

## Materie prima prova scritta

I pareri e i provvedimenti edilizi per la realizzazione di un'opera pubblica.

Si relazioni in merito alla procedura di affidamento di un lavoro pubblico per l'importo di euro 45.000.

La verifica dei requisiti e i documenti necessari per la stipula di un contratto di appalto di lavori.

L'espropriazione per pubblica utilità.

La verifica e la validazione di un progetto. Competenze, elementi di valutazione, tempistiche.

La delega di funzioni in materia di sicurezza sui luoghi di lavoro.

La potestà in materia di pianificazione territoriale nella Regione Friuli Venezia Giulia, con particolare riferimento alle varianti urbanistiche.

La determina a contrarre. Quando serve e quali elementi deve contenere.

Il ruolo e le competenze del committente e del responsabile lavori di un'opera pubblica.

I principi generali per la redazione degli atti amministrativi.

Il Responsabile Unico del Procedimento. Nomina e funzione.

La colpa generica e la colpa specifica nell'ambito dei rapporti di lavoro.

L'esercizio del diritto di accesso.

Si relazioni in merito all'affidamento diretto con riferimento a quanto previsto dal codice dei contratti.

La risoluzione del contratto in un'opera pubblica.

I vizi di legittimità dell'atto amministrativo.

Cosa si intende per aggiudicazione dell'appalto con "offerta economicamente più vantaggiosa".

Le principali figure tecnico-amministrative in un'opera pubblica.

L'attività di controllo, di indirizzo e di gestione negli Enti Locali.

Si descrivano la garanzia provvisoria, la garanzia definitiva, la polizza assicurativa per l'esecuzione dei lavori.

La gestione della salute e sicurezza nei luoghi di lavoro.

Le competenze del Consiglio e della Giunta Comunale.

La contabilità dei lavori pubblici. Quali sono i documenti che la costituiscono e come avviene l'istruttoria.

La consegna dei lavori in via d'urgenza.

## Informatica

Impostare il lavoro dovendo riprodurre l'elaborato fornito.  
Sul file excel dato, compilare le celle evidenziate in giallo.

Inserire nel disegno fornito le campiture e le quotature spiegando la procedura.  
Nel documento fornito inserire la tabella presente nel file excel e le immagini in modo tale che il testo sia posto a destra o sinistra delle stesse.

Evidenziare come procedere e cosa fornire analizzando la tavola e dovendo trasmettere il formato digitale a terze persone.  
Formattare il testo word predisponendolo per creare l'indice al documento.

Procedere all'aggiornamento della cartografia fornita utilizzando il file contenente le nuove opere.  
Predisporre il file excel dato in modo che in fase di stampa le intestazioni di colonna siano ripetute in ogni pagina e le celle abbiano un bordo.

Impaginare gli elementi presenti nel dwg generando una tavola stampabile.  
A conclusione della progettazione di un'opera è necessario presentarla in pubblico. Quale software è possibile utilizzare?

Il disegno fornito va riprodotto sommariamente, con scala di stampa pari a 1:200.  
Sul file excel dato, ordinare i dati a disposizione utilizzando i seguenti campi "VIA"-  
"NUMERO"- "ESPONENTE".

Procedere all'aggiornamento del foglio catastale utilizzando l'estratto fornito.  
Predisporre il documento excel per la stampa inserendo il nome del file nella parte alta del foglio, la data e il numero delle pagine nella parte inferiore.

Nel disegno rendere visibili gli elementi puntuali presenti e procedere alla selezione di quelli di colore rosso.  
Nel documento word impostare una pagina in formato A3 in orizzontale e creare un elenco numerato che parta dal numero 3.

## Inglese

People have used wood to make things for thousands of years. There are two different types of wood: softwood and hardwood. Softwood comes from conifer trees. It doesn't conduct electricity. It's quite cheap, because the trees grow quickly. Softwood is used in buildings, for example, in floors and doors. We also use it to make paper. Hardwood is stronger than softwood. It comes from trees which grow slowly. It's expensive, because the trees don't grow quickly. Hardwood is often used in high quality furniture and some sports equipment. Plastic is a new material. We only started to use plastic about a hundred years ago. There are two types of plastic. Some plastics are thermoplastics. This means that you can heat them many times and you can change their shape. Other plastics are thermoset. This means that you can only heat them once and you can't change their shape. Acrylic is thermoplastic. It's hard and durable and it doesn't conduct electricity. It can also be transparent, so food companies often use it for boxes and packets.

Street Art is Art that is usually created outside in public areas. It's everywhere – on buildings, on streets and also on trains. Street Art is different from other forms because it isn't permanent and it isn't easy to collect or exhibit. Some people say that Street Art is just graffiti or "vandalism" and it is often illegal. But the Art world is beginning to accept Street Art as a real Art form. Today, you can sometimes see it in galleries. Some Street Artists want to make political statements through their paintings. Others do it for fun, or to make streets and buildings more interesting. Many Artists enjoy working outside. They want to produce Art that interacts with the environment. Some Artists are very inventive. They paint streets and buildings. The Art is sometimes 3D and it's often very hard to know what is real and what isn't. Traditional Street Art is done on the walls of buildings with paint and brushes. Today, most Artists use spray paints because they are quicker and easier to use. Some of these paintings consist of simple words and some more elaborate pictures covering a whole wall.

Building your dream home can be one of the most exciting projects you can undertake. Getting the opportunity to plan out each step of the process and make the decisions about your building project is a big responsibility, and you can be passionate about even the most experienced do-it-yourselfers. Taking the scope of the project into account before you get started can help make the process go a lot more smoothly. Learn the proper ways to find the right location, design your home, acquire the correct permits, and so on.

Learn how to get started building your own house: Select a desirable place for your house. There are many factors to consider when finding a suitable location on which to build your home. Think about a place you'd like to live long-term and keep in mind things like:

Climate. Special considerations must be made for building in flood, hurricane, intense heat, frigid cold, and other extreme weather and climatic conditions.

Ground stability. Houses built on shifting sand, or other unstable earth will probably fail over a short period of time.

Design your own home, or consult an architect. Architects and engineers have special training and years of experience in designing houses, and are necessary for most building and zoning requirements. If you contract their services or elect to design your own, the house you build will be built for you, so you should be involved closely in the design process. Before you consult an architect, find out what management services the firm may or may not provide. Some architecture firms will help hire contractors they know and trust, as well as consult and inspect the contractor's work as it progresses, making necessary revisions and additions as the work progresses. Before building, you'll need to submit plans to the city or county building commission for approval. Unless you're an experienced architect, it'll be very difficult to produce the necessary to-scale production drawings and know all the technical aspects necessary for approval. To save time, energy, and money, it's recommended that you consult a professional and work alongside them to design the home you want.

A floor plan is a scaled diagram of a room or building viewed from above. The floor plan may represent an entire building, one floor of a building, or a single room. It may also include measurements, furniture, domestic appliances, or anything else necessary to the purpose of the plan. Floor plans are useful to help design furniture layout, wiring systems, and much more. They're also a valuable tool for real estate agents and leasing companies in helping sell or rent out a space. Floor plans are essential when designing and building a home. A good floor plan can increase the enjoyment of the home by creating a nice flow between spaces and can even increase its resale value. What are the key characteristics of a good floor plan when designing your house? Versatile and flexible. Make sure in the future an office can easily be turned into a child's bedroom whether for your family or a future buyer's. Bathrooms shouldn't face common entertainment spaces like dining rooms or living rooms. Think about the safety of kids, cleaning, heating and cooling bill before falling in love with some majestic staircase or floor to ceiling windows.

Considering the detailing and complexity of a project, different types of drawings are issued by an architect for the easy understanding and good working of construction process. Site plan is comprehensive detailed drawing of the building or an apartment representing whole plan of a building. It shows property boundaries and means of access to the site, and nearby structures if they are relevant to the design. For a construction project, the site plan also needs to show all the services connections like drainage and sewer lines, water supply, electrical and communications cables, exterior lighting etc. It is a first design that is made for any project before going into detailing process. Drawing up a site plan is a tool for deciding both the site layout and the size and orientation of proposed new buildings. These drawings should comply with the local development codes, including

restrictions on historical sites. It acts as a legal agreement for the permission of construction from the local government.

The effect of global warming are visible all around us. Ice is melting at the Earth's poles, some animals and plants are in danger of extinction and tropical storms are stronger and more frequent than before. Wildfires and flooding have also become very common. So what is global warming and why is it happening? The Earth produces "greenhouse gases" that protect our world. Greenhouse gases are good because they help to keep the Earth warm. They occur in nature, but they are also produced by some of man's activities, for example, when we burn fossil fuels. Other human activities that increase the level of greenhouse gases are deforestation and travelling by car or plane. If too many greenhouse gases are produced, the temperature in the Earth's atmosphere increases. This is called global warming and it has a negative effect on the environment. What can we do to help? We can all recycle more! If we recycle something, it's made into a new product and it won't contaminate the environment. Recycling save energy, conserves natural resources and limits the production of greenhouses gases.

Have you had a bad day? Are you feeling angry, annoyed or depressed? Well, don't worry. Just listen to a few of your favorite songs and you'll soon feel better! We all know that music can affect your emotions. Some people think that classic music can help you feel relaxed and calm, for example, and that you feel excited after you listen to rock music. But a new study from USA has found that type of music you listen to isn't very important. Classic, rock, pop, jazz or country music can all improve your mood. All type of music can help – the important thing is that you like it! In the study, university professors asked their students to keep a "music diary" for two weeks. In the diary the students had to make a list of all the music they listened to and say how they felt before, during and after listening to it. The majority of students said that they usually listened to rock music, but some of them also liked a variety of other music. And all of them said that felt more optimistic, friendly, relaxed and calm after they listened to music. So why does listening to music improve our mood? Well, scientists think that we listen to music that we like, our brain release a chemical called dopamine.