

CIVIC EDUCATION WORKSHEET

**GRADE
09**

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ZONAL EDUCATION OFFICE ~ KALMUNAI

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?

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02. What is 'society'?

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

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04. List down 4 institutions affect the social security?

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05. Define the term 'family'?

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

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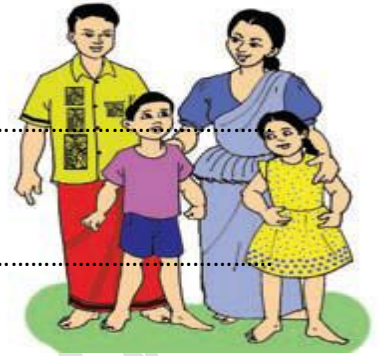
07. Write 4 services done by school for the protection of society?

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

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

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- ✓ 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?

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

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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)

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13. What is 'Law'?

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

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15. Write 04 attributes of law?

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16. List 04 source of law?

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17. Mention 2 types of law?

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18. Name 3 types of domestic law?

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19. What is mean by 'Domestic Law'?

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Musthanzir

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

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

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❖ A Retired Director General of Police, A.J. Iddamalgoda, 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?

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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.

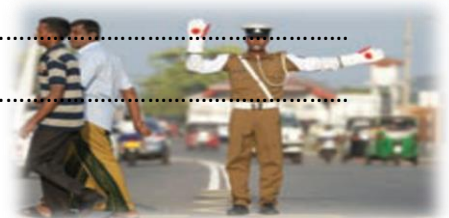
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26. Name 3 institutions work together with the Government Analyst's Department for the establishment of social security?

- ❖ 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.

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



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

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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 02nd 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?

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

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

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

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

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

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

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38. Write 04 duties and responsibilities of individuals connected to the National Child Protecting Authority?

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

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

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

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

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

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01. What is 'Technology'?

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02. Mention 4 fields where technology can be used?

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03. What is mean by 'Research'?

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

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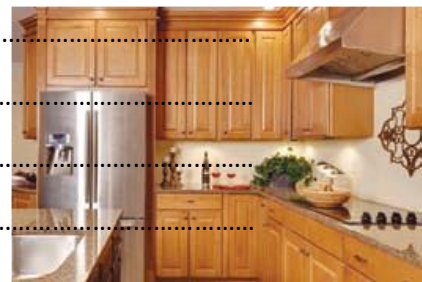
05. Write 4 social changes that occur due to the changes of technology?

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06. Give 04 favorable effects of technical changes?

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07. Give 04 unfavorable effects of technical changes?

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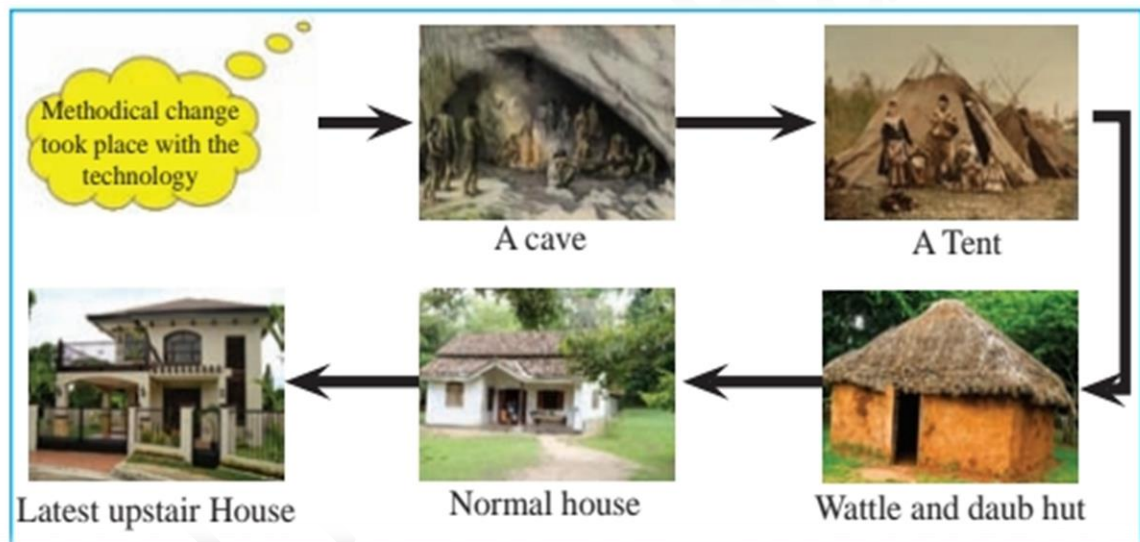
08. Give 4 instances the technology can be used by a creative citizen?

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

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10. What is mean by 'sustainable development'?

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

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

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13. What is distribution and consumption?

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

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

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

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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?

[illegible]

- ✓ Due to this, though whatever changes occur in the economy, we must be conscious to adapt to these contemporary changes in appropriate way. There,

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18. What is 'job market'?

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What is 'world of work'?

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

MAHARISHI

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

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22. What are 2 main sections of job market?

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✓ 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:

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23. Write 4 qualifications expected in job market?

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

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

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

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

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

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

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30. Write 4 qualities of co-existence?

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

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- ✓ 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?

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34. What is the motto of co-operative?

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

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

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



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

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

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



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

- ✓ 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?

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

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45. What is 'mutual inter-dependency'?

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Indigenous medicinal herbs



Kothala Himbutu



Bambara Vel



Venivelgeta

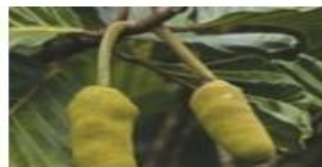


Pus Vel

Endemic Plants



Etamba



Wild breadfruit



Maha Rathmal



Kekuna



Badulla

01. What is 'Democracy'?

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

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

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04. What can you understand by democratic governance?

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05. Write 4 features of a democratic life style?

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06. Name the 2 types of 'Democracy'?

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07. Write brief point on 'direct democracy'?

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08. Write the definition of 'direct democracy'?

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09. Write 3 methods of democracy functioned in Athens?

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

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

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12. What do you understand by indirect democracy?

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13. Write 5 basic features of democratic governance?

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

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15. List 5 countries where indirect democracy functions?

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

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17. List 5 rights of a citizen?

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18. Write 3 purpose of fulfilling duties?

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

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

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

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22. Write 3 rights within the legal frame work?

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

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24. Write an own definition for political party?

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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?

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27. Name the 3 types of political parties?

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

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29. Write 5 duties of a political party?

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

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31. What is mean by 'franchise'?

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32. What is the age limit for the franchise?

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

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

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

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

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

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38. Write 4 qualifications required to grant franchise?

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

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40. Write 5 importance of universal franchise?

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

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

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

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

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

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46. Write 5 rights of citizens related to election?

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47. Write 5 duties of citizens related to elections?

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48. What do you understand by 'assertiveness'?

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

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50. Write 04 self-assertiveness?

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51. Write 04 assertiveness with others?

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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'?

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54. Write 3 examples for national policy?

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

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

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

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

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

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

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M.H.M Musthanzir

01. What are local government institutions?

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

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

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04. List 04 necessity of local government institutions?

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

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06. Write 04 regulations brought in by the British.

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

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



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

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

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- ✓ *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?

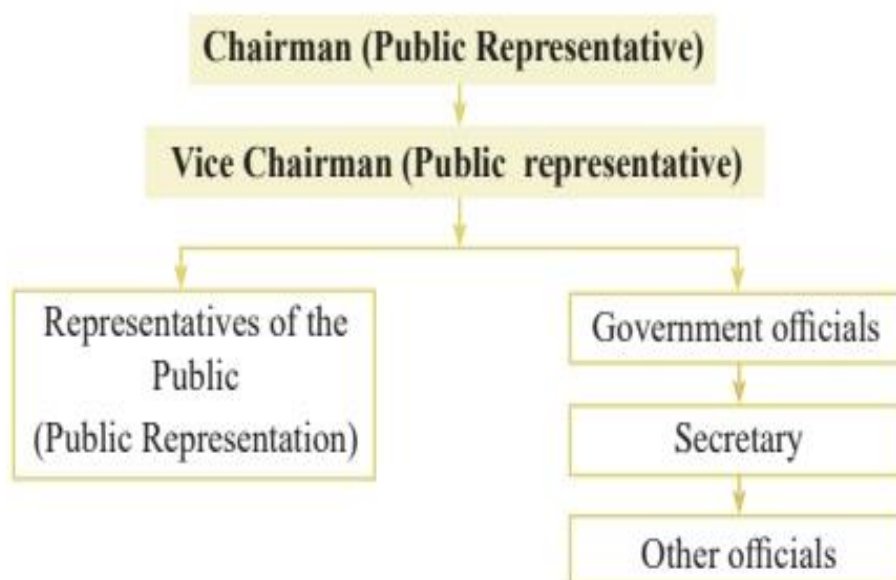
Province	District	Municipal Councils	Urban Councils	Pradeshiya Sabha	Total
Western	Colombo	05	05	03	13
	Gampaha	02	05	12	19
	Kalutara	-	04	12	16
Central	Kandy	01	04	17	22
	Matale	02	-	11	13
	Nuwara Eliya	01	02	05	08
Southern	Galle	01	02	17	20
	Matara	01	01	15	17
	Hambantota	01	01	10	12
Northern	Jaffna	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

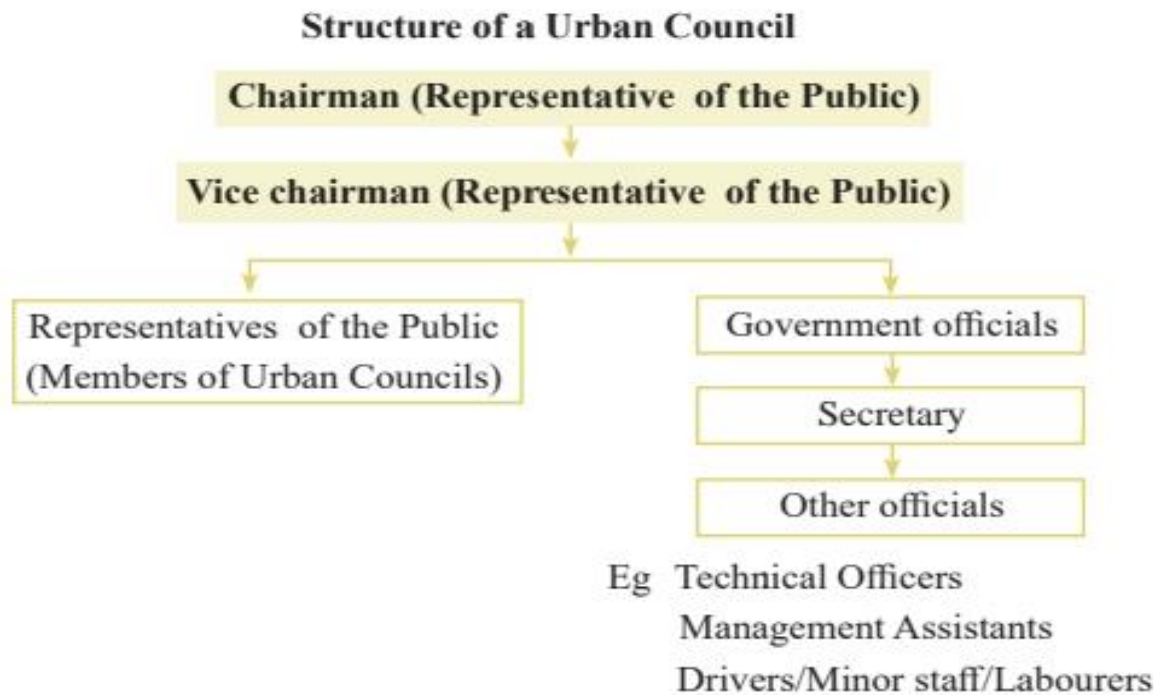
Structure of the representatives of the public and the government officers in different Local Government Institutions are as follows:

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?



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

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

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

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

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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?

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22. Mention 04 services offered by local government institutions?

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

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

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

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

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27. Mention few regional needs.

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

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

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

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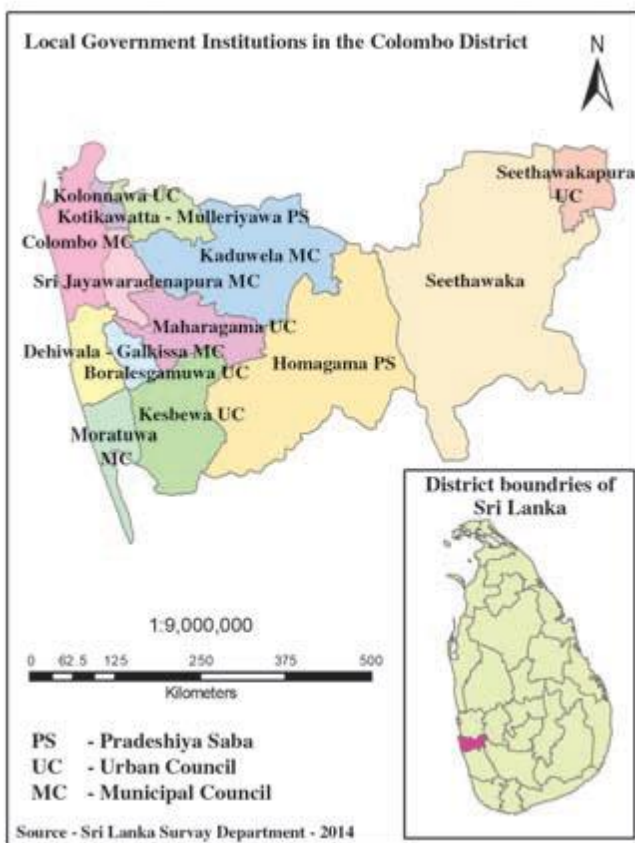
30. Write 04 procedure to be followed by local government institutions in controlling Dengue.

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

02. Write 04 various forms of conflict?

[illegible]

03. Write 04 causes for conflict?

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04. Write 04 parties involved in conflict?

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

Blank handwriting practice lines.

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

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07. Write 04 qualities needed for conflict resolution?

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08. Write 04 suitable methods of conflict resolution?

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

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

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11. Write 03 conflict that resolving by mediation board?

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12. Write 04 advantages of positive conflict resolution?

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13. Write 04 consequences of not resolving conflict positively?

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M.H.M Musthanzir

01. What is the major responsibility of education?

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02. What is the aim of education in school?

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03. Write 04 important information that should be included in a personal profile?

❖ Personal Information

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❖ Personal qualities

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❖ Personal skills

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❖ Personal behaviour

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❖ Experience at school

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❖ Experience outside the school

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❖ **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.

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

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

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12. Write 04 jobs with special academic qualifications.

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13. What is timely demand?

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14. What is physical and mental demand?

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- ❖ 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.

[illegible]

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.

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

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

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

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

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

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

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24. What is an interview?

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

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26. Name some jobs that conduct practical interviews.

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

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M.H.M Musthanzir

30. What is time management in a job?

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31. Write 04 importance of time management.

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32. Write 04 methods of time management.

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

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34. What is efficiency?

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35. What is productivity?

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

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

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

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

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

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41. How to use money for a successful living?

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

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43. Write 04 advantages of credit cards.

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44. Write 04 disadvantages of credit cards.

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

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

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

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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 Worksheet Book is designed to learn their lessons easily to my beloved students.

I think it's an easy way to study your lessons.

Thank you....