

CITTA' DI MANFREDONIA
Provincia di Foggia

**CONCORSO PUBBLICO PER SOLI ESAMI PER LA COPERTURA A TEMPO INDETERMINATO E PIENO DI N.1
POSTO DI " DIRIGENTE SETTORE BILANCIO E PROGRAMMAZIONE".**

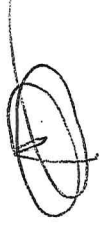
PROVA ORALE

CANDIDATO: Distante Maricarmen Pia

Manfredonia, 07/03/2023

A handwritten signature in black ink, appearing to be the name 'Maricarmen Pia', written in a cursive style.

GRUPPO 2

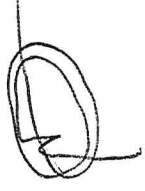


MSB


Fondo crediti di dubbia esigibilità. Rilevazione a bilancio e a rendiconto

GRUPPO 2

MSB

Fondo rischi contenzioso sul risultato di amministrazione

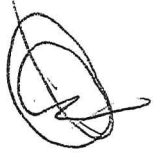
GRUPPO 2



Novità della legge di bilancio 2023 e riflessi sulle entrate dell'ente

MSB


Imposta di soggiorno e destinazione vincolata dell'entrata

GRUPPO 2




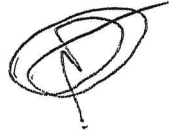
Programmazione triennale del fabbisogno di personale: Grado di sostenibilità finanziaria

GRUPPO 1



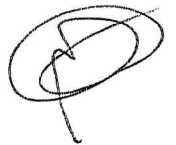
Pubblicazione sul sito web dei dati dei beneficiari di contributi da cui è possibile ricavare informazioni sullo stato di salute e su situazioni di disagio

GRUPPO 5



Art. 1350 Forma dei contratti nella pubblica amministrazione

GRUPPO 3



Quanti non esiste

Gruppo 2

Fondo di garanzia debiti commerciali e riflessi sul bilancio comunale

MSQ

Gruppo 2

Contabilità economico-patrimoniale. Rapporti con società partecipate

MSQ

Gruppo 2

Contabilità Iva

MSQ

DUP- Bilancio- PIAO

MSQ
Gruppo 2

Questi non sono

Riconoscimento debiti fuori bilancio. Accertamento responsabilità e azione di rivalsa

GRUPPO 1
MG

Le competenze del Consiglio Comunale

GRUPPO 1
MG

PEG e Piano delle Performance

GRUPPO 1
MG

Quanti non esiste

Il peculato

GRUPPO
MG

La concussione

GRUPPO
MG

D.Lgs 33/2013 Trasparenza amministrativa

GRUPPO
MG

Questi non escludono

Gruppo 3

Autonomia finanziaria di regioni, province e città metropolitane e comuni

OP

MS

Gruppo 3

OP

MS

Gli organi regionali

OP

Gruppo 3

I ricorsi amministrativi sugli atti del Comune

OP

MS

Gruppo 3

OP

Poteri in autotutela sugli atti del Comune

OP

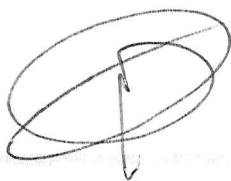
MS

Gruppo 3

OP

Art. 2041 CC arricchimento senza giusta causa

MS



Business email writing

Besides playing a major role in most individuals' personal lives, technology plays a major role in most businesspersons' professional lives, as it's convenient, reliable, and efficient. From text messaging to emailing and scanning files to Skyping, high-tech practices are common in companies.

To benefit as much as possible from these practices, businesspersons must craft and send professional business emails, or emails that serve an official, company-related purpose and are appropriately written. Professional business emails are appreciated by coworkers, customers, and potential clients alike.

Professional general emails are carefully worded and concise messages about any company subject. For example, one can send a professional general email to a coworker in regards to supply information, to a customer in regards to purchase needs, and so on and so forth. It's important that professional general emails be attentively worded and as brief as possible, to help receivers digest the enclosed information and requests.

Professional response emails are courteous and useful messages sent to a person or organization that sent an initial message. For example, a business manager who's asked about his company's outlook in an email would send a professional response email to address the sender's questions and concerns. This type of email should provide answers and data that're useful to the recipients, based upon what he or she stated initially.

Perhaps the most considerable difficulty in sending professional business emails is remaining calm and official. For example, it might be tempting to send an angry email in response to a customer complaint, but doing so would negatively impact one's company, reputation, and performance. Instead, one should form an email response that is collected, helpful, and useful.

The short-term benefits of sending professional business emails are enhanced productivity, optimal cooperation, and a minimal amount of wasted resources. In the long-term, however, someone who consistently sends professional business emails will likely develop a professional reputation.

Esercizio di comprensione del testo:

Domanda 1:

What are professional business emails?

- a Fun emails exchanged between friends
- b Text messages sent during work
- c Emails that serve an official, company-related purpose and are appropriately written
- d Emails sent in response to other emails

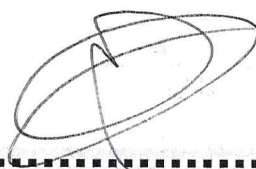
Domanda 2:

What are professional general emails?

- a Unimportant emails sent by a company's president
- b Emails sent to a company's stockholders
- c Carefully worded and concise messages about any company subject
- d None of the above

Domanda 3:

What are professional response emails?



- a Emails sent to ask a question
- b Emails sent for an official, company-related purpose
- c Courteous and useful messages sent to a person or organization that sent an initial message
- d 2 and 3

Domanda 4:

How should professional response emails be composed?

- a Calmly and professionally
- b Angrily
- c Without consideration for the recipient's concerns
- d As unprofessionally as possible

Domanda 5:

What are the benefits of sending professional business emails?

- a Improved relationships
- b Effective communication
- c Saved money
- d All of the above

Rispondi a tutte le domande sul testo:

Hai risposto 0 su 5 domande.

V

	A	B	C	D	E	F	G	H
	Atleta	1° salto	2° salto	3° salto	Salto migliore	Media		
2	Rossi	7,85	8,05	7,92	8,05	7,94	qualificato	
3	Versi	7,90	8,10	8,03	8,10	8,01	qualificato	
4	Colombo	8,00	7,86	8,15	8,15	8,00	qualificato	
5	Giunchi	8,00	7,92	7,70	8,00	7,87	non qualificato	
6	Enni	8,22	7,98	7,90	8,22	8,03	qualificato	
7	Meri	7,50	7,55	8,00	8,00	7,68	non qualificato	

Handwritten signature: Amy Blum