the Great Barrier Reef from space.

B

The Reef is home to billions of living corals, more than 1,500 kinds of fish and 215 kinds of birds. Some of the animals which live on or near the Reef are endangered species. Lucky visitors might see endangered turtles, whales, sharks or dugongs. Another name for the dugong is 'sea cow'! The biggest number of dugongs in the world live in the seas near Australia.

C

More than 2,000,000 people visit the Great Barrier Reef every year. Visitors who want to see the beautiful corals and fish can take a boat with a glass floor or swim in the blue sea. Watch out for stingrays – they're dangerous! Visitors often stay in Cairns, a big city on the coast which has got an airport, beautiful beaches and many great cafés. Winter (June–August) is a popular season for holidays, with temperatures of 17.5–26°C and little rain.

D

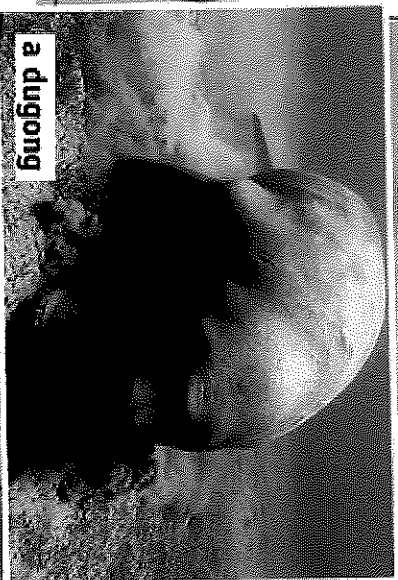
Don't wait too long before you book plane tickets! Some scientists and journalists think that the Great Barrier Reef won't exist in 50 years' time. We're polluting our planet, and our oceans are getting warmer. Coral prefers living in cold water. 2016 was a very hot year in Australia and 20% of the coral on the Reef died. If all the coral dies, many fish and animals will die, too.

E

We can all help to protect beautiful natural places like the Great Barrier Reef. Conserve water and only use what you need. Recycle waste and use the correct recycling bin! Are you going to visit the Reef on holiday? Why not be a conservation volunteer? Good swimmers might plant new coral, or count and photograph fish. Other volunteers may clean beaches in Cairns.



a coral reef



a dugong

