

Concorsi pubblici

PROVA DI INGLESE

Guida pratica
e 40 esercizi B1-B2

EdiSES EDIZIONI

Prova di inglese nei concorsi: guida ed esercizi B1-B2

Formati delle prove, grammatica e lessico della PA, un brano di lettura e 40 domande con le soluzioni, più le domande tipiche dell'orale. Aggiornato a novembre 2026.

> **Da ricordare.** La conoscenza dell'inglese è accertata in ogni concorso (art. 37 d.lgs. 165/2001): per i profili amministrativi il livello richiesto è di solito B1-B2.

1. Come viene verificato l'inglese

Fase	Formato tipico	Cosa allenare
Preselezione	Quiz a risposta multipla	Grammatica, lessico, comprensione di brevi frasi
Prova scritta	Reading con domande, cloze test, word transformation, a volte un breve writing	Comprensione del testo, collocazioni, verbi frasali
Prova orale	Lettura e traduzione di un breve testo, domande su di te e sul ruolo	Pronuncia, presentazione personale, lessico del lavoro pubblico

2. La grammatica che torna più spesso

- **Present perfect e past simple**: *I have worked here since 2020* / *I worked there in 2019*.
- **Condizionali**: zero, primo, secondo e terzo.
- **Passivo**: *The application must be submitted by 30 June*.
- **Verbi modali**: must, have to, should, may, might.
- **Preposizioni di tempo**: in, on, at, by, until, since, for.
- **Comparativi e superlativi**.
- **Relative**: who, which, that, whose, where.
- **False friends**: *actually* (in realtà), *eventually* (alla fine), *sensible* (assennato), *library* (biblioteca).

3. Lessico della pubblica amministrazione

Inglese	Italiano	Inglese	Italiano
public administration	pubblica amministrazione	call for applications / notice of competition	bando di concorso
local authority / municipality	ente locale / Comune	deadline	scadenza
civil servant / public employee	dipendente pubblico	requirements	requisiti
procurement	appalti, acquisti	ranking / shortlist	graduatoria
budget	bilancio	transparency	trasparenza

to file / submit an application	presentare una domanda	certified email (PEC)	posta elettronica certificata

4. Reading

> **Text.** The Municipality of Greenfield has published a call for applications for twelve administrative officers. Candidates must hold a university degree and submit their application online by 30 June. Applicants will take a written test on administrative law and public accounting; those who pass will be invited to an oral interview, which will also assess their knowledge of English and of the most common IT applications. Successful candidates will be hired on a permanent full-time contract.

5. Domande tipiche dell'orale

- *Could you introduce yourself?*
- *Why do you want to work in the public administration?*
- *What are your main strengths and weaknesses?*
- *Describe your previous work or study experience.*
- *How would you deal with a difficult member of the public?*
- *Can you read and translate this short text?*

Quiz di verifica

1. (Reading) How many positions are available?

A. Two
B. Ten
C. Twenty
D. Twelve

2. (Reading) What is required to apply?

A. A driving licence
B. Five years of experience
C. A university degree
D. A high school diploma

3. (Reading) How must applications be submitted?

A. By post
B. Online
C. In person
D. By fax

4. (Reading) The oral interview will also assess:

A. Physical fitness
B. English and IT skills
C. French
D. Accounting only

5. (Reading) What kind of contract will be offered?

A. Seasonal
B. Freelance
C. Permanent full-time
D. Temporary part-time

6. (Reading) 'Deadline' for applications is:

A. 13 June
B. 30 June
C. 30 July
D. 3 June

7. She ___ in this office since 2021.

A. works
B. is working
C. has worked
D. worked

8. If I ___ the exam, I will apply for a permanent job.

A. had passed
B. passed
C. pass
D. would pass

9. If I ___ more time, I would study Spanish too.

A. will have
B. would have
C. have
D. had

10. The documents ___ by the clerk yesterday.

A. are checking
B. have checked
C. checked
D. were checked

11. You ___ submit the form before the deadline: it's compulsory.

A. would
B. must
C. might
D. could

12. The meeting is ___ Monday ___ 10 a.m.

A. in / on
B. on / in
C. on / at
D. at / in

13. This is the officer ___ helped me with my application.

A. where
B. which
C. who
D. whose

14. This exam is ___ than the previous one.

A. difficulter
B. the more difficult
C. more difficult
D. most difficult

15. 'Bando di concorso' in English is:

A. call for applications
B. recruitment bank
C. contest bench
D. bank of competition

16. 'Graduatoria' in English is:

A. grade school
B. graduation
C. degree
D. ranking list

17. 'Dipendente pubblico' in English is:

A. civil servant
B. state worker of
C. public employer
D. public dependant

18. 'Actually' means:

A. attualmente
B. eventualmente
C. attivamente
D. in realtà

19. 'Eventually' means:

A. evidentemente
B. alla fine
C. eventualmente
D. raramente

20. 'Library' means:

A. biblioteca
B. libreria
C. libretto
D. liberia

21. I'm looking forward ___ from you.

A. hear
B. to hearing
C. to hear
D. hearing

22. We haven't received the documents ___.

A. just
B. already
C. yet
D. still

23. He asked me where ___.

A. I lived
B. do I live
C. did I live
D. I live in

24. The office ___ closed on Sundays.

A. being
B. are
C. be
D. is

25. There aren't ___ applications this year.

A. a lot

B. much

C. many

D. few of

26. By the time we arrived, the meeting ___.

A. was start

B. had started

C. started

D. has started

27. Choose the correct sentence:

A. She doesn't speaks English

B. She doesn't speak English

C. She not speak English

D. She don't speak English

28. 'To file an application' means:

A. compilare un archivio

B. archiviare una pratica

C. presentare una domanda

D. limare un documento

29. 'Requirements' means:

A. richieste di rimborso

B. requisiti

C. ricorsi

D. requisizioni

30. 'Procurement' in the public sector refers to:

A. budgeting

B. purchasing goods and services

C. training

D. recruitment

31. Which word is a synonym of 'to assess'?

A. to access

B. to evaluate

C. to assign

D. to assist

32. Complete: 'Please find ___ the requested documents.'

A. to attach

B. attached

C. attach

D. attaching

33. 'I have been working here ___ three years.'

A. since

B. for

C. from

D. during

34. Choose the correct passive form: 'They will publish the results tomorrow.'

A. The results would be publish tomorrow

B. The results will be published tomorrow

C. The results will published tomorrow

D. The results are publish tomorrow

35. 'Sensible' means:

A. sensuale

B. sensoriale

C. assennato, ragionevole

D. sensibile

36. A 'deadline' is:

A. a dead line on a form

B. the last date by which something must be done

C. a cancelled appointment

D. a line of people

37. 'Could you introduce yourself?' asks you to:

A. entrare nella stanza

B. presentare un ricorso

C. presentarti

D. introdurre un documento

38. Which is the most formal closing for an email?

A. Cheers

B. See ya

C. Bye

D. Kind regards

39. The CEFR level 'B2' is described as:

A. Upper intermediate

B. Proficiency

C. Elementary

D. Beginner

40. 'The public' in 'dealing with the public' means:

A. la pubblicità

B. il palco

C. il pubblico, i cittadini

D. la PA

Soluzioni

1 D	2 C	3 B	4 B	5 C	6 B	7 C	8 C	9 D	10 D
11 B	12 C	13 C	14 C	15 A	16 D	17 A	18 D	19 B	20 A
21 B	22 C	23 A	24 D	25 C	26 B	27 B	28 C	29 B	30 B
31 B	32 B	33 B	34 B	35 C	36 B	37 C	38 D	39 A	40 C

Prepara la prova. La prova di Inglese (VI/2026) e la **certificazione di inglese B2 EIPASS** su **edises.it**. Ricevi i nuovi bandi con **infoconcorsi.edises.it**.

Le domande 1-6 si riferiscono al testo del paragrafo 4. Fonti: d.lgs. 165/2001, art. 37; DPR 487/1994 come modificato dal DPR 82/2023; QCER. Verificato a novembre 2026.



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