



# **CIVIC EDUCATION**

## **SELF-STUDY BOOK**



**GRADE  
09**

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# CONTENTS

01

Social Security

02

Contemporary  
Changes

03

Democratic Governance

04

Local Government  
Institutions

05

Conflict Resolution

06

World of Work

**01. What is the basic unit of society?**

- ❖ Family is the basic unit in a society.

**02. What is 'society'?**

- ❖ Society is a collection of several families.

**03. What do you understand by 'social security'?**

- ❖ Society must ensure protection and security for a person to live free from doubt and fear, safeguarding one's interests

**04. List down 4 institutions affect the social security?**

- ❖ social institution
- ❖ Family
- ❖ School
- ❖ Religious institutions

**05. Define the term 'family'?**

- ❖ The responsibility of a family is to provide a disciplined and cultured individual to society. Nutrition, security, love, compassion, mercy, kindness and models received by an individual, as a member of a family help produce confident, balanced individual to society.

**06. List down 4 services done by family to protect the society?**

- ❖ Developing healthy relationships among members
- ❖ Conducting healthy relationships with relatives and neighbours
- ❖ Maintaining healthy relationships with different individuals
- ❖ Guiding towards better socialization
- ❖ Improving qualities like love, compassion and kindness

**07. Write 4 services done by school for the protection of society?**

- ❖ Provision of systematic education
- ❖ Producing fair, social and well-disciplined individuals
- ❖ Making perfect with competencies
- ❖ Producing individuals with balanced personality
- ❖ Teaching to fulfil duties while enjoying rights
- ❖ Transferring and protection of culture



**08. List down some religious institutions can be seen in your society?**

- ❖ Temple
- ❖ Mosque
- ❖ Kovil
- ❖ Church



**09. Write 4 services performed by religious institutions for the establishment of social security?**

- ❖ Inculcating of good attitudes
- ❖ Establishment of discipline and education
- ❖ Driving towards spiritual development
- ❖ Producing virtuous citizens



- ✓ **Rev. Fr. Marceline Jayakody has called "Priest in the temple" because he worked hard to bring about unity among religion.**

**10. List down 5 social institutions help in social security?**

- ❖ Children's Clubs
- ❖ Elders' Society
- ❖ Sports Clubs
- ❖ Youth Councils
- ❖ Village Development Societies



**11. Write down 4 tasks performed by social institutions for the social security?**

- ❖ Developing of unity among members
- ❖ Establishing of healthy inter-personal relationships
- ❖ Practising to respect and to accept others' opinions
- ❖ Respecting the leadership and fulfilling duties of followers
- ❖ Fulfilment of social duties and responsibilities

**12. Write 04 institutions that training to eradicate or curtail such anti-social activities for the establishment of social security. (Liquor and usage of narcotics, anti-social activities and misconducts)**

- ❖ National Board of Dangerous Drug Control
- ❖ Sri Lanka Police
- ❖ National Child Protection Authority
- ❖ Department of Probation and Child Care Services



**13. What is 'Law'?**

- ❖ System of all regulations imposed by the State to which all individuals of a country or society must obey can be simply introduced as law.

**14. Write 03 government organizations support to establish social security?**

- ❖ Court, Police and security forces

**15. Write 04 attributes of law?**

- ❖ Enacted by government based on authority
- ❖ Controlling man's behaviour and activities
- ❖ Violation of law is a punishable offence
- ❖ Enacting commonly, targeting the well-being of the society
- ❖ Changing, according to the changing of social needs

**16. List 04 source of law?**

- ❖ Constitution, Verdicts from courts
- ❖ Opinions of the scholars of law
- ❖ Religion
- ❖ Regulations and Acts
- ❖ Customs

**17. Mention 2 types of law?**

- ❖ Domestic law
- ❖ International law

**18. Name 3 types of domestic law?**

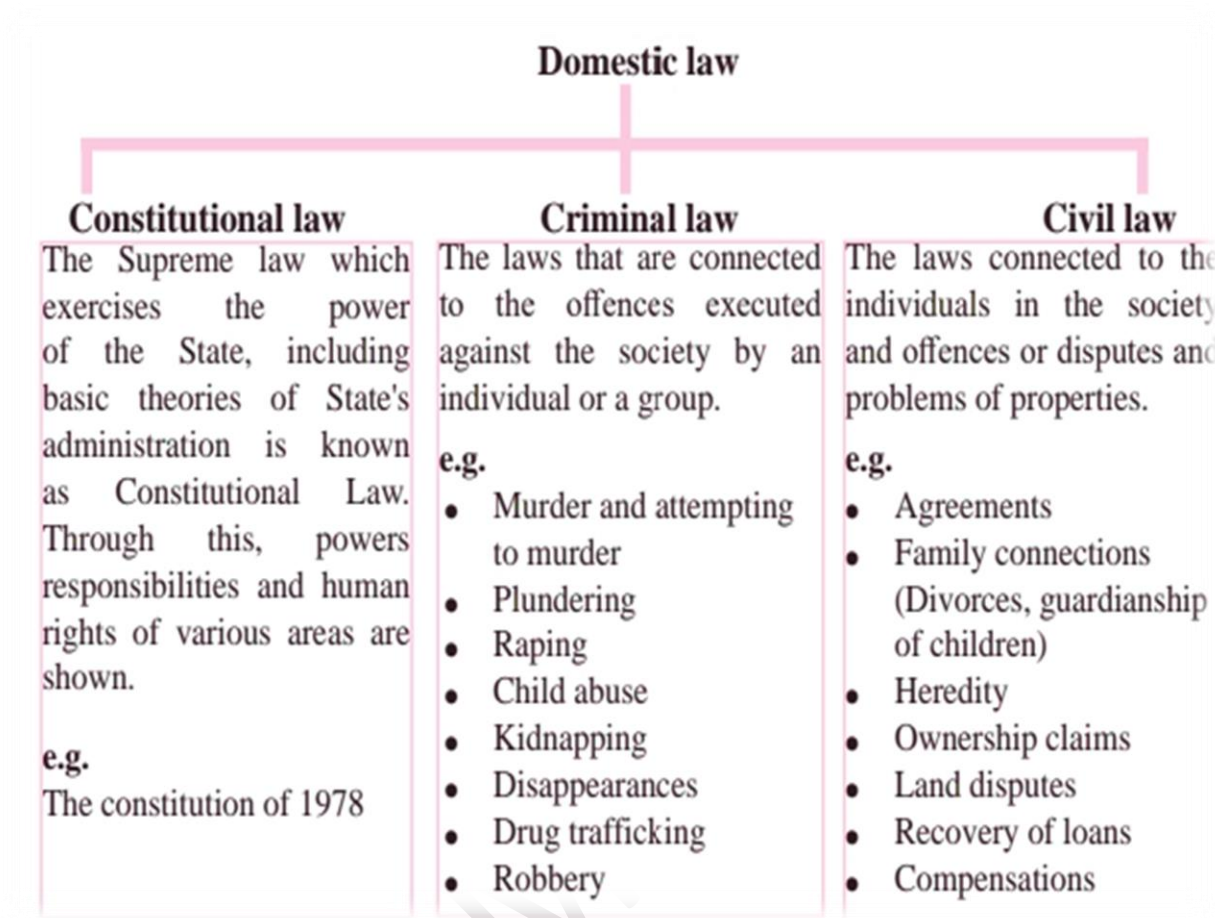
- ❖ Constitutional law, Criminal law, Civil law

**19. What is mean by 'Domestic Law'?**

- ❖ The law that is enacted and exercised pertaining within the territorial boundary of a country is called domestic law. Domestic law varies from country to country.



**20. Briefly explain 3 types of domestic law in your own words?**



- ❖ The law that is exercised when one country works with another country or several countries can be simply introduced as **international law**. Examples for such several international laws that exercise as international rules are given below;
- ❖ International human rights law
- ❖ Immigration and emigration law
- ❖ International laws connected to the flights
- ❖ International maritime law
- ❖ International environment law

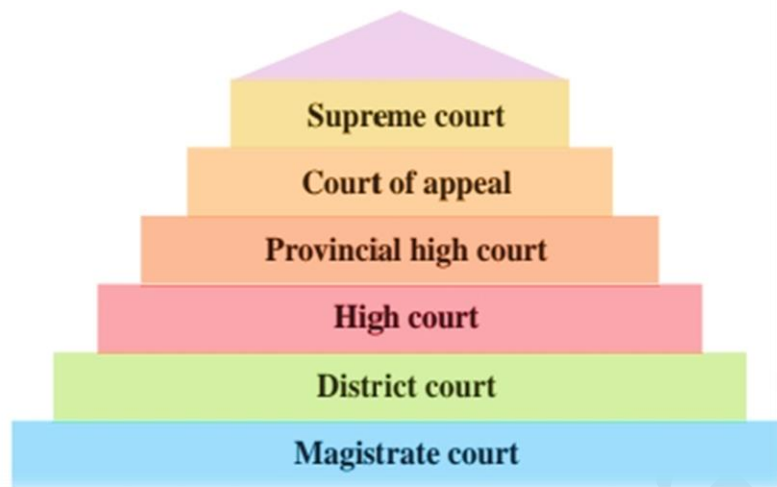
**21. Write 3 functions of court?**

- ❖ The jurisdiction,
- ❖ protection of freedom
- ❖ right of the people in a democratic country



22. Draw the structure of present judicial system in Sri Lanka?

**Present Judicial system in Sri Lanka**



23. Write 3 tasks perform by Police in Sri Lanka?

- ❖ Curtail anti-social activities like liquor, narcotics, arrest culprits and bring them into the strong arm of the law.
- ❖ Preventing various disputes, conflicts and terrorist activities are also an important mission of the police.
- ❖ Establishment of social security by protecting law and peace in the country is the main responsibility of the police.
- ❖ **“Dhammo Bhawe Rakkathi Dammachari”** The one who behaves according to the Dhamma will be protected by the Dhamma (Doctrine) itself. This is the motto of the Police.
- ❖ A Retired Director General of Police, A.J. Iddamalgod, defines the word POLICE as follows;

**P - Polite**

**O - Obedient**

**L - Loyal**

**I - Intelligent**

**C - Courageous**

**E – Efficient**



**24. Who is the head of Attorney General's Department?**

- ❖ Attorney General

**25. Write 04 tasks performed by Attorney General's Department?**

- ✓ **The Attorney General's Department holds the responsibility for all legal activities of the government. Prosecutions and appearances in cases on behalf of the government are conducted by this department.**
- ❖ Provision of necessary legal advice in the lawsuits connected to the government
- ❖ Compiling of all legal activities to the government or against the government
- ❖ Appearing for the lawsuits connected to the government or State institutions
- ❖ Providing proper legal advice to the Acts to be submitted to the Parliament

**26. Name 3 institutions work together with the Government Analyst's Department for the establishment of social security?**

- ❖ **Analytical and specialist advisory services connected to the fields like forensic science, food science for courts, law imposing institutions and other institutions are provided by the Government Analyst's Department.**
- ❖ **"Building of a just and a law-abiding society" is the vision of the Government Analyst's Department.**
- ❖ Court of Law
- ❖ The Police Department
- ❖ Health Department
- ❖ Sri Lanka Standard Institute



**27. List down 3 tasks done by Department of Prison?**

- ❖ The main functions of the Prisons Department are to imprison various wrongdoers condemned by the law and committed to prison, rehabilitate and release them to society as just and peaceful citizens with human values. In addition, the Prisons Department is responsible to keep in custody, those suspected of crimes, looking after and maintaining
- ❖ them. Researches reveal that a larger percentage of people sent to prison have not successfully completed school education.

**28. Name 3 security forces in Sri Lanka which is established to ensure social security?**

- ❖ Army, Navy and Air force







## Sri Lanka Army

- After the independence, Ceylon Army was established on 10th October, 1949. Ceylon Army was renamed as 'Sri Lanka Army' in 1972. Provision of security to the nation on land is the main task of the Army. Sri Lanka Army that serves under **the motto**,
- **"For the Fatherland"** is always on alert both in day and night for the protection of motherland. The Army is dedicated to protect the land from various military situations that affect both locally as well as internationally.

### 29. Write 3 tasks perform by Sri Lanka Navy?



- ❖ Ceylon Navy was established on 09th December, 1950. It is known as Sri Lanka Navy since 1972. **"The Golden fence around the country" is the motto of the Navy.** The main task of the Navy is to protect the motherland from the military threats or outside. Sri Lanka Navy that works hard fighting with the mighty ocean provides the protection from the land as well as from the sea. Working for the prevention of illegal trading activities like drugs and illegal immigration that occur along the sea routes are also important tasks rendered by the Navy. The prevention of illegal fishing that is conducted, violating the territorial sea limits, is also an important service of the Navy. Here it must be appreciated the services rendered by Sri Lanka Navy in supplying transportation among islands, helping in disaster situations and rescuing the people caught in flood, etc.

### 30. Write 3 tasks perform by Sri Lanka Air Force?



- ❖ Ceylon Air Force was established on 02<sup>nd</sup> March, 1951. It was renamed as "Sri Lanka Air Force" since 1972. **'Protect Lanka skies (Surakimu Lakambar) is the motto of the Air Force.** Protecting the motherland from the sky while piercing the whole sky of the country is the main task of the Sri Lanka Air Force. Except the protection of the motherland from the threats levelling from local as well as international warfare, conducting domestic flights are also an important service of the Air Force. Provision of aid, saving lives and provision of security, in the disasters reaching the locations that can be reached by neither on land nor water are another important service rendered by the Sri Lanka Air Force

### 31. List down 04 services done by security forces to establish social security?

- ❖ Protecting the country from threatening situations related to war both locally or internationally
- ❖ Acting to subdue insurrection, fights and terrorist activities
- ❖ Assisting the police to protect physical and human resources in Sri Lanka
- ❖ Providing relief services with sudden hazards and disasters

**32. Write 04 duties and responsibilities of individuals on the constitution and rules and regulations?**

- ❖ Unawareness of the law is not a reason for excuse
- ❖ It is important to know about the punishment that is deserved when law is violated.
- ❖ There is no change in the due punishment even though the law is not known
- ❖ Making others aware of the rules and regulations that we know already is our duty

**33. List 04 responsibilities and duties of individuals relevant to the Judiciary?**

- ❖ Respecting the court
- ❖ Obeying the court process
- ❖ Protecting the respect of the court
- ❖ Respecting the judges



**34. List 04 duties and responsibilities of individuals related to the Police?**

- ❖ Showing obedience relevant to the practice of law
- ❖ Assisting to maintain peace and protection
- ❖ Making the police informed whenever peace is violated
- ❖ Assisting the police to capture criminals
- ❖ Assisting the police for criminal investigation



**35. Write 04 duties and responsibilities of people related to the security forces?**

- ❖ Assisting the relief services in disasters
- ❖ Contribution as much as possible for the welfare activities of the war - heroes
- ❖ Acting sensitively about the dead or disabled war - heroes
- ❖ Not disturbing the activities of controlling riots

**36. Write 04 responsibilities and duties of people related to the Conciliation Board?**

- ❖ The system that exists for the conciliation in Sri Lanka has been introduced by the Act no 72 of Conciliation Board Act of 1998.
- ❖ The panel for Conciliation Board is appointed by the Conciliation Board Commission. Educated, intelligent and virtuous individuals accepted by the society are appointed as panel members.
- ❖ Being aware of the correct process of lodging a dispute at Conciliation Board
- ❖ Protecting the respect of conciliators and other parties
- ❖ Seeking the assistance of Conciliation Board to get trivial disputes solved
- ❖ Showing obedience towards the Conciliation Board when disputes get solved

**37. What are the 04 ways of filing a case in a conciliation board?**

- ❖ 1. Through the Police
- ❖ 2. Through the Court
- ❖ 3. Filing a case privately



**38. Write 04 duties and responsibilities of individuals connected to the National Child**

**Protecting Authority?**

- ❖ National Child Protection Authority was established by Act No 50 of 1998 of the Parliament. It has been established with the objectives of prevention of child abuse and supplying the protection and treatments for victims who were subjected to such abuse.

**39. Write the vision and mission of National Child Protecting Authority?**

- ❖ **Vision-** To create a friendly and protective environment for children
- ❖ **Mission-** To ensure that children are free from all forms of abuse

**40. List down 04 services done by National Child Protecting Authority?**

- ❖ Legal intervention relevant to the child abuse
- ❖ Conducting educational exhibitions and awareness programmes
- ❖ Provision of psycho – social services to the victims
- ❖ Tsunami Foster – parent programme
- ❖ Special police investigations



**41. How can you help National Child Protection Authority? Write 04 ways.**

- ❖ Taking measure to protect child rights
- ❖ To participate in educational exhibitions and awareness programmes
- ❖ Provision of information for the activities at all investigations
- ❖ relevant to child abuse and criminal cases

**42. Write 04 duties and responsibilities of individuals relevant to the Human Rights**

**Commission?**

- ❖ Human Rights Commission of Sri Lanka has been established for the protection of human rights by No 21 Act of 1996.
- ❖ Complaining about the violation of human rights.
- ❖ Showing obedience and respect for the recommendations of Human Rights Commission
- ❖ To participate in Human Rights promotional programmes
- ❖ Assisting activities of the Commission by providing necessary and correct information
- ❖ Fulfilment of duties connected to the human right

**43. Name 04 institutions which are active for the social security?**

- ❖ Security Forces
- ❖ Conciliation Board
- ❖ Court
- ❖ National Child Protection Authority
- ❖ Human Rights Commission



**01. What is 'Technology'?**

- ❖ the methodology man utilizes to make his work easier can be simply introduced as Technology.

**02. Mention 4 fields where technology can be used?**

- ❖ Technological changes mean the changes of methodologies that are used to make human need easier.
- ❖ Medicine
- ❖ Engineering
- ❖ agriculture
- ❖ commerce

**03. What is mean by 'Research'?**

- ❖ The study that is conducted to find some solutions to a problem following scientific methods is a research.

**04. Give 04 reasons for the origination of technical devices?**

- ❖ Exploration and researches fulfil a specific task in present day world. Accordingly, human needs to have been widened. Need arise for modified tools to fulfil them. It is more apt to introduce this as the most powerful factor that influenced to the origin of technical productions.
- ❖ With the gradual development of population, human needs also developed. Need for efficient tools arise to get these needs fulfilled.

**05. Write 4 social changes that occur due to the changes of technology?**

- ❖ Change of the consumer pattern of man
- ❖ Origin of more new employments
- ❖ Origin of new styles
- ❖ Origin of the methods of modern medical treatments

**06. Give 04 favorable effects of technical changes?**

- ❖ Works becoming easy
- ❖ Saving time
- ❖ Minimizing the wastage of resources
- ❖ Increase of productivity

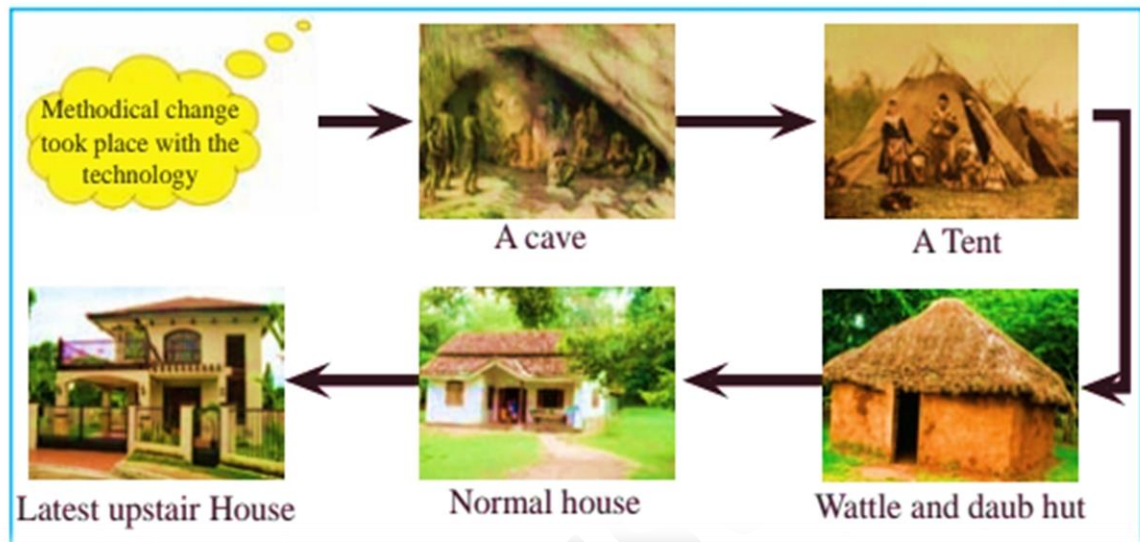
**07. Give 04 unfavorable effects of technical changes?**

- ❖ Human needs become complex
- ❖ Adaptation of man to unnecessary consuming pattern
- ❖ Mechanisation of people
- ❖ Society becomes complex



**08. Give 4 instances the technology can be used by a creative citizen?**

- ❖ For various domestic needs
- ❖ For multi-service necessities. (education, transportation, communication, hygienic)
- ❖ For leisure and recreational activities
- ❖ For the building up social relations



**09. What do you understand by 'appropriate technology'? Write in brief.**

- ❖ using technology to suit the social, economic, cultural and environmental conditions of the country. Using machinery to maximize the use of human labour in a country where human labour is in abundance can be cited as example. There are two important things that should be focused in using technology; advancing towards industrialization, preserving traditional industries and expanding technical needs bearable to the country

**10. What is mean by 'sustainable development'?**

- ❖ Sustainable development means long-lasting and endurable development. Development that is conducted without destroying the resources that are necessary for the needs of future generations while resources are used for the present day activities without damaging the environment is called sustainable development

**11. Write 4 benefits of using appropriate technology for sustainable development?**

- ❖ Avoiding wastage of resources
- ❖ Ability to take maximum use of labour resources
- ❖ Minimizing environmental pollution
- ❖ Ability to maintain a balanced environment





## 12. What are the main processes that take place in an economy?

- ❖ **Production**- changing economical resources to fulfil the needs of human.
- ❖ **Distribution**- The process of providing manufactured goods and services up to the consumer is distribution.
- ❖ **Consumption**- Transportation is a compulsory factor for it. Fulfilment of human needs by using goods and services produced in an economy

## 13. What is distribution and consumption?

- ❖ **Distribution**- The process of providing manufactured goods and services up to the consumer is distribution.
- ❖ **Consumption**- Transportation is a compulsory factor for it. Fulfilment of human needs by using goods and services produced in an economy

## 14. What are the 03 sections that the changes take place in an economy?

- ❖ Agricultural sector
- ❖ Industrial sector
- ❖ Service sector



## 15. Write 4 modern changes has taken place in the agricultural sector of Sri Lanka?

- ❖ Use of machinery for preparation of land, planting, harvesting, etc
- ❖ Use of chemical fertilizers and pesticides
- ❖ Introduction of hybrid seeds and tissue-culture plant varieties to get short-term harvests
- ❖ Use of gene technology

## 16. Give 04 changes and development in the industrial sector?

- ❖ Existence of division of labour and specification
- ❖ Origin of assembling industry
- ❖ Origin of high – technical industry
- ❖ Employing robot technology in the process of production



## 17. Give 3 effects caused by economical changes in the society and in individual's life due to the influence of technology in Sri Lanka?

- ❖ Individuals addicting to unfavourable consuming pattern
- ❖ Tending to a life pattern that does not withstand with economy
- ❖ Getting used to wrong behavioural patterns
- ❖ Urbanization
- ❖ Environmental pollution



- ✓ Due to this, though whatever changes occur in the economy, we must be conscious to adapt to these contemporary changes in appropriate way. There,
  - ❖ Identifying one's needs and use of appropriate technology accordingly
  - ❖ Not becoming a slave to technology
  - ❖ Apt adaptation to the changes takes place in the economy

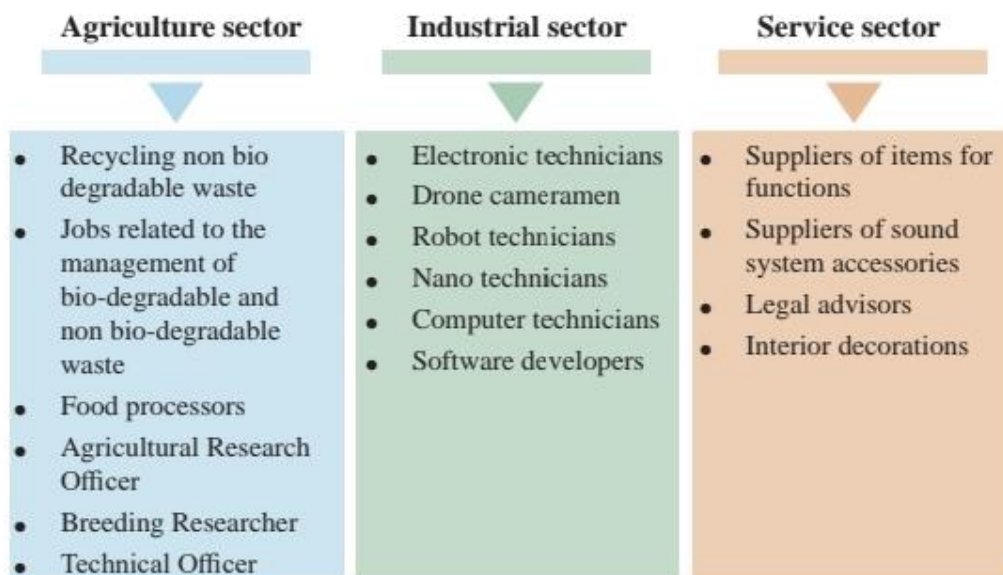
**18. What is 'job market'?**

- ❖ The demand for the employment opportunities available in the world of work and suitable supply for it can be simply defined as **"Job Market"**.

**19. What is 'world of work'?**

- ❖ All the employment opportunities available in the society are called the world of work

**20. Name 3 employments that are open through new trends?**



**21. Give 2 factors that have influenced in the demand of employment opportunities?**

- ❖ Human needs being complex
- ❖ Gradual increase of the crowd receiving education
- ❖ Arrival of various machineries in the place of human labour
- ❖ Growth of labour force with the growth of population

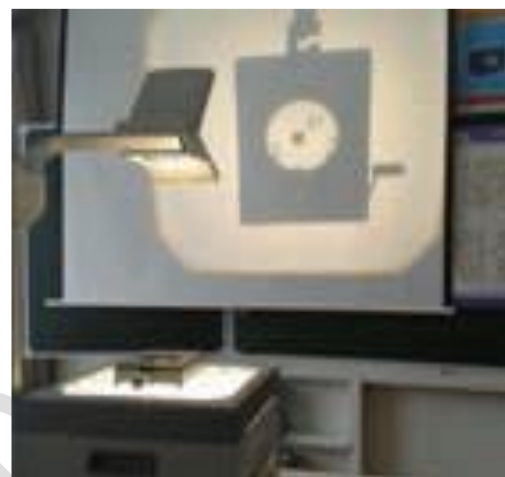


**22. What are 2 main sections of job market?**

- ❖ Local job market
- ❖ Foreign job market
- ✓ **There are many modern employments that have emerged under the influence of new trends in the job market. The following are some examples for them:**
- ✓ Data processors
- ✓ Software engineers
- ✓ Horticulture technicians
- ✓ Genetic engineers
- ✓ Fashion modelers

**23. Write 4 qualifications expected in job market?**

- ❖ Training on new technical equipment
- ❖ Knowledge on computer
- ❖ Willingness to be trained further
- ❖ Dedication to provide the service in additional time
- ❖ Flexibility



**24. What is called as 'well-being'?**

- ❖ "Living righteously is well-being" Or else, leading a righteous life earning wealth in legal means without disturbing others is well-being.

**25. Write 3 factors that affect the increase of necessity of well-being?**

- ❖ **Directing to earn wealth and to use wealth in just** - To working and by his own efforts direct citizens to earn by hard
- ❖ **Justice**- Having society accepted living hood and livelihood
- ❖ **Peace**- To maintain peace and harmony
- ❖ **For the well-being of the society**- To live as a virtuous, loyal citizen and to work law-abiding in a society

**26. Write 4 examples for qualities of well-being which help to lead a righteous life?**

- ❖ Law abiding, Listening well
- ❖ Generosity, Gratitude
- ❖ Contentment, Cordiality
- ❖ Righteousness

**27. Write 5 problems face by the person who fail to practice the qualities of well-being?**

- ❖ Collapse social security
- ❖ Breaking down of social peace
- ❖ Increase of anti-social activities
- ❖ Increase of mental stress
- ❖ Increase of misconducts

**28. Give 3 ways how well-being influences good existence of the society?**

- ❖ Protection of others' rights
- ❖ Persuade to fulfil one's duties without delay
- ❖ Creation of peaceful environment in the society
- ❖ Ensuring social security



**29. Give 3 examples for the necessity of co-existence?**

- ❖ To protect the unity of the diverse society
- ❖ For the fortification of social security
- ❖ To help the people those who cannot fulfil their needs
- ❖ For the promotion of the equality in the society that is unequal

**30. Write 4 qualities of co-existence?**

- ❖ Acting in collaboration, Sharing
- ❖ Respecting others, Cordiality
- ❖ Mutual trust



**31. Give 04 importance of inculcating the co-existence qualities?**

- ❖ Personal development
- ❖ Establishment of peace
- ❖ Building up mutual friendship
- ❖ Acceleration of social development

- ✓ **In our society there are many types of peoples living.**
- ✓ Those who have high well-being qualities but less co-existence qualities
- ✓ Those who possess high co-existence qualities but less well-being qualities
- ✓ Those who possess less well-being and co-existence qualities
- ✓ Those who possess both well-being and co-existence qualities to the maximum –

**32. What can you understand by 'co-operative movement'?**

- ❖ British nationalist Robert Owen is considered as the "Father of Co-operative Movement"
- ❖ The Co-operative Movement is the service based on good social environment which includes feeling of co-operation and social value in place of competition that exists among the people for economic development. British nationalist, **Robert Owen – 1845**
- ❖ A co-operative is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically – controlled enterprise.  
**(International Co-operative Alliance -ICA - 1995)**





**33. Write 4 objectives of co-operative movement?**

- ❖ Fulfilling the needs of the members
- ❖ Creating a path for man to live better
- ❖ Assisting to upgrade the living condition of people
- ❖ Fulfil the needs by the collective power that cannot be fulfilled individually

**34. What is the motto of co-operative?**

- ❖ "Each for all – All for each"

**35. Write 5 co-operative societies functioning in Sri Lanka?**

- ❖ Multi-Purpose Co-operative Societies
- ❖ Co-operative Credit Societies
- ❖ Agro - product Co-operative Societies E.g. - Tea, Coconut, Rubber
- ❖ Fisheries Co-operative Societies
- ❖ Industrial Co-operative Societies e.g. - Weaving, Carpentry, Coir industry



**36. Write 4 tasks perform by the co-operative service?**

- ❖ Selling consumer goods at low cost
- ❖ Supplying credit facilities
- ❖ Conducting various welfare services
- ❖ Maintaining member's savings

**37. Write 4 services provided by the Multi-Purpose Co-operative Societies?**

- ❖ Milk bars/ Restaurants
- ❖ Educational services
- ❖ Insurance services
- ❖ Pre-school



**38. Write 04 objectives of school co-operative societies?**

- ❖ Directing to use co-operative system
- ❖ Making co-operative features and qualities popular in the school
- ❖ Generating creative leaders
- ❖ Achieving active group of citizens who work with conscious

**39. Give 04 expected targets of school co-operative societies?**

- ❖ Provision of all necessary stationeries to the students at low cost
- ❖ Supply of hygiene milk and food varieties of reasonable cost
- ❖ Practicing the habit of saving from the childhood
- ❖ Supplying the educational needs



**40. List down 4 services that could be obtained from the school co-operative society to the students?**

- ❖ Ability to buy school stationery at reasonable prices
- ❖ Ability to buy food items at reasonable prices
- ❖ Ability to buy sports goods at a reasonable price
- ❖ Leadership training



**41. Write 2 importance of acting as a member of a global village?**

- ❖ Broad vision about the world
  - ❖ Appreciate indigenouness meaningfully
- ✓ Various changes in the fields like economic, society, and politics of the present world take place continuously. As a citizen, a knowledge and understanding about all those changes must be achieved. Acting with the world with such knowledge and understanding is **known as the broad vision of the world.**

**42. What are the basic features of multi-cultural society in Sri Lanka?**

- ❖ different ethnic groups like Sinhalese, Tamils, Muslims, and Burghers live in Sri Lanka.
- ❖ They believe in different religions like Buddhism, Hinduism, Islam, and Catholicism. There are identical cultures inherited to these ethnic groups. Various different cultural features can be seen in them.

**44. Write 04 factors caused to function co-existence globally?**

- ❖ Unequal distribution of resources
- ❖ Global diversity Inability to produce all the things needed for a country in the same country
- ❖ Rapid development of information technology of the world with the technical advancement
- ❖ Conversion of the total world into a global village

**45. What is 'mutual inter-dependency'?**

- ❖ Working co-operatively while helping each other is mutual inter-dependency.
- ❖ Ex. United Nations Organizations, SARRC Organization, Union of Europe, Asian Organization



### Indigenous medicinal herbs



**Kothala Himbutu**



**Bambara Vel**



**Venivelgeta**



**Pus Vel**

### Endemic Plants



**Etamba**



**Wild breadfruit**



**Maha Rathmal**



**Kekuna**



**Badulla**

### Endemic Animals



**Neela Kobeiya**



**Black Monkey**



**Pathirana Salaya**



**Jungle fowl**



**An Katussa**

**01. What is 'Democracy'?**

- ❖ Democracy is a governing system as well as a life style. Democracy can simply be defined as a governing system based on public preference

**02. What is mention by 'DEMOS' and 'KRATOS' in Greek?**

- ❖ The English word "Democracy" is formed by two Greek words "Demos" and Kratos". "Demos" means public while "kratos" denotes power. Therefore, the meaning of the word "Democracy" in Greek language is the power of people.

**03. Write the definition given by Abraham Lincoln and Sealer for Democracy?**

- ❖ Democracy is a public governance done by the people for the people- Abraham Lincoln
- ❖ Democracy is a governing system which provides rights for everybody- Sealer

**04. What can you understand by democratic governance?**

- ❖ Democracy can be introduced as a system of governance done by the people with the decision of the majority.

**05. Write 4 features of a democratic life style?**

- ❖ Fulfilling duties while enjoying rights,
- ❖ respecting others' views,
- ❖ taking decisions through discussions
- ❖ respecting equity

**06. Name the 2 types of 'Democracy'?**

- ❖ Direct Democracy
- ❖ Indirect Democracy

**07. Write brief point on 'direct democracy'?**

- ❖ The main feature of direct democracy is the direct participation of people in governing. The governance that existed in Greek City State (known as polis) of Athens was direct democracy. The main governing institution of Athens was citizen council. There the public opinion was inquired directly. All the citizens had participated in governance.

**08. Write the definition of 'direct democracy'?**

- ❖ Direct involvement of people in decision making and governance is direct democracy.



**09. Write 3 methods of democracy functioned in Athens?**

- ❖ Women, slaves and foreigners were not allowed to participate in the governance in Athens where direct democracy functioned. Only elderly male resided in the city were given opportunity to take an active role in the direct democratic governance.

**10. Give 3 reasons for easy functioning of direct democracy in the past?**

- ❖ Limited human needs
- ❖ Limited population
- ❖ Easy to discuss, take decisions and gathering in one place

**11. Write 4 problems in implementing direct democracy at present?**

- ❖ Immense population
- ❖ Difficulty of gathering in one place
- ❖ Complexity of human needs
- ❖ Complex nature of present governance

**12. What do you understand by indirect democracy?**

- ❖ As it was difficult to implement direct democracy, indirect democracy began. Governing done by the public representatives is a feature of indirect democracy. Public representatives are elected by the elections held time to time. Indirect democracy can be introduced as representative democracy.

**13. Write 5 basic features of democratic governance?**

- ❖ Existence of government and opposition
- ❖ Election of governments and rulers using universal franchise
- ❖ Taking decisions by majority
- ❖ Equal treatment under law
- ❖ Act in accordance with the constitution

**14. Write 4 factors that determine the success of democracy?**

- ❖ Having high political knowledge and understanding of the public
- ❖ Taking intelligent decisions when electing rulers by the public
- ❖ Having a dedicated and honest leadership
- ❖ Having a good economic condition in the country

**15. List 5 countries where indirect democracy functions?**

- ❖ Sri Lanka, France
- ❖ India, Switzerland
- ❖ Japan, The United States of America
- ❖ The United Kingdom

**16. What do you understand by rights? Write in brief.**

- ❖ that rights are the recognition of the society for a person to lead a good life

**17. List 5 rights of a citizen?**

- ❖ Right to live
- ❖ Right to possess a name and a nationality
- ❖ Right to obtain education
- ❖ Right to do a legal job
- ❖ Right to follow a religion that one likes

**18. Write 3 purpose of fulfilling duties?**

- ❖ Duties bound by rights cause for the safeguarding of rights. This would also safeguard other's rights
- ❖ When enjoying rights, what we have to fulfil to the society can be regarded as duties. Each duty is bound by a right. In fact, duties and rights are like two sides of a coin. As Sri Lankans, we have been fulfilling duties from generation to generation since past.
- ❖ Fulfilling duties is a must to safeguard peace and harmony, co-existence and social security in a democratic society

**19. List down 5 duties to be fulfilled to the society?**

- ❖ Educate well
- ❖ Obeying and respecting parents/teachers
- ❖ Caring elders
- ❖ Keeping the environment clean
- ❖ Protecting public property

**20. Write 2 duties of students and write 2 duties of teachers which can be done to the society?**

- ❖ As a student, your duty is to have a good education and be a good citizen to the society. For that, teachers' duty is to provide you with knowledge, skills, attitudes and competencies. Fulfilling duties by the teachers would directly influence to safeguard your rights.

**21. Write 3 basic duties to be fulfilled according to the Article No.28 of the constitution of 1978?**

- ❖ To defend and follow the constitution and the law
- ❖ To improve the national upliftment and to foster national unity
- ❖ To work faithfully in one's chosen occupation
- ❖ To respect the rights and freedom of others

**22. Write 3 rights within the legal frame work?**

- ❖ Although every citizen has a right to use a road, that should be done under the rules and regulations of roadways.
- ❖ Although every citizen has a right to do a job, that job should be a legal one.
- ❖ Although there is a right to win labour rights, it should not be done against the law of the country

**23. Write 3 limitations imposed for the protection of social well-being?**

- ❖ Media prohibition during war conditions, rallies at times of destroying lives and public property and prohibiting picketing can be taken as some examples

**24. Write an own definition for political party?**

- ❖ A group of people organized for the purpose of getting power is a political party.

**25. Write the definition of political party given by a scholar?**

- ❖ A political party is an organized entity of people with the aim of getting the power of the country and enacting it based on state principles- **Maurice Duverger**
- ❖ A political party is a group composed of people to serve national requirement under common principles- **Edmond Bark**

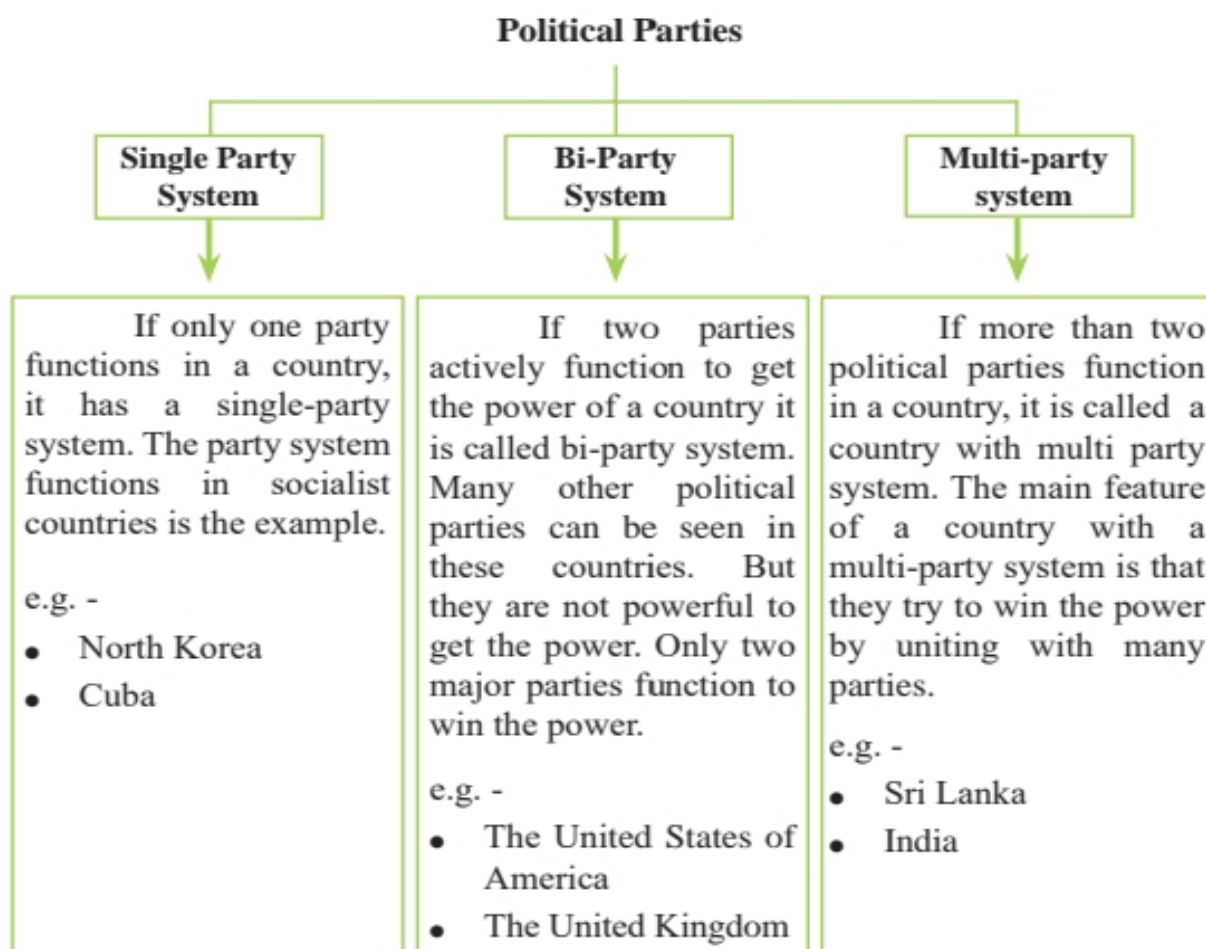
**26. Write the common definition of political party?**

- ❖ What is meant by a political party is a group of people organized to obtain the State power based on certain principles

**27. Name the 3 types of political parties?**

- ❖ Single Party System
- ❖ Bi-Party System
- ❖ Multi-party system

28. Write the definitions with example for each type of political party?



29. Write 5 duties of a political party?

- ❖ Mobilising the scattered public opinion
- ❖ Promoting the aims and politics of the party
- ❖ Training future leaders
- ❖ Making the public aware
- ❖ Respecting democratic political views and opinions of the opponent parties

30. Write 4 functions to be fulfilled by political parties?

- ❖ Creating a basis for all the ethnic groups to exist in a multicultural society to enjoy their rights
- ❖ National development through national unity
- ❖ Following a policy to refrain from religious and ethnic conflicts
- ❖ Dedicate to establish sustainable peace and for living with peace, co-existence, co-operativity and national unity



**31. What is mean by 'franchise'?**

- ❖ The right to express one's opinion at an election to elect people's representatives and to check public opinion is franchise.

**32. What is the age limit for the franchise?**

- ❖ In our country, the citizens who complete 18 years of age are entitled legally for the franchise.

**33. Write 5 reasons for disqualification to be an elector according to the constitution of 1978?**

- ❖ If he is not a citizen of Sri Lanka
- ❖ If he is under any law in Sri Lanka found to be of unsound mind
- ❖ If he is disqualified with civic rights
- ❖ If he is given a life imprisonment
- ❖ If he is sentenced to death

**34. What are the elections functioning in Sri Lanka at present?**

- ❖ Presidential election
- ❖ Parliament election
- ❖ Provincial Council election
- ❖ Election of Local Government Institutions

**35. What can you understand by 'universal franchise'?**

- ❖ Franchise is granted to all qualified citizens to express their right to vote in elections without discrimination

**36. Name the constitution which introduced universal franchise in Sri Lanka?**

- ❖ Universal franchise was given to the Sri Lankan citizens, both males and females, who were above 21 years of age by the Donoughmore Constitutional Reforms in 1931.

**37. In which year the universal franchise age limit reduced from 21 to 18?**

- ❖ The age limit for the universal franchise has been reduced from 21 to 18 years in 1958

**38. Write 4 qualifications required to grant franchise?**

- ❖ Being a citizen of Sri Lanka
- ❖ Completion of 18 years of age
- ❖ Citizen's name should be included in the electoral list
- ❖ Being a person not subjected to disfranchise

**39. Write 4 factors to be considered when casting vote?**

- ❖ Electing educated, intelligent and exemplary leaders as representatives
- ❖ Being alert of policy papers produced before the elections
- ❖ Electing leaders who take care of public expectations instead of having personal expectations
- ❖ Electing leaders who are dedicated to implement national goals and principles

**40. Write 5 importance of universal franchise?**

- ❖ Getting opportunity to all the citizens who are qualified to cast vote for one's political opinion, without any discrepancy
- ❖ Getting opportunity to elect suitable leaders
- ❖ Getting opportunity to all citizens to engage in active politics
- ❖ Being able to expand political knowledge of the people
- ❖ Developing the sense of citizens that they are stake holders of governance

**41. What are the 2 strategies of electing representatives at elections?**

- ❖ Simple Majority Representative system
- ❖ Proportional Representative system

**42. What can you understand by simple representative system and proportional representative system?**

- ❖ **Simple Majority Representative System** is electing the candidate who won the majority of votes among the others of the electoral district.
- ❖ **Proportional Representative system** is the comparative distribution of members according to the number of votes gained by a party or a group at an election

**43. Name a country which can be an example for simple majority representation system?**

- ❖ Great Britain is an example for a country that holds elections using Simple Majority Representation system. Even in our country the same system functioned from 1931 - 1978

**44. When the simple majority representation system functioned in Sri Lanka?**

- ❖ from 1931 – 1978

**45. Write 3 government institutions elected on proportional representative system?**

- ❖ Members for the parliament,
- ❖ provincial councils
- ❖ Local Government Institutions

**46. Write 5 rights of citizens related to election?**

- ❖ Inclusion of one's name in the electoral list
- ❖ Right to vote
- ❖ Getting the membership of a political party as one wishes
- ❖ Establishment of political parties
- ❖ Organising political meetings, taking part in them and expressing opinions

**47. Write 5 duties of citizens related to elections?**

- ❖ Casting the vote
- ❖ Following the rules and regulations of elections
- ❖ Avoidance of violence
- ❖ Acceptance of victory and defeat in equanimity
- ❖ Helping to implement election rules
- ❖ Canvassing without violating others' rights.

**48. What do you understand by 'assertiveness'?**

- ❖ Assertiveness means working on just, reasonable and firm principles according to one's own self-conscience.

**49. Write 5 qualities necessary to develop assertiveness within a person?**

- ❖ Firmness
- ❖ Loyalty
- ❖ Fairness
- ❖ Respecting others' views
- ❖ Work with broad understanding

**50. Write 04 self-assertiveness?**

- ❖ In the presence of any challenge being without changing one's proper and fair actions
- ❖ To do everything according to one's self-assertiveness
- ❖ Even at challenging situations not to involve in any unfair deals even under influence
- ❖ To work on firm principle critically with optimistic attitudes

**51. Write 04 assertiveness with others?**

- ❖ When working with others, to work with one's own principles, self-conscience, rules and regulations and social norms
- ❖ Expressing one's own feelings when and where necessary
- ❖ Acting critically with positive attitudes and firm principles
- ❖ Responding firmly on correct things without having any personal benefits

## **52. What is the concept of 'Nation Building'?**

- ❖ Nation Building is working together with different ethnic groups, religious groups or social groups as one nation to achieve development goals facing future challenges. It is essential to disregard differences of ethnic, religious, parties, caste or creed in nation building...
- ❖ For an example, in our country people belong to Sinhala, Tamil, Muslim, Burgher live together. Further, they belong to different religious groups such as Buddhists, Hindus, Islamic, Catholics and Christians. Everybody must dedicate for nation building with a sense of Sri Lankans....

## **53. What is 'national policy'?**

- ❖ A long-term action plan prepared in order to achieve the identified national development needs, is called as a national policy.

## **54. Write 3 examples for national policy?**

- ❖ National policy for education,
- ❖ national policy for economic development
- ❖ national policy for proper garbage disposal

## **55. Write 5 benefits gained by having a national policy?**

- ❖ Economic and social development of the country
- ❖ Achieving specific objectives and goals
- ❖ Fulfil public expectations
- ❖ Help to achieve future challenges
- ❖ National unity occurs

## **56. Write 4 ideas regarding the contribution to national policy making?**

- ❖ Making suggestions and procedures for national policy making
- ❖ Contributing to national policy making
- ❖ Taking part in national policy making without having personal benefits
- ❖ Working according to the national policies

## **57. Write some examples for working according to the national party?**

- ❖ Appreciating national policies that focus on public well-being
- ❖ Active contribution to implement accepted national policies
- Contribution to national development by working according to the national policies

## **58. Write some examples for importance of dedicated contribution for nation building?**

- ❖ Everyone's contribution towards nation building with a sense of patriotism
- ❖ Mental and physical commitment of all the citizens to their job/ profession to build the country
- ❖ Whatever a citizen does, should be done aiming at the national development

**59. What are the minor activities that can be done in the school in regard of nation building?**

- ❖ Dear children, you may involve in different activities such as cleaning the classroom, cleaning the school premises, growing plants, proper garbage disposal, etc. in the school. Although they all seem to be minor activities, they play a major role in nation building. When small children get together, we can do a great contribution to nation building as creating a big river by collecting small rain drops.

**60. Write 5 procedures to be followed for nation building as a citizen?**

- ❖ Need of dedication towards national unity and peace as a citizen
- ❖ Maintaining an affordable lifestyle
- ❖ Protecting public property
- ❖ Conserving environment
- ❖ Working for personal development while contributing to national development

**01. What are local government institutions?**

- ❖ These institutions have been set up to ease the administration of the region, and to fulfil the needs of the region.
- ❖ It can be simply defined that the special institutions which are operative to maintain community services, easily and efficiently, in the urban semi - urban and rural levels are called Local Government Institutions.

**02. What are the local government institutions function in Sri Lanka?**

- ❖ Municipal Councils,
- ❖ Urban Councils
- ❖ Provincial Councils.

**03. What is the main role of local government institutions?**

- ❖ To maintain public services efficiently and fruitfully.

**04. List 04 necessity of local government institutions?**

- ❖ Expansion of democratic ruling up to the regional level
- ❖ Expansion of youth participation in political leadership
- ❖ Ability to build up future political leaders through regional level
- ❖ Easy preparation of national policies based on regional policies
- ❖ Easy maintenance of community services methodically

**05. Mention 03 reason that contributed to form formal local government institutions during British period?**

- ❖ Increase in the population,
- ❖ urbanization
- ❖ the increase in the provision of social benefits to the public

**06. Write 04 regulations brought in by the British.**

- ❖ Establishment of Municipal Councils in 1865 A.D. in Colombo, Kandy and Galle under the Municipal Council Ordinance No. 17
- ❖ Establishment of Village Councils in 1871 A.D. under the Village Council Ordinance No. 26
- ❖ Establishment of Town Councils in 1940 A.D. under the Town Council Ordinance No. 61
- ❖ Establishment of Urban Councils in 1946 AD under the Ordinance No. 03



**07. What are the first three Municipal Councils in Sri Lanka?**

- ❖ Municipal Council in Colombo
- ❖ Municipal Council in Galle
- ❖ Municipal Council in Kandy



**08. What were the local government institutions that functioned in Sri Lanka after independence?**

- ❖ Village Councils
- ❖ Rural Councils
- ❖ Urban Councils
- ❖ Municipal Councils



**09. What was the change made by regulations No.15 of 1987?**

- ❖ In the year 1980, By the regulation No. 35: abolished Village and Rural Councils and established District Development
- ❖ Councils and, established village-based councils and divisional based councils to promote more participation in District Development Councils.
- ❖ Regulation No. 15 of 1987 abolished the District Development Councils and established Provincial Councils

**10. What are the 03 local government institutions in operation in Sri Lanka at present?**

- ❖ Pradeshiya Sabhas
- ❖ Urban Councils and
- ❖ Municipal Councils are under operation.

✓ *Local Government Institutions are inclusive of both the representatives of the public and the government officials. A board of officers, including government officials, has been formed to fulfil the affairs of such institutes efficiently and fruitfully. Some basic features of the structure of a Local Government Institution are as follows:*

- ❖ *The person in-charge of the Local Government Institution is a representative of the public.*
- ❖ *Conducting administrative affairs is done by the government officers*
- ❖ *Decisions regarding the Local Government Institution are taken by the public representatives*

**11. What is the number of local government institutions that functioned in Sri Lanka by 2017?**

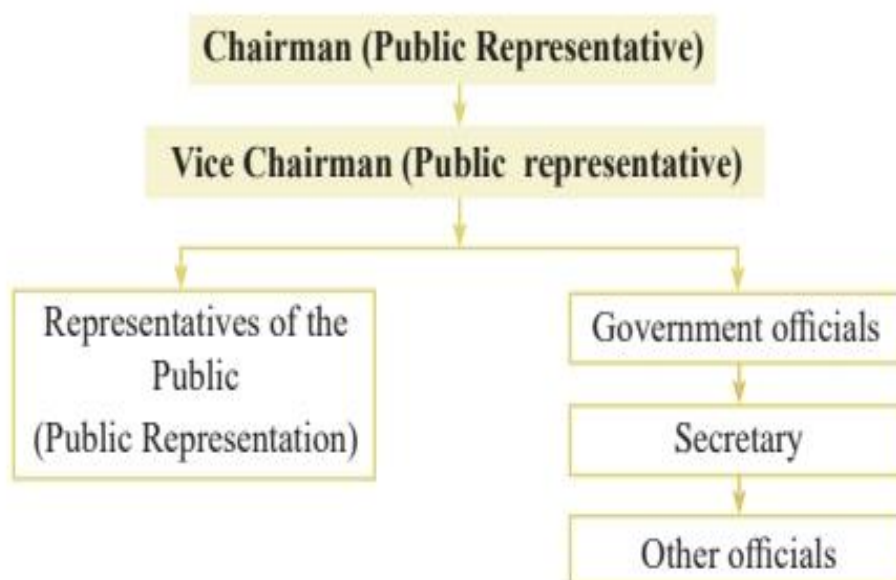
Province	District	Municipal Councils	Urban Councils	Pradeshiya Sabha	Total
Western	Colombo	05	05	03	13
	Gampaha	02	05	12	19
	Kalutara	-	04	12	16
Central	Kandy	01	04	17	22
	Matale	02	-	11	13
	Nuwara Eliya	01	02	05	08
Southern	Galle	01	02	17	20
	Matara	01	01	15	17
	Hambantota	01	01	10	12
Northern	Jaffna	01	03	13	17
	Mannar	-	01	04	05
	Vavuniya	-	01	04	05
	Mulativu	-	-	04	04
	Kilinochchi	-	-	03	03
Eastern	Batticaloa	01	02	09	12
	Ampara	02	01	17	20
	Trincomalee	-	02	11	13
Wayamba	Kurunegala	01	01	19	21
	Puttalam	-	02	10	12
North Central	Anuradhapura	01	-	18	19
	Polonnaruwa	-	-	07	07
Uva	Badulla	02	01	15	18
	Moneragala	-	-	10	10
Sabaragamuwa	Ratnapura	01	02	14	17
	Kegalle	-	01	11	12
Total		23	41	271	335

12. Draw the structure of a Pradesiya sabha in order.

Designation ↓	Institution →	Municipal Council	Urban Council/ Pradeshiya Sabha
Chief		Mayor	President
Assistant		Deputy Mayor	Vice President
Administrative officer		Municipal Commissioner	Secretary

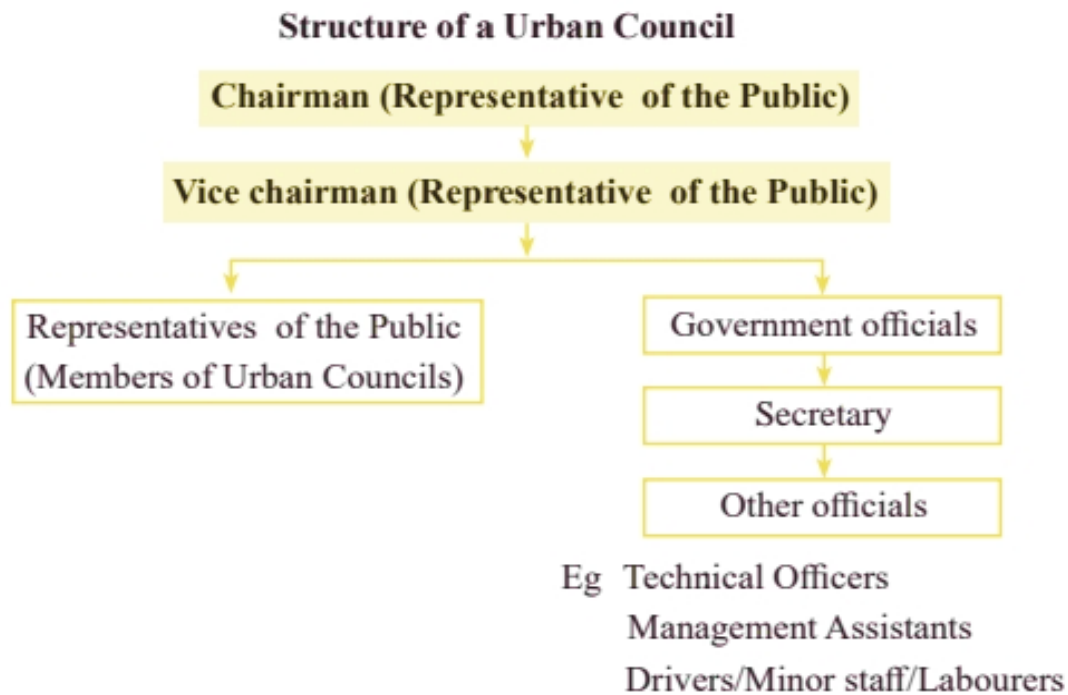
Structure of the representatives of the public and the government officers in different Local Government Institutions are as follows:

### Structure of a Pradeshiya Sabha

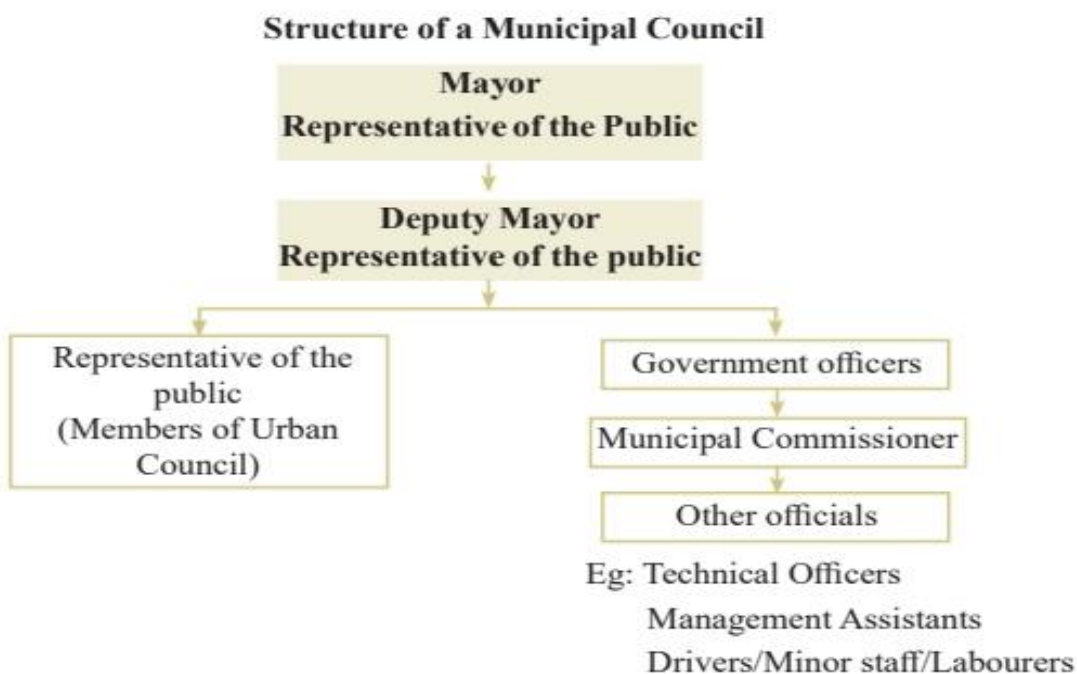


Eg: Technical officers  
Management Assistants  
Drivers/minor staff/labourers

13. Draw the structure of an Urban Council in order



14. Draw the structure of a Municipal council in order.





**15. Write 04 responsibilities of the head of a local government institution?**

- ❖ To convene and postpone the council
- ❖ To preside over the council
- ❖ To take the initiative to provide the needs of the people
- ❖ To organize and conduct activities related to the Local Government Institution

**16. How do they appoint the Municipal commissioner in a Municipal council and who appoint the Municipal commissioner?**

- ❖ An officer of Sri Lanka Administrative Service is appointed by the Governor of the relevant Provincial Council as the Municipal Commissioner in a Municipal Council.

**17. How do they appoint the secretary in an Urban council or Pradeshiya Sabha and who do appoint?**

- ❖ An officer of the Super Grade, in the State Management Service is appointed, as the Secretary to the Urban Council/ Pradesheeya Sabha, by the Public Services Commission

**18. Write 04 various powers given to local government institutions?**

- ❖ Imposing Assessment Taxes and other related taxes
- ❖ Issuing street markings certificates
- ❖ Approving building plans
- ❖ Permitting the construction of permanent buildings and other structures

**19. Write 04 ways of earning financial resources by the local government institutions?**

- ❖ Revenue collected from the supply of public services
- ❖ Allocations from fines imposed by magistrate's courts over violating laws
- ❖ Assessment taxes/Tax finance
- ❖ Grants from the Minister of Local Government to the Local Government Institutions

**20. How are representatives elected for the local government institutions?**

- ❖ So far, representatives were elected by the votes of the relevant region on proportional representation. Amendments to the election of Local Government Institute Ordinance No. 22 of 2012 has now been approved. Accordingly, procedure for the representation of Local Government Institutions at an election is scheduled to be changed.
- ❖ In accordance with that, it is suggested that the representatives will be elected on individual representation and proportional representation, based on the electorate level.



**21. What are the criteria taken into consideration at the limitation of local government institutions by a National committee?**

- ❖ Population ratio to suit different nationalities
- ❖ The geography and physical features
- ❖ Population and the Density of the population
- ❖ Level of economic development



**22. Mention 04 services offered by local government institutions?**

- ❖ Maintaining public libraries and reading rooms,
- ❖ children's parks, passageways for walking and jogging
- ❖ Local Government Institutions also conduct pre-school services.
- ❖ They also contribute to launch religious and cultural programs with a common value.
- ❖ Services such as road repairs, construction of bridges and culverts and construction of new roads that belong to the Local Government authority areas are fulfilled by them. Street lighting is also attended by the Local Government Institutions.

**23. Write 04 duties to be fulfilled by the public(recipients) relating to services of local government institutions?**

- ❖ Payment of due taxes without delay
- ❖ Prompt payment of bills for the services provided
- ❖ Safeguarding public property and economical use of such property
- ❖ Obtaining legal approval for constructions

**24. Write 04 responsibilities of the representatives of the public and the government officials?**

- ❖ Identifying resources in the area Understanding the needs and the problems of the public
- ❖ Identifying strategic plans for development
- ❖ Assisting with the preparation of plans
- ❖ Considering requirements in making decisions

**25. Write 04 duties of the representatives of the public and the government officials?**

- ❖ Paying attention to the grievances of the public
- ❖ Maintaining close relationship with the public
- ❖ Attending meetings/ Taking part in meeting
- ❖ Preventing forgery, bribery and corruption



**26. What are the matters that should be paid attention by local government institutions in the implementation towards national development through regional development?**

- ❖ Identifying regional needs and the resources
- ❖ Preparation of regional development plans through identifying the regional needs and the resources
- ❖ Implementing plans properly
- ❖ Producing regional leaders



**27. Mention few regional needs.**

- ❖ The needs of people that differ according to the place they live in are called regional needs. The following contribute to vary the requirements of regions:
- ❖ Distribution of resources
- ❖ Variety in culture
- ❖ Geographical background

**❖ A few examples related to regional needs are given below:**

- ❖ Providing drinking water to those living in a dry zone region
- ❖ Proper waste disposal and management in the Urban areas
- ❖ Development of infrastructure in rural areas
- ❖ Providing recreational facilities to both urban and rural areas (library services, playgrounds, roadways for walking, children's playgrounds, etc.)

**28. What is the procedure to be followed by local government institutions in preparing plans to supply water to drought-stricken area?**

- ❖ Identify suitable catchment areas for the supply of water to areas with a shortage of drinking water
- ❖ Investigate the possibility to supply water from the national water supply
- ❖ Prepare action plans to find the necessary finances for the water supply scheme
- ❖ Get technical assistance

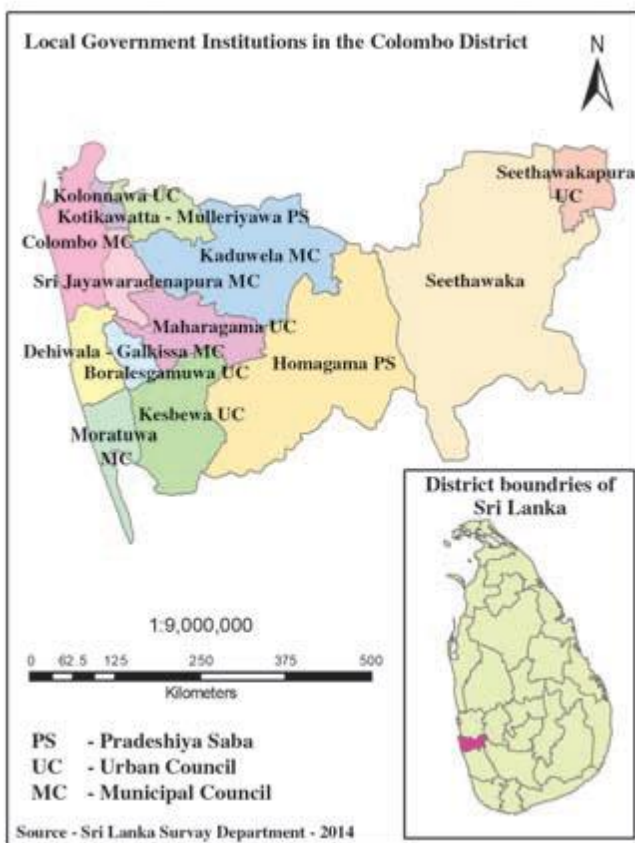


**29. Write 04 procedure to be followed by local government institutions in disposal of garbage?**

- ❖ Arrange to sort out garbage before disposal
- ❖ Supply waste bins
- ❖ Collect garbage
- ❖ Arrange recycling programs for garbage
- ❖ Prepare plans for the production of organic manure

**30. Write 04 procedure to be followed by local government institutions in controlling Dengue.**

- ❖ Identify the areas likely to spread dengue in the region
- ❖ Propose suitable measures to clean or destroy vector mosquito breeding places
- ❖ Prepare plans for public participation in such programs and to get the assistance from government/volunteer organizations/people of the region



**01. According to the Oxford dictionary, what is a Conflict?**

- ❖ “A situation in which people, group or countries are involved in a serious disagreement or argument

**02. Write 04 various forms of conflict?**

- ❖ riot, quarrel,
- ❖ disagreement, argument, hitting or war

**03. Write 04 causes for conflict?**

- ❖ Selfishness
- ❖ Being invade
- ❖ Being highly sensitive
- ❖ Taking decisions without seeking alternatives
- ❖ Different ideas

**04. Write 04 parties involved in conflict?**

- ❖ Within one self
- ❖ Between two people
- ❖ Within a family
- ❖ Among neighbours (among people/families/groups of people)
- ❖ Within one State or between two States

**05. Write the various categories of conflict in the world?**

- ❖ **Conflicts based on politics**

Conflicts related to boundaries can be cited as examples. There are conflicts between India and Kashmir for a long time.

- ❖ **Conflicts based on economy**

These conflicts are created due to many economic reasons such as obtaining resources, poverty, capturing the market or broadening market. The conflict between Iraq and Kuwait for mineral oil can be cited as examples.

- ❖ **Conflict based on society**

Conflicts created due to various opinion among people/group of people/among countries/religious groups or racial groups are some examples.

**06. Write 04 obstacles that could rise in conflict resolution?**

- ❖ Rigidity
- ❖ Stick to one's opinion
- ❖ Stick to one's solution
- ❖ Not seeking alternatives
- ❖ No involvement of all the parties in conflict resolution

**07. Write 04 qualities needed for conflict resolution?**

- ❖ Patience, Active listening
- ❖ Kindness, Friendliness
- ❖ Ability to make decisions, Expressive ability
- ❖ Controlling emotions

**08. Write 04 suitable methods of conflict resolution?**

- ❖ Discussion
- ❖ Involvement
- ❖ Meditation
- ❖ Counselling

**09. Write 04 situation where involvement method can be used?**

- ❖ Family conflicts
- ❖ Among groups of students
- ❖ Among ethnic groups
- ❖ Among countries

**10. What is the institution established by the ministry of justice for Mediation?**

- ❖ Mediation Boards

**11. Write 03 conflict that resolving by mediation board?**

- ❖ Family conflicts
- ❖ Minor offences
- ❖ Conflicts among groups of people
- ❖ Inquiry

**12. Write 04 advantages of positive conflict resolution?**

- ❖ Confidence building
- ❖ Minimizing mental stress
- ❖ Safeguard personal respect
- ❖ Building friendliness
- ❖ Developing cultural integrity
- ❖ Establishment of peace
- ❖ Personal and social development

**13. Write 04 consequences of not resolving conflict positively?**

- ❖ Mental stress
- ❖ Being unpopular
- ❖ Having mutual suspicion and distrust
- ❖ Breaking down social relations
- ❖ Increasing unnecessary problems and expenditure
- ❖ Destruction of resources
- ❖ Breaking down in peace



## 02. What is the aim of education in school?

- ❖ The aim of education in schools should also be to offer a useful person to the society.

## ❖ Personal Information

Address

Telephone number

Date of birth

Age

## Educational qualifications

## Dedication

## Pleasantness

## Friendliness

## Generosity

## Expressing ideas directly

## Aesthetic skills

## Sports skills

## Driving skills

## Language skills

## ► Sociability

### Ability to work alone

### Ability to work as a team

## Sharing





❖ **Experience at school**

Class monitor /Prefect  
Cadet  
Scout  
Vehicle pioneer  
Environmental pioneers



❖ **Experience outside the school**

Participating in shramdana campaign  
Participating in disaster management activities  
Assisting services in Elderly Homes, children orphanages  
Welfare activities of students  
Working in various societies/ organizations

**04. Write 04 importance of maintaining a personal file?**

- ❖ To know about the capabilities and in capabilities
- ❖ To understand preferences
- ❖ To understand weaknesses and to avoid them
- ❖ To understand the skills that are to be developed
- ❖ To establish self esteem
- ❖ To get it helped in selecting a job



**05. Write 06 various field of occupations available in the world of work and give examples.**



06. Write 04 employments can be categorized according to the place of work and give examples.

- ❖ **Domestic/indoor employments** - Engage in offices, shops, factories, etc.
- ❖ **Outdoor employments** - Farming, road construction, construction work, etc.
- ❖ **Employments in fixed locations** - In factories, in offices, in shops
- ❖ **Mobile employments** - Hawkers sale of goods by traveling, etc.

07. Name some job opportunities for students who are studying in the science, mathematical, commerce, technical and art stream.

A/L subjects	Examples of available jobs/professions
Science stream	Medical, dentistry, Administration service, laboratory technicians, nursing, teaching, etc.
Mathematical stream	Engineering, computer or electrical engineering, Administration service, Draftsman, etc.
Commerce stream	Managers, Administration service, Accountants, Accounts clerks, Businessman, assessors, teachers etc.
Technical subject stream	Computing, motor mechanism, electricians, machine repairing, teaching, etc.
Art stream	Administration service, lawyers, teaching, supply of services, Clerical, Salesman, teaching profession, etc.

❖ **Academic/ Professional qualifications**

- ❖ **Academic qualifications**- In the selection of a job, it is required to have academic and vocational qualifications. G.C.E. (O/L) G.C.E. (A/L) Diploma (example: Music, Agriculture, etc.) Degree (Science, Arts, Commerce, Technology, etc.)

- ❖ **Professional qualifications** - Qualifications related to the job engaging at present or to be engaged in future.  
Example: Diploma for teaching profession, Training in Teachers' Colleges, Bachelor of education Postgraduate Diploma in Education

**08. Write 04 institutions in Sri Lanka which provide professional training.**

**09. Write 04 courses that can be followed at above institutions.**



**10. Write 03 institutions to get information on professional courses.**

- ❖ Department of Technical Education and Training
- ❖ National Apprenticeship Institute and Technical Training Authority
- ❖ Vocational Training Authority
- ❖ National Youth Council

**11. Write 05 important factors to be considered when selecting the A/L stream.**

- ❖ Whether the subject streams suit your skills
- ❖ What are the other educational and training courses that could be followed through those subject streams?
- ❖ Whether there are chances for higher education through the selected subject stream?
- ❖ Whether there is a possibility to pursue studies in the selected subject stream in your school?
- ❖ What would be the job opportunities in future on the selected subject stream?

**12. Write 04 jobs with special academic qualifications.**

- ❖ **Occupation/ profession- Academic qualifications**
- ❖ Teaching profession- Degree, passing A/L
- ❖ Legal profession- Degree in Law
- ❖ Medical Profession- Medical Degree
- ❖ Nursing- Pass in A/L Science stream
- ❖ Field of Accountancy- Pass in AAT, CIMA examinations



**13. What is timely demand?**

- ❖ It means, qualifications for various jobs may vary from time to time. At present, to be a clerk, a pass in A/L is sufficient. But later it may require a degree instead

**14. What is physical and mental demand?**

- ❖ It means to do a job, there should be a good mental readiness and a good physical fitness.

**15. Write 03 main ways for us to respond to a job advertisement.**

- ❖ By a bio-data from
- ❖ By a job application
- ❖ By a letter

**Following information has been indicated to show the importance of a proper Curriculum Vitae by Bright and Earl, 2001**

- ❖ At present a Curriculum Vitae has become an essential thing for everybody.
- ❖ Ability to get a complete picture of you from your Curriculum Vitae.
- ❖ Your intention should be to make the Curriculum Vitae attractive from the others.
- ❖ There is a competition in the job market at present.
- ❖ It minimizes the nuisance of time and job expectation

## 16. Write 05 main features that could be included in a Curriculum vitae?

### Personal information

Name, address, city, country, telephone number, e-mail address, date of birth, citizenship, gender, civil status, particulars of children etc

### Educational qualifications

School education, higher educational institutions, certificates obtained, (including institution, year, standard of the certificate)

### Professional qualifications (relevant experience)

Relevant experience for the job, special skills for that, etc.

### Previous job details

Institutes, job duration, designation, trainings, scholarships and achievements of the previous work place, if a job had been done.

### Skills

Sports skills, aesthetic skills, writing skills, skills in language proficiency, etc.

### Awards achieved

Awards achieved (if any) on your special skills/aptitudes, achievements (special medals, patent rights, etc.)

### Publications

Articles, books, research reports, (if any) published by you.

### Professional membership

If you have held posts in other professional organizations, particulars of them posts held in social organizations, particulars of membership.

### Qualities

Dedication on entrusted responsibilities, tolerance, and friendliness, generosity, etc are examples.

### Hobbies and preferences

These can be mentioned very briefly.

### (Non-related referees)

It is necessary to name two persons, who are not your close relatives. Their

- ❖ names, telephone numbers, addresses and posts, etc. should be given.

## 17. Write 04 factors to be considered when preparing a Curriculum Vitae.

- ❖ State the required information clearly and accurately
- ❖ Include a clear photograph
- ❖ State information, the special skills and achievements
- ❖ State all particulars about you
- ❖ State the professional qualifications, and experience

**18. Write 04 importance of filling in a rough copy of an application.**

- ❖ Remove unnecessary information, if written
- ❖ Check all the information to be included
- ❖ Prepare an application accurately, with a clear finishing
- ❖ Get corrections done by another
- ❖ Retain a copy of the qualification with you

**19. Write 04 factors to be considered when filling in an application.**

- ❖ To follow the given instructions correctly
- ❖ To give correct information to what is asked for
- ❖ To fill in all the information in the application
- ❖ Instead of leaving blank space, to write "inapplicable" in such blanks
- ❖ Use only the blank space or the square given

**20. Write 04 importance of preparing a draft for the letter of application.**

- ❖ Ability to give logical sequence of content
- ❖ e.g.: First, include the facts to be stated first, and later ones the later.
- ❖ - Ability to include all the information required
- ❖ e.g.: Educational qualifications, experience, preferences and hobbies.
- ❖ - Ability to present important factors in an order
- ❖ - Ability to write the letter accurately

**21. Write some logical sequence of the content in a letter.**

- ❖ **Logical sequence of the content in a letter**
  - e.g.: The letter is from whom, name, address and date
  - The letter is for whom; Name, Designation
  - Address of the receiver
  - Title of the letter
  - Basic factors to be included in the letter
- ❖ **Date of the newspaper or gazette in which the vacancy is advertised**
- ❖ - Information required from the advertisement.
- ❖ - Answering all the points relevant as mentioned in the advertisement
- ❖ e.g.: professional skills/ achievements
- ❖ - Attractive presentation of information



## 22. What are factors to be considered in forwarding the application attractively?

- ❖ the highest qualification you possess
- ❖ Achievements at national and international level, are very important to be stated.

## 23. Write 03 importance of responding to the vacancy before the closing date.

- ❖ To avoid the delay in the post
- ❖ To facilitate the employer to take future steps regarding the vacancy
- ❖ Ability for the employer to understand the interest of the applicant for the vacancy

## 24. What is an interview?

- ❖ An interview is a verbal test, conducted by the employer to examine your suitability for enrolment to the expected job/occupation.

## 25. Write 03 types of interviews conducted to select for jobs.

### ❖ Individual interview

Head of the institution himself questions the candidate verbally. Interviews of this nature are conducted, especially in the private sector to enrol workers for business enterprises, garment factories owned by a single person.



### ❖ Group interview

These interviews are held to enrol workers for government and large scale private sector institutions. Generally, there can be two or more persons in the interview board. When selecting for high level occupations, there can be about five people seen in the interview board.

### ❖ Practical interview

Sometimes for jobs that need to test practical skills, practical tests are conducted in addition to verbal interviews. Specially in the case of computers, jobs in the technical field and music and dancing, practical tests are conducted. At present at the recruitment of teachers also, practical tests are conducted.



## 26. Name some jobs that conduct practical interviews.

- ❖ Specially in the case of computers, jobs in the technical field and music and dancing, practical tests are conducted. At present at the recruitment of teachers also, practical tests are conducted.

**27. Write 04 procedures to follow in facing an interview successfully according to Charlie Marshalls.**

- ❖ Work to scheduled time. Go to the relevant place of interview early.
- ❖ Do not argue or be critical with the interviewer or the board.
- ❖ Answer the questions frankly, honestly and not in a debatable manner.
- ❖ During the time of interview, show your politeness and learnedness.
- ❖ Never boast of yourself over the limit. Try to be you yourself

**28. Explain the factors to be considered when facing an interview for a job.**

❖ **Personal appearance**

Do your hair in a suitable way  
Make up  
Dress

❖ **Body Language**

Sitting posture  
Eye contact  
Facial expressions  
Use of hands  
Attention and interest



❖ **Maintaining a good rapport with the interview board**

Require a training to win the attention of the interview board in a disciplined way  
Pay attention and reply directly to questions of the interview board  
Appear before the interview board diligently and without laziness

❖ **Speech and use of language**

To speak clearly and audible enough to be heard by the interview board  
Using the language politely and courteously

❖ **Being courteous**

When entering and leaving the place where interview is held, behave politely  
Address respectfully and be disciplined when taking seat and leaving  
Answer the questions of the interview board respectfully and politely  
Behave before the interview board respectfully

**29. Write 04 qualities to be developed if you want to be successful in your job.**

- ❖ proper time management
- ❖ accurate finance management
- ❖ personal behaviour
- ❖ maintenance of balance between occupation and personal life.

**30. What is time management in a job?**

- ❖ To make activities in the job to be successful, time should be divided according to the work

**31. Write 04 importance of time management.**

- ❖ Ability to complete/finish your duty in time
- ❖ Ability to win a good name in the institution
- ❖ Ability to satisfy the clients
- ❖ Ability to work without mental stress



**32. Write 04 methods of time management.**

- ❖ To understand the duties assigned to you well
- ❖ To arrange them in the order of priority
- ❖ To allocate a time limit for each duty
- ❖ To follow a daily time table

**33. A person can divide his time into 03 parts. What are they?**

- ❖ **Personal time**- Time to be spent for personal affairs is introduced like this. It should be used apart from time of duty.
- ❖ **Time for work**- Time you have to spend to work in the office or work site is called this. In Sri Lanka, it is considered as eight hours
- ❖ **Time for studies**- Time allocated for training and completion of qualifications is called this. Sometimes leave is granted by the institutions and directed for educational activities.

**34. What is efficiency?**

- ❖ using limited resources to the maximum

**35. What is productivity?**

- ❖ achieving initially planned aims in the same way

**36. Why do the employer concern on productivity and efficiency?**

- ❖ It is the expectation of every employer to maintain productivity and efficiency in his institution.
- ❖ Therefore, it is the right of employers to expect a service from the employees,  
in return for money and other facilities offered to them.
- ❖ So that the employee should consider it as his right and his duty to do the service without any reluctance.
- ❖ If these duties are well performed, institutions can reach productivity and efficiency very easily

**37. Write 04 characteristics of meticulous personal conduct or behavior.**

- ❖ Performing your responsibilities properly
- ❖ Maintaining a sound communication
- ❖ Treating employees in a friendly manner
- ❖ Working with maximum dedication
- ❖ Not taking leave unnecessarily
- ❖ Dress in a proper manner



**38. Mention 04 steps that should be followed by employees.**

- ❖ Adjust your behaviour in order to achieve the objectives of the institution
- ❖ Report for work on time
- ❖ Not to delay work unnecessarily
- ❖ Offer your service to the institution voluntarily at times of need
- ❖ Work to use the resources to the maximum

**39. Write 04 activities that will bring dishonor to oneself and the institution.**

- ❖ To be drunk on while on duty, chewing betel, smoking, malpractices,
- ❖ Getting bribes, keeping away from place of work unnecessarily and
- ❖ engaging in corruptions

**40. Name 02 parts of proper personal financial management and give examples.**

- ❖ **Income-** Salary, Loans, Interest, Profits, Subsidiaries, Donations
- ❖ **Expenditure-** Paying loans, Maintenance, Consumption, Investments, Education

#### 41. How to use money for a successful living?

- ❖ Spending money in normal or emergency situations
- ❖ Opening and maintaining bank account
- ❖ Savings for future
- ❖ Avoid dealing with loans for consumptions

#### 42. Why it is essential to save money for future in personal finance management?

- ❖ If there is a break down in earning under the expected conditions of income
- ❖ Use in unexpected problematic situations, if any emergency causes
- ❖ To be used at old age or after retirement
- ❖ To live without being burden to the others

#### 43. Write 04 advantages of credit cards.

- ❖ Better security than portability of money
- ❖ Decides on the maximum credit level for a person
- ❖ Interest free time period for payment
- ❖ Ability to get various rewards on the amount spent

#### 44. Write 04 disadvantages of credit cards.

- ❖ Possibility for an outsider to misuse
- ❖ Getting additional charges for payments
- ❖ Sudden change of conditions
- ❖ Tendency to spend lavishly

#### 45. What is the main problem faced in using credit cards?

- ❖ The main problem specially when using credit cards without a limit for services and goods is that we inescapably become long-term debtors to credit card companies.

#### 46. What are the reasons to save money for future?

- ❖ In an urgent necessity of money this saving could be used as for a loan.
- ❖ If employed in a job with no pension, this saving could be used for future investment.





**47. What are the five activities in daily life that a person should pay attention to?**



- ❖ **Professional life**- Activities pertaining to the job, preparation of documents, participation in meetings, engaging in training programmes
- ❖ **Personal life**- Meeting friends and relations, doing further education, maintaining personal hygiene
- ❖ **Family life**- Children's education, going on picnics, renovating the house, preparation of food, getting treatments for illnesses
- ❖ **Social life**- Participation in societies of the area, helping public service, patronizing religious activities
- ❖ **Spiritual life**- Building up spiritual development, religious activities, moving to a religious life

**48. Write 04 steps to be taken by a person to make life more successful?**

- ❖ Refraining from taking liquor and drugs
- ❖ Refraining from smoking
- ❖ Keeping away from bad friends
- ❖ Refraining from taking loans unnecessarily.
- ❖



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**Purpose - I expect this Grade 09 Civic Education Self-study Book is designed to learn their lessons easily to my beloved students.**

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