

Concorsi e Professioni

Michael S. BOYD

# INGLESE

per i **CONCORSI**  
**PUBBLICI**

**MANUALE** di **TEORIA**  
e **ESERCIZI**

per le prove **scritte** e **orali**

**NLD**  
CONCORSI

## PREMESSA

La conoscenza della **lingua inglese** è ormai un requisito sempre più frequente nei **concorsi pubblici**, sia nelle prove scritte che in quelle orali. Questo manuale nasce per rispondere in modo mirato alle **esigenze** di chi si prepara ad affrontare queste selezioni, offrendo uno strumento **completo, chiaro e accessibile**.

Pensato specificamente per i concorsisti, il volume *Inglese per i concorsi pubblici*, **NLD Concorsi 2026** è suddiviso in **tre** parti, ciascuna delle quali affronta un aspetto fondamentale della preparazione linguistica.

La **prima parte** è dedicata agli **elementi strutturali** della lingua: **fonologia, ortografia e grammatica**. Sono trattati argomenti essenziali come i sostantivi, gli aggettivi, i verbi e le preposizioni, fornendo spiegazioni sintetiche e funzionali allo studio.

La **seconda parte** si concentra sul **potenziamento** delle competenze linguistiche: **comprensione del testo** (*reading*), **produzione scritta** (*writing*) e **abilità comunicative orali** (*speaking*). L'obiettivo è sviluppare una padronanza pratica della lingua, utile tanto per affrontare le prove quanto per l'uso professionale dell'inglese. In questa parte, l'impianto diventa progressivamente bilingue: il **Capitolo 1**, in italiano, presenta quadro, metodo e criteri, mentre i **Capitoli 2-4** sono redatti principalmente in inglese per favorire un'esposizione autentica a testi, consegne e registri tipici delle prove. Per garantire chiarezza e accessibilità, ogni capitolo si apre con un breve riassunto in italiano e, dove necessario, con note di supporto mirate.

La **terza parte**, infine, raccoglie un'ampia varietà di esercizi pensati per verificare e consolidare le conoscenze acquisite. Oltre a quesiti a **risposta multipla** e attività di **fill in the gap**, sono presenti esercizi di **traduzione** dall'inglese all'italiano e dall'italiano all'inglese, **temi sviluppati** di cultura generale, **tracce da sviluppare** autonomamente e **esercizi di logica**, al fine di familiarizzare con le diverse tipologie di prove e con le modalità di valutazione più frequenti nei concorsi pubblici.

Il Volume applica l'esperienza maturata dall'autore nella preparazione di candidati e professionisti della pubblica amministrazione, offrendo un percorso **flessibile e mirato** alle difficoltà più frequenti dei concorsisti italiani, integrando spiegazioni, pratica guidata e strategie operative per un'acquisizione linguistica più autentica e duratura.

Completa il Volume una **Appendice** contenente tabelle riepilogative e materiali di supporto utili alla memorizzazione e al ripasso, tra cui le principali differenze tra **British English** e **American English**, i **phrasal verbs**, le **idiomatic expressions**, le **common collocations**, gli acronimi più ricorrenti e l'elenco dei **verbi irregolari**.

Il Volume permette, inoltre, l'accesso ad un'**estensione online** consultabile con apposita *password* per rimanere sempre aggiornati e per accedere al **simulatore online**.

## SOMMARIO

### Part I

#### Basics of English Phonology, Orthography and Grammar

##### Chapter 1

<b>Introduction</b> .....	<b>3</b>
1. Guida all'uso del libro.....	3
2. Comprendere il QCER e i livelli A2-C1 .....	4
3. Comprendere la prova d'inglese nei concorsi pubblici .....	8
3.1. Reading and use of English .....	8
3.2. Writing .....	12
3.3. Translation .....	12
3.4. Listening comprehension .....	14
3.5. Oral tasks in public competitions .....	16
3.6. Logical-linguistic tasks in English .....	18
4. Il tuo percorso di apprendimento: stabilire obiettivi e monitorare i progressi .....	20

##### Chapter 2

<b>The alphabet, pronunciation, spelling and punctuation</b> .....	<b>21</b>
1. The English alphabet.....	21
2. Pronunciation .....	23
2.1. Vowel sounds .....	23
2.2. Consonant sounds.....	26
2.3. Accent, stress, rhythmic groups and phrases.....	30
3. Spelling .....	33
4. Punctuation.....	38
4.1. Full stop/period .....	39
4.2. The comma.....	40
4.3. Semicolon .....	41
4.4. Colon .....	41
4.5. Capital letters .....	41
4.6. Other punctuation.....	42

##### Chapter 3

<b>The nominal system – Nouns, Articles, (Un)Countables, Compounds</b> .....	<b>44</b>
1. Nouns .....	44
2. The plural .....	46
2.1. Regular nouns .....	46
2.2. Irregular nouns .....	48
3. The article .....	50
4. Countable and uncountable nouns.....	54
4.1. Countable nouns.....	54
4.2. Uncountable nouns.....	55
5. Compound nouns .....	57

##### Chapter 4

<b>Demonstratives, determiners, pronouns, numbers and adjectives</b> .....	<b>59</b>
1. Demonstratives .....	59
2. Determiners.....	61
2.1. Quantifiers .....	61

2.1.1.	Some / any.....	61
2.1.2.	Much / many / few / little.....	63
2.1.3.	Several/each/every/all/both.....	63
2.1.4.	Half/either/neither.....	64
2.2.	Numbers.....	65
2.3.	Indefinite articles and other determiners.....	68
2.4.	Pronouns.....	69
2.4.1.	Subject pronouns.....	70
2.4.2.	Object pronouns.....	71
2.4.3.	Reflexive pronouns.....	71
2.4.4.	Possessive pronouns.....	72
2.4.5.	Relative pronouns.....	74
2.4.6.	Interrogative pronouns.....	75
2.4.7.	Indefinite pronouns.....	76
3.	Adjectives.....	78
3.1.	Use of adjectives.....	78
3.2.	Comparative and superlative forms.....	80
3.3.	Comparisons of equality and inequality.....	82
3.3.1.	Comparisons of equality.....	82
3.3.2.	Comparisons of inequality.....	83
3.3.3.	Comparisons with countable/uncountable nouns.....	83
3.3.4.	Different quantities.....	84
4.	Noun modifiers.....	84
5.	Predeterminers.....	86
6.	The possessive.....	87

## Chapter 5

<b>Active verbs and adverbs.....</b>	<b>90</b>
1. Verbs.....	91
1.1. Different categorizations of verbs.....	91
1.2. Simple tenses.....	95
1.2.1. Present Simple.....	95
1.2.2. Past Simple.....	97
1.2.3. Future Simple.....	99
1.3. Perfect tenses.....	100
1.3.1. Present Perfect.....	101
1.3.2. Past Perfect.....	102
1.3.3. Future Perfect.....	103
1.4. Continuous tenses.....	104
1.4.1. Present Continuous.....	104
1.4.2. Past Continuous.....	105
1.4.3. Future Continuous.....	106
1.5. Verbs in context.....	107
1.5.1. Auxiliary verbs.....	107
1.5.2. Narrative tenses.....	109
1.5.3. Future constructions.....	110
2. Adverbs.....	111
2.1. Formation and use of adverbs.....	111
2.2. Adjectives vs. adverbs.....	112
2.3. Intensifiers and modifiers.....	113
2.4. Adverbs and modals.....	114
2.5. Adverbs in comparative phrases.....	114

2.6.	Adverb collocations .....	115
2.7.	Adverbs and sentence structure.....	116
2.8.	Adverbs of place.....	117
2.9.	Temporal adverbs.....	118
2.10.	Adverbs of manner and degree .....	120
2.11.	Other adverbs .....	121

## Chapter 6

<b>Other verbal forms .....</b>	<b>123</b>
1. Passive voice.....	123
1.1. The Passive: form and function.....	124
1.2. Other uses of the passive .....	126
1.2.1. Passive with the infinitive .....	126
1.2.2. Passive with gerund .....	126
1.2.3. Impersonal constructions <i>it is said that</i> .....	127
1.2.4. To be born .....	127
1.2.5. Need .....	127
1.3. Alternative passive forms.....	128
1.3.1. Causative vs. passive form .....	128
1.3.2. Causative: <i>have/get something done</i> .....	128
1.3.3. Impersonal <i>you, one, they</i> .....	129
1.3.4. Infinitive with <i>to be</i> + past participle .....	129
1.3.5. Nominalization .....	129
2. Modal verbs.....	130
2.1. Overview of main modal verbs.....	130
2.1.1. Functional uses of modal verbs .....	132
2.1.2. Modal verbs + <i>have</i> + past participle .....	133
2.1.3. Modal verbs and the passive.....	134
2.2. Negative forms of modal verbs .....	135
3. Key verbs and functional uses .....	137
3.1. The verb <i>to be</i> .....	137
3.2. The verb <i>to have</i> .....	137
3.3. The verb <i>to do</i> .....	139
3.4. The Verb <i>to get</i> .....	139
3.4.1. <i>Get</i> as a verb of change.....	140
3.4.2. <i>Get</i> + past participle .....	140
3.4.3. <i>Get</i> passive .....	141
3.4.4. <i>Get something done</i> .....	141
3.5. <i>Do</i> vs. <i>Make</i> .....	141
3.6. <i>Say</i> vs. <i>Tell</i> .....	142
3.7. <i>Talk</i> vs. <i>Speak</i> .....	143
3.7.1. <i>Talk</i> .....	144
3.7.2. <i>Speak</i> .....	144
4. The gerund and the infinitive.....	145
4.1. Verbs followed by gerund ( <i>-ing</i> ) .....	145
4.1.1. Verbs followed by the infinitive .....	145
4.2. Verbs followed by both <i>-ing</i> and infinitive with <i>to</i> .....	146
4.3. <i>Used to/be used to/get used to</i> .....	147
4.3.1. Fixed expressions and special structures.....	149
5. Phrasal verbs.....	150
5.1. Structure and meaning of phrasal verbs .....	150
5.1.1. Literal meaning.....	151

5.1.2.	Figurative/idiomatic meaning .....	151
5.2.	Separable and inseparable verbs .....	151
5.3.	Phrasal verbs in formal contexts.....	152
5.4.	Learning phrasal verbs.....	152

## Chapter 7

<b>Complex sentences and reported structures .....</b>	<b>155</b>	
1.	The Conditional Mood and If-Clauses .....	155
1.1.	Zero Conditional.....	156
1.2.	First Conditional .....	157
1.3.	Second Conditional .....	158
1.4.	Third Conditional.....	159
1.5.	Comparisons with Italian.....	160
1.6.	Mixed Conditionals .....	160
1.7.	Inversion.....	161
2.	Reported Speech.....	162
2.1.	Direct and indirect speech.....	162
2.2.	Sequence of Tenses.....	163
2.3.	Exceptions .....	165
2.4.	Reporting verbs and modal verbs.....	166
3.	Relative clauses .....	168
3.1.	Restrictive and non-restrictive clauses .....	168
3.1.1.	Restrictive clauses .....	168
3.1.2.	Non-restrictive clauses.....	169
3.2.	Syntactic function of relative pronouns.....	169
3.3.	Omissions, prepositions and register.....	170
3.4.	Relative clauses and textual cohesion .....	171
4.	Expressing wishes and regrets .....	172
4.1.	Wish + verb.....	172
4.2.	Other ways to express wishes, regrets and preferences .....	173

## Chapter 8

<b>Prepositions and prepositional phrases .....</b>	<b>175</b>	
1.	What are prepositions? .....	175
1.1.	Simple prepositions.....	176
1.2.	Complex prepositions and prepositional phrases .....	178
2.	Prepositions of time and place.....	180
2.1.	Prepositions of time.....	180
2.2.	Prepositions of place and direction .....	181
3.	Prepositions with verbs and adjectives.....	183
3.1.	Verbs with fixed prepositions .....	183
3.2.	Adjectives + preposition .....	184
3.3.	Past participles with prepositions .....	185
4.	Idiomatic prepositional expressions .....	186
5.	Prepositions in passive constructions .....	187
6.	Prepositions with phrasal verbs .....	189
7.	Prepositions with verbs of movement.....	190
7.1.	Prepositions of direction: <i>to, into, onto</i> .....	190
7.2.	Prepositions of movement (path): <i>across, through, along, past</i> .....	190
7.3.	Prepositions of means of transport: <i>by, on, in</i> .....	190

## Part II

### Developing reading, writing and speaking skills

#### Chapter 1

<b>Discourse, cohesion and information structure .....</b>	<b>195</b>
1. Connectors in English .....	195
1.1. Additive connectors.....	196
1.2. Adversative connectors .....	198
1.3. Concessive connectors.....	201
1.4. Causal connectors.....	203
1.5. Consecutive connectors .....	206
1.6. Conditional connectors .....	208
1.7. Formal and informal linking devices.....	210
2. Referential cohesion.....	212
2.1. Personal pronouns and demonstratives .....	213
2.2. Possessive determiners .....	214
2.3. Other referential devices .....	215
2.3.1. That / those.....	215
2.3.2. One / ones .....	215
2.3.3. Some / any / one.....	215
2.3.4. The former / the latter .....	216
2.3.5. (The) same.....	216
2.3.6. Such .....	217
2.4. Ellipsis and substitution.....	217
2.4.1. Ellipsis.....	218
2.4.2. Substitution.....	218
3. Sequencing, contrast and exemplification.....	219
3.1. Sequencing: ordering ideas .....	219
3.2. Contrasting ideas.....	219
3.3. Expressing cause and effect .....	221
3.4. Exemplification and emphasis.....	223
4. Cleft and pseudo-cleft sentences .....	224
4.1. It-cleft sentences.....	225
4.1.1. Pseudo-cleft.....	225
4.2. Inversion.....	225
4.3. Formal uses and common errors.....	225
5. Thematic structure and focus in English.....	226
5.1. Theme and rheme progression.....	227
5.2. Focus and end-weight.....	227
5.3. Thematic progression and effective communication .....	228
6. Emphatic inversion and marked word order .....	229
6.1. Inversion after negative and limiting adverbials.....	230
6.2. Inversion after <i>Only when, Only then, Not until, etc.</i> .....	230
6.3. Fronting and thematic highlighting .....	231

#### Chapter 2

<b>Lexical competence and register .....</b>	<b>233</b>
1. The structure of lexical competence .....	234
1.1. Types of vocabulary: active vs. passive, general vs. specialized .....	234
1.2. Lexical breadth and depth across CEFR levels .....	236
1.3. Strategies for vocabulary expansion .....	238

2.	Thematic vocabulary .....	243
2.1.	Education and training .....	244
2.2.	Health and well-being.....	246
2.3.	Environment and public awareness .....	248
2.4.	Public services and daily life .....	250
2.5.	Travel and mobility .....	253
2.6.	Work and employment.....	255
3.	Sector-specific vocabulary for public service exams.....	257
3.1.	Public administration and competitive exams.....	257
3.2.	Legal and regulatory language .....	258
3.3.	Digital transformation and innovation in the public sector .....	259
3.4.	Teaching and the education sector.....	260
4.	Synonyms, paraphrasing and translation in test contexts .....	261
4.1.	Reformulation techniques.....	261
4.2.	Common paraphrasing errors.....	263
4.3.	Translation and sight translation techniques.....	265
5.	Register awareness: formal, semi-formal, informal.....	267
5.1.	Formal vs. informal register .....	268
5.2.	Spoken vs. written register.....	270
5.3.	Neutral vs. technical register.....	272
6.	Impersonal expressions, nominalization, and appropriate verbs.....	274
6.1.	Nominalization and abstraction .....	274
6.2.	Passive voice and agent deletion .....	276
6.3.	Impersonal and distancing structures .....	277
6.4.	Avoiding vague or personal expressions.....	278
<b>Chapter 3</b>		
<b>Error analysis and strategic review .....</b>		<b>280</b>
1.	Typical errors by Italian learners .....	281
1.1.	Articles .....	281
1.2.	Prepositions and phrasal verbs.....	286
1.3.	Tense and aspect .....	290
1.4.	Word order and sentence structure .....	294
2.	Lexical false friends and translation traps .....	296
2.1.	Everyday language false friends.....	297
2.2.	Academic and professional contexts .....	299
2.3.	Public administration and institutional language.....	300
2.4.	Legal and technical false friends .....	302
<b>Chapter 4</b>		
<b>Written and oral production skills .....</b>		<b>305</b>
1.	Overview of productive skills in public exams .....	306
1.1.	Writing and speaking as productive skills.....	307
1.2.	Assessment contexts.....	307
1.3.	Typical formats and task types.....	308
1.4.	Evaluation criteria .....	308
2.	Writing tasks: types, structure, register, and evaluation criteria.....	309
2.1.	Essays .....	309
2.2.	Reports.....	312
2.3.	Proposals .....	314
2.4.	Formal and informal letters/emails .....	316
3.	Speaking tasks: fluency, accuracy, coherence, and interaction.....	318

3.1.	Presenting yourself and describing your background .....	318
3.2.	Responding to questions and expressing opinions diplomatically .....	319
3.3.	Giving short presentations,.....	321
3.4.	Preparing and presenting a simulated lesson (UDA).....	323
3.5.	Oral interview preparation: practical strategy and checklist .....	324

## Part III

### Practice tests and Review

#### Chapter 1

<b>Mock tests and strategic practice .....</b>	<b>331</b>
1. Reading comprehension.....	332
2. Grammar and vocabulary multiple-choice questions.....	372
2.1. Level A2 – Basic Use.....	373
2.2. Level B1 – Intermediate structures.....	384
2.3. Level B2 – Upper-intermediate control.....	398
2.4. Level C1 – Advanced accuracy and register .....	413
3. Cloze and gap-fill .....	428
3.1. Open cloze.....	429
3.2. Multiple choice cloze.....	432
3.3. Word formation .....	435
3.4. Grammar-focused gap fill .....	439
4. Sentence transformation .....	443
5. Translation tasks .....	447
5.1. Sentence translations (B1-B2).....	447
5.2. Paragraph reformulation and translation (B2–C1).....	452
5.3. Texts from public competition papers (various levels) .....	454
6. Logical-linguistic tasks .....	461
6.1. Sentence tasks with logical completion.....	462
6.2. Text-based logic.....	465
6.3. Graphic-based reasoning in English.....	468
7. Keys (Soluzioni degli esercizi).....	473
7.1. Reading comprehension.....	473
7.2. Grammar and vocabulary multiple-choice questions.....	490
7.3. Cloze and gap-fill .....	516
7.4. Translation tasks .....	529
8. Logical-linguistic tasks .....	545
8.1. Sentence tasks with logical completion.....	545
8.2. Text-based logic.....	546
8.3. Graphic-based reasoning in English.....	548

#### Chapter 2

<b>International topics and writing practice .....</b>	<b>550</b>
1. Introduction to international topics and writing skills .....	550
1.1. Global governance and international organizations .....	553
1.2. International affairs and politics .....	558
1.3. History of Italy and the EU .....	561
1.4. Global economy, banking and finance.....	565
1.5. Sciences and technology.....	568
1.6. The environment and climate change.....	572
1.7. Education and training .....	575

1.8.	Law, justice and legal systems.....	579
1.9.	Public sector and governance .....	582
1.10.	Energy and industry .....	586
1.11.	Tourism and cultural heritage .....	589
1.12.	Digital transformation and E-government.....	592
1.13.	Public health .....	595
1.14.	Security and defence .....	598
1.15.	Agricultural and food policy.....	601
2.	Topics for individual practice .....	603
<b>Appendici .....</b>		<b>611</b>
1.	Differences between British and American English .....	611
2.	Phrasal Verbs .....	613
3.	Idiomatic Expressions.....	616
4.	Common collocations.....	618
5.	Useful connectors and discourse markers.....	621
6.	Abbreviations and acronyms in EU/public language.....	623
7.	Irregular verbs in English .....	624
8.	QCER: Self-assessment grids .....	629