

**SELEZIONE 2021S28**

**COLLOQUIO – TRACCIA N. 1**

1. Titoli e corsi di studio ai sensi del DM 270/04.
2. Ordinamento Didattico di un corso di Studio.
3. La funzione “Salva” e “Salva con nome” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “Robot teachers”, sito British Council):*

If you think of the jobs robots could never do, you would probably put doctors and teachers at the top of the list. It's easy to imagine robot cleaners and factory workers, but some jobs need human connection and creativity. But are we underestimating what robots can do? In some cases, they already perform better than doctors at diagnosing illness. Also, some patients might feel more comfortable sharing personal information with a machine than a person. Could there be a place for robots in education after all?

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## **COLLOQUIO – TRACCIA N. 2**

1. Classi di corsi di studio ai sensi del DM 270/04.
2. Regolamento Didattico di un corso di Studio.
3. La funzione “Cancella formattazione” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall’articolo “Robot teachers”, sito British Council):*

Teachers all over the world are leaving [their job] because it is a difficult job and they feel overworked. Perhaps the question is not 'Will robots replace teachers?' but 'How can robots help teachers?'. Office workers can use software to do things like organise and answer emails, arrange meetings and update calendars. Teachers waste a lot of time doing non-teaching work, including more than 11 hours a week marking homework. If robots could cut the time teachers spend marking homework and writing reports, teachers would have more time and energy for the parts of the job humans do best.

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## **COLLOQUIO – TRACCIA N. 3**

1. Crediti formativi universitari ai sensi del DM 270/04.
2. Offerta Formativa di Ateneo.
3. La funzione “Elenchi puntati” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall’articolo “Innovation in business”, British Council):*

What does it mean to be innovative in business?

In order for a business to survive in today's world, it is important that we regularly review what we are doing and how we are doing it. By considering new ideas and new ways of doing things, and trying to innovate, we can improve on our products/services, increase sales, reduce costs and make our processes more effective and efficient. Innovation is key to increasing profits. There are several ways a company can be innovative with their products and services. Today we will look at four of them.

## COLLOQUIO – TRACCIA N. 4

1. Quali sono le competenze dei Dipartimenti?
2. Nell'ambito dei progetti che interessano le Università (Istituti di Istruzione Superiore o Higher Education Institutions), quali tipologie di destinatari possono partecipare al programma Erasmus+ e quali sono i gruppi di paesi ammissibili?
3. La funzione “Unisci e allinea celle” nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “Food and restaurants”, sito British Council):*

Are you looking for somewhere special to go this weekend? Check out one of these new restaurants.

### The Chocolate Box

The owner of this small café used to cook all kinds of food, but then she realised she preferred desserts to anything else. If you want meat or fish, don't come here. They only do desserts! Lots of different kinds of sweets. Chocolate lovers will be excited by the range of chocolate cakes.

### Musical Chairs

Have you noticed how music improves the taste of your food? This new restaurant has different types of live music every night except Sundays, and excellent food to go with it. Great fish dishes, and pizza. Monday is classic rock night, so see you there!

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## COLLOQUIO – TRACCIA N. 5

1. Che cosa sono le Scuole di Ateneo e quali le loro competenze?
2. Cosa sono e come si strutturano i progetti Erasmus Mundus Joint Masters (EMJM) finanziati nell'ambito dell'Azione chiave 2 (Cooperations among Organizations and Institutions) del Programma Erasmus+ 2021-2027?
3. Come inserire un'immagine in un file di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "Skills for the 21st-century workplace", sito British Council):*

Have you got the skills you need for the 21st-century workplace?

We need to develop all kinds of skills to survive in the 21st century. Some, like ICT skills and knowledge of the digital world, are taught explicitly in schools in the UK. Here are five less obvious ones for you to think about. These are the sorts of skills that employers may ask you questions about in interviews, so it's a good idea to think about how good you are in these areas. What are your strengths and weaknesses?

### *Imagination*

In the age of technology that we are living in now, it is no longer enough to keep on making the same products. Employers need people who can imagine new approaches and new ideas.

## COLLOQUIO – TRACCIA N. 6

1. Quali sono gli organi della Scuola e quali le loro funzioni?
2. In cosa consiste e a chi si rivolge l'attività "Student mobility for traineeships" finanziata nell'ambito dell'Azione chiave 1 (Key Action 1 – Learning Mobility of Individuals) del Programma Erasmus+ 2021-2027?
3. La struttura del foglio di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "A conference programme", sito British Council):*

A conference programme

Read the programme for a management conference.

Morning programme

<b>9.00–9.30</b>	<b>Conference opening</b>		
<b>9.30–10.45</b>	<b>Management styles</b> Consider the different management styles and how you can adapt yours to suit your team.	<b>Giving feedback</b> Explore the different ways to give feedback to maximise development.	<b>Managing change</b> Help your employees deal with change and to see the positives change can bring.
<b>10.45–11.15</b>	<b>Coffee break</b>		
<b>11.15–12.30</b>	<b>Using storytelling in leadership communication</b> Sometimes, the best way to communicate with your team is by telling stories. Find out how to do this in this workshop.	<b>Leading small businesses</b> How is leading small businesses different and how can leaders of small businesses bring success to their team?	<b>Leading in uncertain times</b> Uncertainty can affect the success of your team. Learn to bring confidence to your team in a time of uncertainty.

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## **COLLOQUIO – TRACCIA N. 7**

1. Istituzione e attivazione dei corsi di studio ai sensi del DM 270/04.
2. Compiti didattici dei docenti universitari.
3. La funzione “Incolla speciale: testo non formattato” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall’articolo “Social Media influencers”, sito British Council):*

It is estimated that about 40 per cent of the world’s population use social media, and many of these billions of social media users look up to influencers to help them decide what to buy and what trends to follow.

So what is an influencer and how do we become one?

An influencer is a person who can influence the decisions of their followers because of their relationship with their audience and their knowledge and expertise in a particular area, e.g. fashion, travel or technology.

## COLLOQUIO – TRACCIA N. 8

1. Obiettivi e attività formative qualificanti delle classi di appartenenza dei corsi di studio ai sensi del DM 270/04.
2. Commissioni d'esame.
3. Le funzioni "Allinea" e "Giustifica" nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "Social media influencers", sito British Council):*

Influencers often have a large following of people who pay close attention to their views. They have the power to persuade people to buy things, and influencers are now seen by many companies as a direct way to customers' hearts. Brands are now asking powerful influencers to market their products. With some influencers charging up to \$25,000 for one social media post, it is no surprise that more and more people are keen to become influencers too. If you are one of them, then here are five tips on how to do it.



## COLLOQUIO – TRACCIA N. 9

1. Oltre ai corsi di laurea ed ai corsi di laurea magistrale, quali ulteriori percorsi didattici possono essere attivati dalle Università italiane?
2. Verifiche di profitto.
3. La funzione “Interlinea” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall’articolo “Social Media influencers”, sito British Council):*

Here are a few tips on how to become an influencer:

1. Choose your niche

What is the area that you know most about? What do you feel most excited talking about? Find the specific area that you’re most interested in and develop it.

2. Choose your medium and write an interesting bio

Most influencers these days are bloggers and micro-bloggers. Decide which medium – such as your own online blog, Instagram or Snapchat – is the best way to connect with your followers and chat about your niche area. When you have done that, write an attention-grabbing bio that describes you and your speciality area in an interesting and unique way. Make sure that people who read your bio will want to follow you.

## COLLOQUIO – TRACCIA N. 10

1. Che cos'è la Consulta del Territorio?
2. Che cos'è il SEMP - Swiss European Mobility Programme?
3. Le funzioni “Ordina” e “Filtra” nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “The Martian: a book review”, sito British Council):*

Review: “The Martian”

The author of the novel “The Martian” is Andy Weir, and this is his first published book. In it he has created a realistic character, named Mark Watney. There is a lot of humour in the story, and the reader can identify with the protagonist's emotions (although no one can really imagine what it's like to be on Mars). Watney admits at the beginning that he is in deep trouble, but he never gives up. The majority of the plot takes place on Mars and is written in the form of Watney's journal. Unfortunately, the other characters in the book (his fellow crew members, the scientists at NASA on Earth) do not get much development.

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## **COLLOQUIO – TRACCIA N. 11**

1. Quali sono le funzioni del Consiglio del Personale Tecnico Amministrativo?
2. Quali gruppi di Paesi possono partecipare al programma Erasmus+ 2021-2027?
3. La “Barra della formula” nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall’articolo “The legend of fairies”, sito British Council):*

Fairies are little magical people with wings, often shining with light. Typically pretty and female, they usually use their magic to do small things and are mostly friendly to humans.

We owe many of our modern ideas about fairies to Shakespeare. Although we can see the origins of fairies as far back as the Ancient Greeks, we can see similar creatures in many cultures. The earliest fairy-like creatures can be found in the Greek idea that trees and rivers had spirits. Some people think these creatures were originally the gods of earlier, pagan religions that worshipped nature.

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## **COLLOQUIO – TRACCIA N. 12**

1. Composizione e Funzioni della Consulta dei Direttori.
2. A chi si rivolge e quali attività possono essere realizzate nell'ambito della mobilità "Staff mobility for teaching" sostenuta dall'Azione Chiave 1 (Key Action 1 – Learning Mobility of individuals) del Programma Erasmus+ 2021-2027?
3. "Inserisci funzione" nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "The legend of fairies", sito British Council):*

Fairies are little magical people with wings, often shining with light.

While most people no longer believe in fairies, only a hundred years ago some people were very willing to think they might exist. In 1917, 16-year-old Elsie Wright took two photos of her cousin, nine-year-old Frances Griffiths, sitting with fairies. Some photography experts thought they were fake, while others weren't sure. But Arthur Conan Doyle, the writer of the Sherlock Holmes detective stories, believed they were real. The girls only admitted the photos were fake years later in 1983, created using pictures of dancers that Elsie copied from a book.

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## COLLOQUIO – TRACCIA N. 13

1. Come avvengono le elezioni del Rettore?
2. Valutazione della qualità delle attività didattiche.
3. La funzione “Revisioni” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “How to spot fake news”, sito British Council):*

### *Watch out for fake photos*

Many fake news stories use images that are Photoshopped or taken from an unrelated site. Sometimes, if you just look closely at an image, you can see if it has been changed.

### *Look for other signs*

There are many techniques that fake news uses. These include using ALL CAPS and lots of ads that pop up when you click on a link. Also, think about how the story makes you feel. If the news story makes you angry, it's probably designed to make you angry.

If you know these things about online news, and can apply them in your everyday life, then you have the control over what to read, what to believe and most importantly what to share. If you find a news story that you know is fake, the most important advice is: don't share it!

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## **COLLOQUIO – TRACCIA N. 14**

1. Come vengono tutelati diritto allo studio, tutorato, orientamento e attività studentesche?
2. Certificazione del titolo di studio.
3. Cosa si visualizza nella “Coda di stampa”?
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall’articolo “How to spot fake news”, sito British Council):*

Every time you're online, you are bombarded by pictures, articles, links and videos trying to tell their story. Unfortunately, not all of these stories are true. Sometimes they want you to click on another story or advertisement at their own site, other times they want to upset people for political reasons. These days it's so easy to share information. These stories circulate quickly, and the result is ... fake news.

There is a range of fake news: from crazy stories which people easily recognise to more subtle types of misinformation.

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## **COLLOQUIO – TRACCIA N. 15**

1. Composizione e funzioni del Consiglio di Amministrazione.
2. A quali tipologie di mobilità può accedere uno studente o una studentessa di laurea o di laurea magistrale nell'ambito del Programma Erasmus + 2021-2027?
3. La funzione "Testo a capo" nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "Digital habits across generations", sito British Council):*

Peter, 38 and father of two teenagers, reports that he used to be on his phone or laptop constantly. 'I was always connected and I felt like I was always working,' he says. 'How could I tell my kids to get off their phones if I was always in front of a screen myself?' So, in the evenings and at weekends, he takes his SIM card out of his smartphone and puts it into an old-style mobile phone that can only make calls and send text messages. 'I'm not completely cut off from the world in case of emergencies, but the important thing is I'm setting a better example to my kids and spending more quality time with them.'

## COLLOQUIO – TRACCIA N. 16

1. Quali sono i principali Regolamenti adottati dall'Università degli Studi di Padova?
2. Requisiti e modalità di ammissione ai corsi di laurea magistrale.
3. Le funzioni “Intestazione” e “Piè di pagina” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “A travel guide”, sito British Council):*

### Where to eat in Bangkok

The simple answer is: everywhere! Thai street food is among the best in the world, and for around \$5 you can eat a filling and delicious meal. Some food stands have little plastic seats where you can sit and eat, and they cook the same dish over and over, like fried chicken on rice or noodles. Head for Chinatown and choose whatever looks most interesting from the many excellent Chinese and Thai restaurants.

### What to do

After you've seen the main sites and shopped at Chatuchak market, check out the snake farm and watch the live snake show. You can even touch a snake yourself if you want to!



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## **COLLOQUIO – TRACCIA N. 17**

1. Composizione e funzioni del Senato Accademico.
2. Che cos'è, quali sono gli obiettivi e la struttura del Learning agreement?
3. La funzione “Unisci e allinea al centro” nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “Digital habits across generations”, sito British Council):*

Today's grandparents are joining their grandchildren on social media, but the different generations' online habits couldn't be more different. In the UK the over-55s are joining Facebook in increasing numbers, meaning that they will soon be the site's second biggest user group, with 3.5 million users aged 55–64 and 2.9 million over-65s.

Sheila, aged 59, says, 'I joined to see what my grandchildren are doing, as my daughter posts videos and photos of them. It's a much better way to see what they're doing than waiting for letters and photos in the post.'

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## **COLLOQUIO – TRACCIA N. 18**

1. Chi può assumere l'incarico di Rettore e quali sono le sue funzioni?
2. Corsi di studio interuniversitari.
3. La funzione "Carattere" nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "How to spot fake news", sito British Council):*

Experts in media studies and online psychology have been examining the fake news phenomenon. Read these tips, and don't get fooled!

**Check the source**

Look at the website where the story comes from. Does it look real? Is the text well written? Are there a variety of other stories or is it just one story? Fake news websites often use addresses that sound like real newspapers, but don't have many real stories about other topics. If you aren't sure, click on the 'About' page and look for a clear description of the organisation.

**Check the story is in other places**

Look to see if the story you are reading is on other news sites that you know and trust.

*MC*

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## **COLLOQUIO – TRACCIA N. 19**

1. Composizione e funzioni del Collegio dei Revisori dei conti.
2. Cos'è e quali sono i principi fondamentali della Erasmus Charter for Higher Education (ECHE), chi può ottenerla?
3. Quali tipologie di contenuti è possibile inserire in una cella di un foglio di calcolo?
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "Encyclopedia", sito British Council):*

The Taj Mahal (pronounced / ,tɑ:dʒ mə'hɑ:l/) is a famous mausoleum next to the river Yamuna in the Indian city of Agra. A mausoleum is a building where people bury the dead. The name Taj Mahal means 'the crown of palaces'.

The most famous part of the Taj Mahal is the large white dome in the centre. It is 35 metres high and is surrounded by four smaller domes. The rooms inside the building are decorated with beautiful and precious stones in the walls. The buildings are surrounded by gardens with pathways, pools and fountains.

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## COLLOQUIO – TRACCIA N. 20

1. Composizione e funzioni del Nucleo di valutazione.
2. Quali sono i principali adempimenti richiesti a uno studente o a una studentessa prima della partenza per un soggiorno di studio da realizzare nell'ambito del programma Erasmus+?
3. La funzione "Somma automatica" nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "Encyclopedia", sito British Council):*

The construction of the Taj Mahal (pronounced /,tɑːdʒ mə'hɑːl/) - a famous mausoleum next to the river Yamuna in the Indian city of Agra - began in 1632 and finished in 1653. It was built with materials from all over India and Asia, but the main material is white marble. Historians believe that the materials were transported by over 1,000 elephants for the construction.

The emperor Shah Jahan built the Taj Mahal as a burial place for his wife, Mumtaz Mahal. According to legend, he wanted to build another Taj Mahal in black on the other side of the river, but this never happened.

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## **COLLOQUIO – TRACCIA N. 21**

1. Quali sono le sue funzioni del Direttore Generale?
2. Quali sono i principali adempimenti richiesti a uno studente o a una studentessa al rientro dal soggiorno di studio realizzato nell'ambito del programma Erasmus+?
3. La funzione "Riempimento automatico" nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "The Martian: a book review", sito British Council):*

*Review: The Martian*

*The Martian* tells the story of Mark Watney, an astronaut on the Ares 3 mission to Mars. After a terrible storm almost destroys the ship and the base, the crew of his ship believe he is dead. Alone on the red planet, he has to survive until the next mission to Mars arrives.

While this novel is fiction, it is very scientific and packed with details about survival on Mars. Watney is a botanist and engineer, and he begins to grow food and produce water in his artificial camp. How does he do this?

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## **COLLOQUIO – TRACCIA N. 22**

1. I Regolamenti didattici di Ateneo ai sensi del DM 270/04.
2. Diritti e doveri degli studenti.
3. La funzione “Interruzione di pagina” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall’articolo “An email requesting for help”, sito British Council):*

To: James Forrester

Date: 6 November

Subject: Possible help with product design

Dear James,

As you know, we have been working on the new perfume that we are launching in April and we are unsure about some of the packaging details. We have seen some of your creative work in the sales department and we think you have a very good eye for detail.

Do you have some time before Friday to sit down with us and talk through some of our designs? We would truly appreciate your advice on this. It shouldn't take longer than two hours of your time.

Best regards,

Sarah Ford

Head of Department

Product Design



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## **COLLOQUIO – TRACCIA N. 23**

1. I Regolamenti didattici dei corsi di Studio ai sensi del DM 270/04.
2. Attività di orientamento e tutorato.
3. La funzione “Stampa unione” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “A travel guide”, sito British Council):*

Whether you're travelling to the islands or the mountains of Thailand, you're likely to spend at least one night in its capital city on the way. Bangkok might be noisy and polluted but it's also an exciting city with plenty of things to see and do. Why not make it a longer stay?

Where to stay

The Khao San Road was a famous traveller spot even before Leonardo di Caprio's character in the film *The Beach* stayed there. But it's noisy, not very pretty and not very Thai. For something more authentic, Phra Kanong offers an alternative place to stay, with its fantastic street markets where everyday Bangkok people eat, work and live.

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## COLLOQUIO – TRACCIA N. 24

1. Quali sono i principi fondamentali sui quali si fonda l'Università degli Studi di Padova?
2. Requisiti e modalità di ammissione ai corsi di laurea e obblighi formativi aggiuntivi.
3. Creare una tabella nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "Tips for being a super-organised student", sito British Council):*

Tips for being a super-organised student  
posted 2 hours ago by Amy

I have always admired students who hand their homework in on time and never forget to do it. Me, on the other hand, ... OK, I admit. I'm terrible at getting myself organised!

But lately I've started keeping a small study diary. I write down everything I need to do and when it needs to be done by. Then I write a reminder a few days before the date just in case. It's helping.

So I was wondering, what are your tips for getting organised? Post a comment below. I'm hoping we can all share some tips to teach us all better study skills.



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## COLLOQUIO – TRACCIA N. 25

1. Quali sono le sue funzioni del Difensore Civico?
2. Quali tipologie di mobilità sono attivabili dalle Università nell'ambito dell'Azione Chiave 1 – *Learning Mobility for Individuals* del Programma Erasmus + 2021-2027?
3. La funzione “Somma” nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “Food and restaurants”, sito British Council):*

Are you looking for somewhere special to go this weekend? Do you want to try something new? Check out one of these new restaurants.

### Last Days of the Raj

A centrally located Indian restaurant, perfect for eating before or after the cinema or a show. In summer enjoy your meal in the beautiful garden. The most popular dishes are cooked with mild, medium or hot spices. For brave customers there is extra hot!

### A Taste of Tuscany

Whether you'd like a great value-for-money lunch or a relaxed evening meal in stylish surroundings, this is the place for you. The chefs have all been trained in Italy and they make both traditional and contemporary dishes. We recommend the pasta and seafood.

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## **COLLOQUIO – TRACCIA N. 26**

1. Quali sono gli organi e le funzioni dei corsi di studio?
2. In cosa consiste l'opportunità della blended mobility nell'ambito del Programma Erasmus+ 2021-2027?
3. La funzione "Media" nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "Food and restaurants", sito British Council):*

Check out one of these new restaurants.

### Your Local Cafe

Remember when cafés served full English breakfasts – sausages, beans, fried bread, bacon and eggs – with a strong cup of tea? Well, this place still does and you can have your breakfast at any time you like during the day while you listen to your favourite tunes from the 1980s.

### The Lemon Tree

This pretty restaurant serves healthy food that's tasty too. Come in for a vegetarian snack at lunchtime or a great fruit smoothie or a cappuccino and a delicious piece of cake in the afternoon. Food is bought from local producers whenever possible.

## COLLOQUIO – TRACCIA N. 27

1. Quali sono gli organi dei Dipartimenti e le loro funzioni?
2. In cosa consistono e quali sono le caratteristiche principali dei Blended Intensive Programme, sostenuti nell'ambito dell'Azione Chiave 1 (Key Action 1 – Learning Mobility of individuals) del Programma Erasmus+ 2021-2027?
3. L'impostazione "Stampa selezione" nei fogli di calcolo.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo "Food and restaurants", sito British Council):*

### *Cheesy Bites*

A restaurant that only serves cheese, but hundreds of cheeses from many countries and in lots of different forms. They serve reasonably priced lunches but dinner can be expensive. Lovely food and a very elegant dining room, looking onto an amazing flower garden.

### *Fast Best*

Fast food doesn't have to be junk food, as this café proves. Do you fancy a really good hamburger made with the best ingredients, or old-fashioned fish and chips fried to perfection, all on the table in super-quick time? Speed and quality are important here, and the prices aren't bad either.

**SELEZIONE 2021S28**

## **COLLOQUIO – TRACCIA N. 28**

1. Requisiti di ammissione ai corsi di studio ai sensi del DM 270/04.
2. Ruolo dei Dipartimenti nell'organizzazione delle attività didattiche.
3. Le funzioni “Riduci rientro” e “Aumenta rientro” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “Innovation in business”, sito British Council):*

There are several ways a company can be innovative with their products and services. Today we will look at four of them.

1. Using the latest technology to improve your product/service

When we think of innovation, we often think of new technologies. While they might be impressive, we should not use new technologies just because they are available. It is important to consider how the technology can improve our product/service and make a difference to our customer. Companies often have a large R&D department to work on making their products better.

**SELEZIONE 2021S28**

## **COLLOQUIO – TRACCIA N. 29**

1. Conseguimento del titolo di studio ai sensi del DM 270/04.
2. Ruolo delle Scuole nell'organizzazione delle attività didattiche.
3. Le funzioni “Trova” e “Sostituisci” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “Innovation in business”, sito British Council):*

By looking at the changes to the customer's lifestyle and needs, we sometimes realise that there might be better ways to serve them. Customers who do not have a lot of time might prefer to have their food or their shopping delivered to their homes, or they might like to do their banking online rather than in an actual bank. Not all innovation will bring success to our businesses, but it can give us the opportunity to grow and learn more about what we do and what our customers might want.

SELEZIONE 2021S28

## COLLOQUIO – TRACCIA N. 30

1. Durata dei corsi di studio ai sensi del DM 270/04.
2. Regolamento delle Scuole di Ateneo.
3. La funzione “Copia formato” nei software applicativi di elaborazione di testi.
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “Planning an event”, sito British Council):*

Mike, 14:41

All right, so I've divided up the tasks among the three of us planning this event like this:

**@Jen:** make guest list, schedule social media announcements, arrange room set-up, organise musicians

**@Ed:** book catering, send out invitations, design posters, book speakers

**@Mike:** reserve rooms, design invitations, write and publish blog post, get emcee

But please don't feel like we need to stick to this. If you prefer to do something else, feel free to say so.

Ed, 14:58

I was thinking, as you are project leader **@Mike**, maybe it's best you make the guest list? I've got experience in graphic design so I'm happy to design the invitations.

Mike, 15:01

**@Ed** I actually already have an email list in mind, so I think I'll handle that. I'd appreciate it if you could write and publish the blog post about the event though.

## COLLOQUIO – TRACCIA N. 31

1. Che cosa sono i Centri di Ateneo?
2. Quali opportunità di mobilità sono accessibili agli studenti e alle studentesse di dottorato nell'ambito dell'Azione chiave 1 (Key Action 1 – Learning Mobility of Individuals) del Programma Erasmus+ 2021-2027?
3. Quali file hanno come estensione “.docx” e quali “.xlsx”?
4. *Leggere ad alta voce e tradurre il testo seguente (tratto dall'articolo “Skills for the 21st-century workplace”, sito British Council):*

What are the skills that employers may ask you questions about in interviews?

### Communication skills

Workers will have to be good communicators. They will have to be able to negotiate and discuss key issues and also write in a clear way without using too many words.

### Critical analysis

Employers want workers who are able to recognise the difference between information that can be believed and false information.

Be prepared and practice by using the internet to find out three facts about a celebrity or famous figure. Can you verify the information by checking other websites?

### Decision making

Individual workers have a growing amount of responsibility. It is important to be able to evaluate a situation and be confident in making a decision.