

## Serie 9

Il principio autonomistico nell'amministrazione universitaria

In Microsoft Word cosa indicano le lettere **g**, **c**, **s**, nella barra di formattazione

Ashley Trent

Ashley Trent, one of our most popular young actors, is now filming College Rap. He began having acting lessons six years ago and was in his first play at ten years old. At fourteen, he immediately became well known, not for acting in the theatre, but on TV. 'That was fun!' he says. 'I was in a fast-food advert with a cartoon clown, but filming College Rap is much harder work. When we finish filming each day, I don't go out with friends. I usually sit in the bath for an hour because my legs and arms hurt! But I'm enjoying myself because the three adult actors who are the teachers in College Rap are really good. They've filmed all over the world. They've taught me to remember my lines more quickly too. I needed half a day to learn five pages before, but now I only need a quarter of an hour.'

## **Serie 1**

Indichi gli Organi di Governo dell'Ateneo di Parma e qual è la composizione del Senato Accademico

Esempi di formato di file

### The University of Cambridge

The University of Cambridge is a university located in Cambridge, United Kingdom. It is one of the most famous universities and the second oldest in the English-speaking world (after the University of Oxford). They have many common characteristics, in fact they are sometimes referred to as Oxfridge. It is an institution formed by 31 colleges. They are independent institutions, separate from the university and with great autonomy. Three of these colleges are for women and four specifically for graduate students. A large number of prominent individuals, from scientists and writers to politicians, have attended or taught in Cambridge. The university also offers other types of extracurricular activities, such as rowing teams, cricket and rugby.

## Serie 12

Funzioni del Responsabile per la trasparenza ai sensi del D. lgs. n. 33/2013

A cosa serve un programma di *back up*

### Evening courses

Our Business English Course is great for anyone that wants to use English for work. Our courses are designed for professionals who are unable to study during the day. Many professionals take this course to improve their skills and prospects.

Course contents are based on individual needs covering areas such as; answering business emails, telephone calls, messages, negotiating and presenting in English.

Classes are on Tuesdays and Thursdays. Students will get 4 hours of lesson time per week. All classroom materials are included along with access to the Kensington e-learning website, a welcome pack and certificate of completion.

Maximum class size is 12.

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## Serie 19

Composizione e compiti dei Consigli di Corso di Studio

Un **account** serve per identificare chi?

UK Laws and Customs

Coming to a new country is quite strange. Here are a few things you need to know about living in London and the UK:

- You cannot buy alcohol, tobacco or e-cigs until you are 18 years old. Shops and pubs might ask you for ID.
- You cannot smoke in any public buildings, including stations.
- You cannot drink alcohol in most public spaces, including buses and underground trains.
- You cannot have any weapons with you.
- Do not drop rubbish in the street (including cigarette ends) -always use a bin. You may be fined if you are caught dropping rubbish.
- It is very important to queue in shops, cafes and other places - do not push in.

## Serie 21

Corsi di dottorato di ricerca

In excel, a cosa servono le parentesi in una cella?

Visa information

Frequently Asked Questions:

Do I need a visa to study at Burlington School?

Students from some countries do not need to apply for a visa before they travel. To see if you need a visa, please visit <https://www.gov.uk/check-uk-visa>

How long can I study with a visa? You can study for up to 11 months (if you are aged 16 or over) with a Short-Term Study Visa.

What level of English do I need to apply for a visa? You do not need to show your level of English if you are applying for a Short-Term Study Visa; however, you should have studied English in your own country.

How much does a visa cost? The cost of a visa depends on what country you are applying from and how long you intend to study.

## **Serie 4**

Quali sono, sulla base dell'art. 10 dello Statuto dell'Università di Parma, le funzioni del Consiglio di Amministrazione

A cosa serve PowerPoint

It's In The News

Texting while walking is dangerous.

Writing text messages and walking is dangerous. It is more dangerous than driving and texting. More people get injured while walking than driving. Walking in a straight line is not easy. We can forget how to walk properly. Dangerous things can happen. We run into people or cars. We fall over things in the street.

There are a few reasons why texting and walking is dangerous. People cannot see when they look at their keyboard. Their minds are somewhere else – they are not thinking about walking safely. Thousands of people have accidents. Some have serious head injuries.

## Serie 20

Compiti della Commissione paritetica docenti studenti, come da Statuto dell'Università di Parma

A cosa serve la firma digitale

Staying safe in London

London is a safe place but like any big city, you need to be careful.

Here are a few tips to help you stay safe:

- Do not leave bags, phones and money unattended.
- Keep an eye on your belongings in public.
- Do not carry a lot of money with you – if you can, use a card.

Crossing the road

- Cars drive on the left in the UK, so make sure you look both ways before you cross the road. It is best to use pedestrian crossings.
- Going out at night Try to walk with friends, and not alone. If you use a taxi, make sure it has a licence (on the back of the car)
- Using the tube Be careful when you get on and off the train - mind the gap.



## Serie 6

Ai sensi della Legge 7 Agosto 1990, n. 241, esponga quali sono i criteri generali che reggono l'attività amministrativa

Significato della sigla **http**

Tom Barry - international skateboarder!

Tom Barry is 17, and started skateboarding when he was nine. He grew up in New York where he practiced hard and won his first competition when he was 14. Tom has just returned from Japan. Skateboarding is the third most popular sport for boys aged 12-16 in the USA, but in Japan it is less well-known. 'I took my skateboard out onto the city street and the traffic stopped as people watched me!' Tom said. 'A problem for skateboarders in Japan is that there aren't many places where they can practise outside. Skate parks are usually inside big buildings in large cities, so street skating is difficult there. But things are changing. I loved the trip and hope to go back to Japan to skate there again very soon.'

## Serie 17

Il personale tecnico amministrativo all'interno delle Università

Cosa è una *newsletter*

### Money

London can be an expensive place to live, so you have to be careful with your money. After accommodation and tuition, you will need to consider the cost of food, bills (if applicable) and social life. After accommodation and tuition, you will need between £100 and £150 per week for food, bills and social life. Eat at home - don't eat at restaurants or takeaways Ask for student discounts Get a Student Discount Card Make a budget - and stick to it Visit the free museums and parks Go to free events (see the social board for more information)

### Opening a bank account

If you are here for a long time, it is a good idea to open a UK bank account.

### Get a UK SIM card

Your phone should work in the UK. However, it can be very expensive to make calls from here. If your phone is not locked to a network, you can get a UK sim card for your phone from the reception.

## Serie 15

Cosa si intende per Corso di studio

Cosa è una **Password**

Oyster Card

If you are travelling in London, you will probably need an Oyster Card. You can buy an Oyster Card at Tube.

There are two ways of paying for your Oyster Card:

1. Pay as you go You put money on your card at a machine in the station or in a Ticket Stop, and every time you swipe your card it takes the money off it. This is the best option if you don't use public transport very much.
2. Travelcard You pay for unlimited travel for 1 day, 1 week or 1 month. For example, if you live in Balham, which is in Zone 3, and want to go to Central London a lot, you should buy a Zone 1 - 3 Travelcard. This is the best option if you use public transport a lot.

### **Serie 3**

Quali sono, sulla base dello Statuto dell'Università di Parma, gli Organi di Dipartimento e funzioni del Direttore di Dipartimento

Con che programma di Windows è possibile aprire il file "**concorso.xls**"

#### Child Labour

You don't need to be an adult to help others. In November 1999, when she was just thirteen years old, Rosie Williams was looking for the sports section in the newspaper. A story about a girl, Armineh Ghafoor, caught her eye. Armineh Ghafoor, who lived in Afghanistan, had been forced to work long days in a carpet factory. She had worked fourteen hours a day, seven days a week, since she was six years old until she escaped. Her job was to tie knots in the carpets. The article shocked Rosie. Armineh Ghafoor was the same age as Rosie. Rosie couldn't imagine what it was like to work all day, seven days a week and never have a chance to attend a school or play. After school, she went to the local library, where she got a lot of information on child labour and exploitation. The next day, with the teacher's permission, she told the class about Armineh Ghafoor and the thousands of children who were forced to work in plantations, mines and factories.

## **Serie 14**

Compiti del Collegio dei revisori dei conti sulla base dello Statuto dell'Università di Parma

Cosa si intende per ***Intranet***

Accommodation for our students

Homestay accommodation is one of the cheapest options for staying in London. It gives you the chance to experience life in a British home. Homestay providers treat the student as a full member of the household, eating together and sharing living areas. No more than four students stay in a homestay at any one time.

Our Homestay Standard provides accommodation in quiet residential areas of London with easy travel to the school and to Central London.

Burlington School's Homestay providers may be organised by the school directly, or by a third-party accommodation agency.

## Serie 2

Quali sono, sulla base dello Statuto dell'Università di Parma, le strutture didattiche di Ateneo

Cosa indica l'**URL**

### An Irish Teenager's Typical Day

My name is Sean O'Brien. I'm fifteen years old, and I'm Irish. I live in Cork. From Monday to Saturday, my daily routine is always the same. My mum always starts at seven o'clock in the morning when I get up and wash my face. After that, I do some exercises, put my clothes on, and prepare my school bag. Then I go downstairs and have breakfast with my mum and dad. I usually have a sandwich and a cup of tea, but I never have sausages and eggs. After breakfast, I always make my bed, and then I go to school. I stay at school from eight o'clock in the morning till half past two in the afternoon. On Mondays and Wednesdays, I stay later because I have drum lessons. When I get home, I sometimes help my mother in the house. At around seven o'clock we all have dinner together. After dinner, I usually watch some TV and chat with my family. After such a busy day, I always feel sleepy and ready for my comfortable bed!

## Serie 18

Con quali modalità e finalità l'Università svolge attività di orientamento nei confronti degli studenti

Cosa è una *mailinglist*

Course Overview

**IELTS classes are perfect for you if:**

- you want to study in higher education e.g. university,
- you need a certificate for visa purposes
- you need a certificate specifically for your profession

We fully prepare you for the IELTS exam so that you can achieve your target score. You will continue to learn English through exam practice alongside relevant grammar and vocabulary exercises. Our teachers design the classes to provide you with the essential preparation and practice you need to succeed, with exam strategies and techniques to help you pass each part of the test, all while you're here in London!

## **Serie 10**

Funzioni del Direttore Generale secondo quanto previsto dall'art. 2 della Legge n. 240/2010

Come si inserisce una riga tra 2 righe esistenti in un foglio di lavoro Microsoft Excel

An invitation to a job interview

Dear Grace,

Thank you for your application for the position of sales manager.

We would like to invite you for an interview at 10 a.m. on Monday 21 September at our offices at The Shard, 32 London Bridge Street, London.

You will meet with our head of sales, Susan Park, and the interview will last for about 45 minutes. During this time, you will have the opportunity to find out more about the position and learn more about our company.

Please bring your CV and references to the interview. You will also need to show a form of ID at reception to receive a visitor's pass. Please ask for me as soon as you arrive.

If you have any questions or if you wish to reschedule, please call me on 555-1234 or email me by 12 September.

I look forward to meeting you.

Best regards,

Anna Green

*Human Resources Assistant*



## Serie 7

Cosa si intende, ai sensi del D. lgs. n. 33/2013, per accesso civico generalizzato

Definizione di sistema operativo

Spider-Man

Spider-Man is a Marvel Comics superhero. Stan Lee and Steve Ditko created this character in the early 60s. He appeared for the first time in 1962 in *Amazing Fantasy*, a superhero comic book. Spiderman can cling to surfaces, shoot spider-webs and react to danger quickly with his “spider-sense.” He has powers and thanks to them he can fight against enemies like Doctor Octopus, Green Goblin, Jackal and he can do good. But Spiderman alias Peter Park is also a “normal” teenager, who lives with his Uncle Ben and Aunt May and experiences difficulties with girls, friends, family and employers.

It is this simple humanity that has won him millions of fans. He is in fact one of the most popular superheroes. He has appeared in a series of films and in live-action television shows and newspaper comic strips.

## Serie 5

Ai sensi della Legge 7 Agosto 1990, n. 241, esponga quali sono i compiti del Responsabile del procedimento

A cosa serve il browser

Robbie's first business!

Robbie enjoyed art most at school. He liked maths and music too, but because it was hard for Robbie to spell words correctly or to understand texts, he didn't enjoy being at school. In English, he had lots of problems. So, when Robbie was 12, his parents decided he should leave school and be taught differently at home. There, he learnt about business and spent more time happily studying art and practising on his violin. One day, Robbie's grandmother told him her secret way of making jam. Robbie made too much jam for the family to eat so he took it to other people in his street. It tasted so good that his parents' friends started buying it from him. Robbie added all his costs together then decided on a price. Then he made a business plan on the computer with help from his dad. His jam is now sold at a weekly market. 'I'm still only 14 but I'm already a businessman!' Robbie laughs.

## Serie 8

Funzioni del Rettore, ai sensi dello Statuto dell'Università di Parma

In Microsoft Word cosa si intende per *giustificare il testo*

My trip to Canada by Tessa Watts

I had a great time on my adventure trip to Canada. I went with two teachers and all my classmates. I missed my family at first but by the end of the holiday, I didn't want to go home! On my favourite day, we went on a really long walk in the mountains. We had to carry all our things in bags on our backs which was hard work but we never got bored because we all chatted the whole time. We had a rock climbing lesson just before our picnic lunch and later that afternoon we arrived at a lake where we camped for the night. Three of the others tried to fish, without success! helped build the fire instead. The teachers and two of the older students made supper, then we sat in our blankets around the fire and sang songs and made wishes in the dark. I'll never forget that day.

## **Serie 13**

Fase del procedimento amministrativo

A cosa serve un **firewall**

### Course Description

Our General English courses are designed for people who want to learn English for work, study or pleasure. We have students of all ages, from 16 upwards, from all over the world. The classes focus on all aspects of the language, including grammar, vocabulary, pronunciation, speaking, listening, reading and writing. Students can add to these lessons in the workshop classes. These classes build on the language from the main sessions, with a focus on communication and practical skills. All our lessons give students the opportunity to learn and use English in realistic situations, and our teachers give regular homework to help you practice.

## **Serie 11**

Stato giuridico dei professori e dei ricercatori di ruolo ai sensi della Legge n. 240/2010

A cosa serve **Outlook**

### General English course

Our General English courses are our most popular kind of course. They will improve your overall English language ability. We focus on all the key areas, such as speaking, reading, writing and listening. International students take these courses each year for many reasons. Some wish to improve their English for work, others for study or simply for personal interest.

When you arrive at the college, we will put you in a class that is the right level for you. We will test your English skills and find out more about your goals. Homework will also be given to students after classes. After you finish a course, you will be given a report and certificate. KAE is accredited by the British Council for the teaching of English in the UK, so you can be sure of the quality of our courses.

## **Serie 16**

Quali sono i principali titoli di studio rilasciati dalle Università italiane

Quando una Password è più sicura

### Discounted Travel

If you are 18 years or older and studying for 14 weeks or longer, you can get an 18+ Student Oyster Photocard. This will give you 30% off the price of adult-rate travelcards and bus & tram pass season tickets.

To apply online, or to find out more information, visit <https://tfl.gov.uk>

If you are 16 or 17, you can get free and discounted travel with a Zip Oyster Photocard. See <https://tfl.gov.uk> for more information. If you are 11 - 15 years old, you can get an 11-15 Zip Oyster Photocard. See <https://tfl.gov.uk> for more information.

Please note: your parent or guardian must make this application.