



BUSTA 1

I principi dell'attività amministrativa

La figura del Conservatore del Registro delle imprese, nomina e funzioni

Gli organi delle Camere di Commercio: nomina e funzioni

Managing meetings

Meetings are essential for team working and getting things done. But done badly, they can feel like a waste of time and energy. Here are some tips for successful meetings.

A European survey found that the typical staff member spends 187 hours a year in meetings. The report suggested that 56% of those meetings were considered unproductive. How can we have more efficient, effective and even inspiring meetings? Here are some tips.

1. Set a clear agenda.

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2. Keep the meeting focused on the agenda.

Follow the agenda and politely redirect participants back to it if you find that they have gone off-topic.

3. Encourage participation and be sensitive.

Give everyone a chance to speak and encourage participation from quieter colleagues. Also, be sensitive to underlying issues and emotions and help the group deal with conflict in a productive way.



BUSTA 2

Gli elementi dell'atto amministrativo

Società: definizione e tipi di società

La potestà statutaria e regolamentare delle Camere di Commercio

Managing meetings

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How can we have more efficient and effective meetings? Here are some tips.

1. Review the list of participants.

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2. Clarify and check.

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3. End the meeting on time.

Meetings that don't end on time can leave participants feeling tired, frustrated and stressed. So, assure your participants that the meeting will end on time. Use the last five to ten minutes to summarise and bring the meeting to a close.



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BUSTA 3

L'efficacia dell'atto amministrativo

I segni distintivi dell'impresa

Il Consiglio della Camera di Commercio

An airport notice

Hand luggage on the plane

Please note that passengers can only take ONE suitcase onto the plane. It must be no bigger than 55cm x 22cm x 35cm and weigh no more than 10kg.

You can also take one small laptop bag or handbag that can fit under the seat in front of you. If you have two bags, their total weight cannot be more than 10kg. If your bag is too big or too heavy, you will not be allowed to take it onto the plane. Staff will put it in the hold for you and you will have to pay extra.

Please make sure mobile phones and other devices are fully-charged so security staff can check them.

Liquids in bottles bigger than 100ml are allowed on board if you buy them in the airport shops after you've passed security.

We hope you enjoy your flight!



BUSTA 4

La nullità dell'atto amministrativo

Concetto di autonomia patrimoniale riferito alle imprese collettive

I documenti di programmazione delle Camere di Commercio

Choosing a Conference location

A. The International Centre

Whether you are looking for a conference venue or a place to have your meetings and your training days, the International Centre is the perfect modern space for your event.

Offering free Wi-Fi, secure parking and all-day refreshments, the International Centre has 120 meeting rooms and a theatre for up to 1,000 people.

Conveniently located in the city centre, the International Centre is close to the shops and only a ten-minute walk to the train station.

B. The Grand West

The Grand West is a country house surrounded by rolling hills and beautiful scenery, only a 30-minute drive from the airport.

With 76 hotel rooms, 12 meeting rooms and a conference room that takes up to 200 people, the Grand West offers free Wi-Fi and a whiteboard in every room.

You can also make use of the gardens of the Grand West for team-building events and outdoor activities. Our indoor swimming pool, gym and 18-hole golf course will ensure that your event is relaxing and enjoyable for everyone.



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BUSTA 5

I vizi dell'atto amministrativo

Le cause di scioglimento delle società di capitali

Le fonti di finanziamento delle Camere di Commercio

A job interview

To: Grace Yang

Date: 6 September

Subject: Invitation to 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 or email me by 12 September.

I look forward to meeting you.

Best regards,

Anna Green

Human Resources Assistant



BUSTA 6

L'autotutela amministrativa

Le procedure concorsuali

Il Collegio dei Revisori dei Conti

An end of term report

Southwestern University

Candidate's name: Martella Javier

Course: English Basics 2

Term: 3 (final)

Mark breakdown

Skills/Area	Maximum mark	Pass mark	Mark obtained	Pass/Fail
Reading	20	10	15	P
Listening	20	10	8	F
Writing	20	10	14	P
Speaking	20	10	17	P
Grammar	20	10	11	P
TOTAL			65	P

Comments :

Well done, Javier, on all your hard work this term. You are always active in speaking activities, and this is great. I always enjoy reading your writing too; you have very good ideas. You can see from your marks that reading is not a problem for you.

Sometimes you still make small grammar mistakes, and I think you can improve your vocabulary. I recommend you review many of the language points we studied this term. There is extra language practice in your online workbook.

The area you need to work on the most is listening. I know this is difficult for you. I recommend more practice at home. Listen to English TV shows, podcasts and radio as much as possible. I can give you a list of things to listen to. I've enjoyed working with you. Have a nice holiday, and good luck for next term!

Instructor's name: Erin Gibbs



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BUSTA 7

La revoca dell'atto amministrativo

Caratteristiche delle società di persone e differenze tra i diversi tipi

L'Unione italiana delle Camere di Commercio

Professional profile summaries

Maria

I am an architect with 20 years' experience of designing and developing spaces. I am a partner in the award-winning STG Architects Ltd, which is famous for its work on the Galroy Building in London. I enjoy working with people from all over the world and have international experience of working in Italy, Greece, Thailand, Australia and Brazil. I have a Master of Science from Sheffield University and a BA in Architecture from Hull University. I also speak Italian and Thai. When I am not working, I spend my time hiking, skiing and diving.

Emily

I am an experienced sales manager with 12 years' experience of developing customer service teams. I am skilled in negotiation, team motivation and building successful sales teams. After ten years of working in sales and customer service at Halo Bank, I am now the sales office manager of a team of 120 at Southern General Plastics Ltd. I have an MBA from Stanford University and a degree in Business Studies from Cornell University. I am creative and hardworking, and enjoy working with others.



BUSTA 8

Il responsabile del procedimento amministrativo

Caratteristiche delle società di capitale e differenze tra i diversi tipi

Il Registro delle Imprese

Effective collaboration. What are the benefits of working collaboratively and how can we work together more effectively?

Studies have found that working together makes people more motivated and helps them perform much better. People who are collaborating on tasks stay interested for longer, feel less tired and get better results than people who are working alone.

Here are some tips for effective collaboration and strong teamwork that will improve productivity and get better results.

1. Creating a culture of co-operation

To achieve their goals effectively, team members need to co-operate. Team leaders can create a culture of co-operation by setting an example that includes spending time talking to and supporting individuals. If we see our team leaders being open and welcoming different ideas, we are more likely to do the same.

2. Having clear goals and clear roles

Working in a team without clear goals is like running in a race without a finish line. In order for team collaboration to be successful, members need to have clear goals and know their individual responsibilities. This not only helps them to stay focused and motivated, but it also helps them to understand how they can play their part in the team's success.



BUSTA 9

L'autocertificazione ai sensi del DPR 445/2000

Pubblicità costitutiva, dichiarativa e notizia, anche con riferimento alla pubblicità assoluta dal Registro delle imprese

Le Aziende Speciali delle Camere di Commercio: natura e funzioni

Effective collaboration. How can we work together more effectively?

Collaboration is an opportunity to learn from each other and encourage fresh thinking, as well as a source of energy, strength and continued effort. Studies have found that working together as a team allows people to achieve things that could never be done by just one person.

Here are some tips for effective collaboration and strong teamwork that will improve productivity and get better results.

1. Having open communication lines.

If we want our team members to work well together, communication is the key. We need to provide effective channels of communication and encourage people to share what they're doing.

2. Encouraging a spirit of community.

Companies often organise social events because they know the importance of creating a sense of community. The activity could be having coffee breaks together or creating a space to share books. Ideas like these all encourage collaboration by bringing people together and helping them bond with their colleagues.



BUSTA 10

Il diritto di accesso ai sensi della L. 241/1990 e s.m.i.

Quali sono le caratteristiche peculiari della società in accomandita semplice? E cosa succede se il nome di un socio accomandante compare, insieme a quello di un accomandatario, nella ragione sociale della società?

Le funzioni delle Camere di Commercio

Learning foreign languages. Study skills tips

There are some things that good language learners do and some things they don't do. Here are some of the most useful suggestions from different studies.

- Think in the language you're learning outside the classroom. When you're shopping or walking down the street, remember useful words and phrases. Sometimes, when you're at home, say new words to practise your pronunciation.
- Do extra practice. Test and improve your language, reading and listening skills with self-study material. You can find a lot of this online.
- Imagine yourself speaking in the language. Many good language learners can see and hear themselves speaking in the language. This helps their motivation.
- Enjoy the process. Good language learners have fun with the language. Watch a TV series or film, listen to songs, play video games or read a book. It's never too late to become a good language learner.



BUSTA 11

I rimedi in caso di diniego del diritto di accesso

Il bilancio di esercizio delle società

La Giunta camerale: composizione, nomina e funzioni

Learning foreign languages. Study skills tips

There are some things that good language learners do and some things they don't do. Here are some of the most useful suggestions from different studies.

- Don't be afraid of making mistakes. People often get things wrong. Good language learners notice their mistakes and learn from them.
- Do group activities. People use language to communicate with other people. A good language learner always looks for opportunities to talk with other students.
- Make notes during every class. Notes help you to remember new language. Look at your notes when you do your homework.
- Use a dictionary. Good language learners often use dictionaries to check the meaning of words they don't know. They also make their own vocabulary lists.



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BUSTA 12

Modalità di esercizio del diritto di accesso ai sensi della L. 241/1990 e s.m.i.

Gli organi di una società a responsabilità limitata

La funzione di regolazione e di controllo del mercato delle Camere di Commercio

Mindfulness at work

Have you ever missed important information in a meeting because you were thinking about something else? Or eaten your lunch at your desk without even noticing what it tasted like?

Research has shown that 47% of the time, people are thinking about something other than what they're doing.

People's minds wander, whether they are trying to read important emails, speaking to clients or talking to colleagues. Interestingly, it was also found that people were less happy when their minds were wandering than when they were not.

But what exactly is mindfulness?

Being mindful means living in the moment and actually experiencing what life has to offer. Being mindful and paying attention to the present can not only improve our focus, but it can also help us reduce stress, improve relationships and allow us to feel more connected with the present moment. According to the magazine *Psychology Today*, mindfulness is a state of active, open attention to the present.



BUSTA 13

Il diritto di accesso civico, generalizzato e non, ai sensi del D. Lgs. n. 33/2013 e s.m.i.

Funzioni del Registro delle imprese ai sensi della normativa contenuta nel Codice Civile e della Legge n. 580/1993

Il Presidente della Camera di Commercio: modalità di nomina e funzioni

Mindfulness at work

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What are the benefits of mindfulness at work and how can we train ourselves to be more mindful in the workplace?

1. Be aware of what you're doing.

Mindfulness is about being present and consciously experiencing every moment. When you're talking to your colleagues, pay attention to their intonation and what they're really saying. When you're sitting at your desk, be aware of what you are doing and turn your attention to the here and now. If you find your mind wandering, notice those thoughts and bring your attention back to the present.

2. Avoid multitasking.

Do you sometimes try to reply to emails while attending a meeting? Doing multiple things at a time might make you feel more productive, but it often means you are not concentrating fully on any of the things you are trying to do. So the next time you find yourself shifting your attention between multiple things, allow yourself a moment to decide what you really need to focus on and try to give that your full attention



BUSTA 14

I principi generali in materia di trasparenza

Nozione giuridica di imprenditore; le diverse figure di imprenditore previste dal codice civile

Il Segretario generale della Camera di Commercio

Resilience

One definition of resilience is the ability to be happy or successful again after difficulties. But resilience isn't just that. It is also the ability to adapt to challenging situations without feeling like it's all too much for you. It means using difficult situations to grow and improve.

Read this article about Raul's example of resilience.

Raul never seems to let difficulties in life worry him. When someone disagrees with him, he sees it as a chance to understand things from a different point of view. When he had too much work, he learnt to improve his time management skills. When he lost his job, he took an online course so he could apply for better jobs. To Raul's friends, he's the best example of resilience.

Resilience involves thoughts, behaviour and actions that we all can develop and strengthen.



BUSTA 15

La disciplina sulla protezione dei dati personali

Quali sono i soggetti tenuti all'iscrizione nel Registro delle imprese?

La vigilanza amministrativo – contabile sulle Camere di Commercio

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BUSTA 16

Il concetto di "dato personale" in ambito di privacy

Il REA-(Repertorio Economico Amministrativo)

Le cause di scioglimento del Consiglio camerale

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