

# CIVIC LITERACY

## TOPIC 1 Using Gadgets Ethically



<b>Topic:</b> Technological advancement and ethics in usage of gadgets	<b>Learning Standards:</b> 2.1.1	<b>Lesson Plan:</b> Lesson 4	<b>Core Value:</b> Responsibility
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### Learning Objectives

**Knowledge:** Explain the ethics when using technology

**Socioemotional:** Feeling happiness in using technology

**Action:** Practise ethical behaviour when using technology in everyday life

### Introduction: (Suggested for Unit 1)

Technology advancement means many positive things for people and businesses. Gadgets can make it easier and faster to communicate. They make communication more effective. Technology advancement enables people to access information easily through gadgets. People can save a lot of time and do their work fast with the help of gadgets. In other words, they make work and daily life convenient and comfortable.

### Activity 1

Work with a partner. Explain ethical practices you should observe when using the following gadgets. Use the questions to help you get started.

laptop	mobile phone	drone	night-vision binoculars
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- What is each gadget used for?
- Give **one** ethical practice you should observe when using each gadget.

### Follow the example.

Laptop is a computer. It can be used for word processing and to conduct business, store data/information, do online banking, play games, surf the Internet and to send and receive emails. When we use laptops, we must keep the information safe. We shouldn't copy, transfer or share information that doesn't belong to us.

### Activity 2

**Read the statements. Match these ethical practices with the gadgets.**

- Don't steal personal details.
- Protect other people's online privacy.
- Don't speak loudly on the phone in public spaces.
- Don't use it to spy on other people or their property.
- Switch it off after using it.
- Don't share personal photos of other people without their permission.
- Don't use other people's photos without their permission.
- Make sure your message is correct/accurate and isn't offensive before you send it.

# CIVIC LITERACY

## TOPIC 2 Stop Bullying

Time **1** Hour

<b>Topic:</b> Anti-bully	<b>Learning Standards:</b> 3.1.1	<b>Lesson Plan:</b> Lesson 1	<b>Core Value:</b> Love
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### Learning Objectives

**Knowledge:** Identifying ways to curb bullying

**Socioemotional:** Appreciate friendship without prejudice

**Action:** Foster friendship without prejudice

### Introduction: (Suggested for Unit 1)

Bullying is behaviour that is meant to hurt a person or a group of people and it's a repeated behaviour. Physical hurt, making threats, teasing, calling people names, spreading incorrect/false rumours or excluding a person from a group and sending or posting insulting messages are types of bullying. Victims suffer from stress, unhappiness and depression. They may have nightmares, play truant, start having problems in school, begin feeling anxious or worried all the time and even harm themselves.

### Activity 1

In groups, study the posters about anti-bullying. Use the information to identify how to stop bullying and foster friendships. Write your ideas in the table.

**HOTS**



How to stop bullying	How to foster friendships

### Activity 2

In groups, create a poster on how to encourage pupils to appreciate friendships/friends. Use the posters above to give you ideas. **HOTS** Creating

# CIVIC LITERACY

**TOPIC**  
**3**

**Be Financial Savvy**

Time  **1 Hour**

<b>Topic:</b> Financial Management	<b>Learning Standards:</b> 3.1.2	<b>Lesson Plan:</b> Lesson 27	<b>Core Value:</b> Responsibility
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## Learning Objectives

**Knowledge:** Explain the importance of being responsible towards personal financial decisions

**Socioemotional:** Appreciate income

**Action:** Frugality in spending

## Introduction: (Suggested for Unit 3)

Personal finance is important because it helps us increase the money we already have. We do this by keeping track of our money so we have enough to pay for all our necessities and save. Personal finance also allows us to budget and spend carefully so we don't lose our hard-earned money on unnecessary things.

## Activity 1

Study the advertisements. In groups, answer the questions. **HOTS**



- Which deal do you think is the best? Why?
- Why is comparison shopping important?
- Why is it important to be responsible about your personal financial decisions?

## Activity 2

In groups, discuss what the word 'frugal' means. Tick (✓) the tips that help you be frugal. Add two more tips of your own.

1. Spend on what you need, not what you want.	
2. Live on a tight budget.	
3. Be happy with the things you have.	
4. Don't eat out daily.	
5. Save a little every month.	
6. Use coupons or vouchers when you go shopping.	
7. Record your spending.	

# CIVIC LITERACY

## TOPIC 4

## Care For The Environment



<b>Topic:</b> Sustain environmental balance	<b>Learning Standards:</b> 2.2.1	<b>Lesson Plan:</b> Lesson 91	<b>Core Value:</b> Love
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### Learning Objectives

**Knowledge:** Explain the importance of caring for the environment

**Socioemotional:** Show feelings of love towards the environment

**Action:** Practice loving the environment

### Introduction: (Suggested for Unit 7)

Earth is the only home humans and all different living species have. The ecosystems that exists on earth must be healthy because all living things depend on them for food, air, water and other resources. Since the environment gives us life, it's our duty to care for it. Therefore, it's important for each of us to save and protect the environment.

### Activity 1

Study the pictures. Use them to help you explain why it is important to care for the environment.



### Activity 2

Taking care of your immediate surroundings is the first step to help care and love your environment. Your neighbourhood is one place where you can start. In groups, discuss what you can do to care for your neighbourhood.

# CIVIC LITERACY

## TOPIC 5

### A Global Malaysian Citizen



<b>Topic:</b> Proud to be a Global Malaysian	<b>Learning Standards:</b> 4.1.5	<b>Lesson Plan:</b> Lesson 50	<b>Core Value:</b> Love
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#### Learning Objectives

**Knowledge:** Explain the importance of maintaining one's national identity globally

**Socioemotional:** Show feelings of pride as Malaysians capable of contributing globally

**Action:** Play the role of a Malaysian globally

#### Introduction: (Suggested for Unit 4)

National identity is a person's sense of belonging to one/more states or to one/more nations. Having a national identity helps people develop their real sense of self and allows them to understand their own beliefs, values, attitudes and behaviour. A global citizen is someone who is aware of and understands the wider world and their place in it. When a person has a strong national identity, they will be comfortable with themselves, and stay true to their beliefs and values, no matter where they are in the world. Importantly, they can understand and appreciate world events without compromising their national identity.

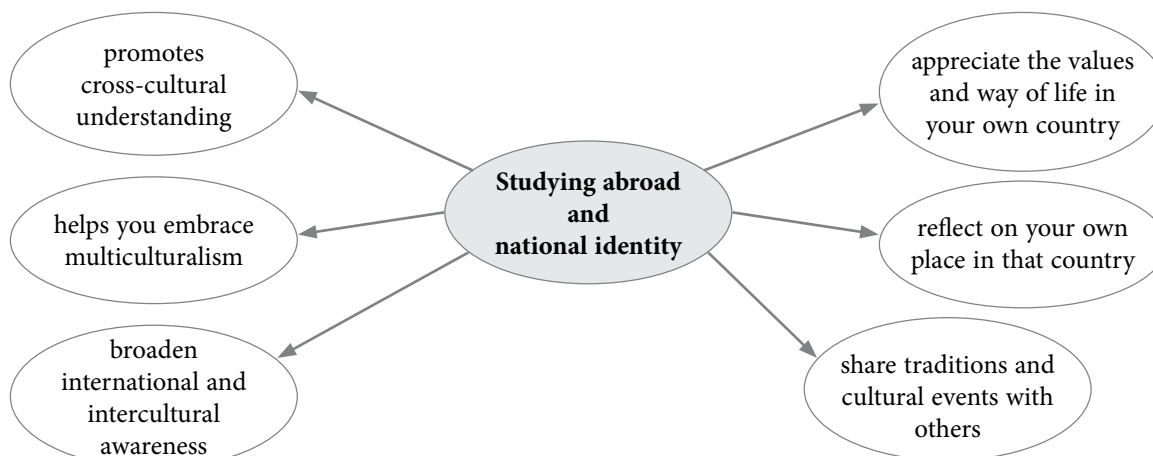
#### Activity 1

The lives of young people are always being influenced by new trends; cultural, social or technological. A national identity is important so young people will maintain their values and attitudes no matter the place and diverse society they live in. In groups, list why it is important to maintain one's national identity.

#### Activity 2

Many young Malaysians go abroad to study. They spend several years living in a different country among people of different cultures. In groups, elaborate on the points to express your opinion on the topic: Studying abroad and national identity.

**i-Think Bubble map**



# CIVIC LITERACY

## TOPIC 6

### Be Kind To One Another



<b>Topic:</b> Compassion towards human being and animals	<b>Learning Standards:</b> 2.2.1, 3.1.3	<b>Lesson Plan:</b> Lessons 82 and 85	<b>Core Value:</b> Love
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#### Learning Objectives

**Knowledge:** Explain ways to show compassion towards human beings and animals

**Socioemotional:** Love and appreciate others

**Action:** Be kind to animals

#### Introduction: (Suggested for Unit 7)

Compassion means helping to ease another person or animal's suffering through acts of kindness, support, empathy and care. When you put the well being of others first, you exhibit compassion. The more you exercise compassion, it becomes an attitude and way of life. Compassion changes the lives of the people and animals for the better. It also inspires others to show compassion.

#### Activity 1

The points below suggest ways to show compassion. In groups, discuss the points further and group them correctly.

Observe them in the wild	Be humble	Visit a local shelter	Listen carefully
Don't judge others	Donate	Be selfless	Care for pets

#### Showing compassion towards ...

**i-Think Tree map**

... human beings	... animals
...	...

#### Activity 2

Study the posters below. Use them to give you ideas about things you can do to show compassion and kindness to animals. Discuss in groups. Then, create a poster for a school activity to highlight the theme 'Be Kind to Animals'.





# CIVIC LITERACY

## TOPIC 7

## Being Respectful



<b>Topic:</b> Respect one's individuality	<b>Learning Standards:</b> 2.1.4, 4.2.3	<b>Lesson Plan:</b> Lessons 17 and 18	<b>Core Value:</b> Mutual respect
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### Learning Objectives

**Knowledge:** Identify methods of assisting people with special needs

**Socioemotional:** Express empathy towards people with special needs and the less fortunate

**Action:** Aid people with special needs in various ways

### Introduction: (*Suggested for Unit 2*)

People with special needs don't need our sympathy or pity. They, like everyone else, need respect, compassion, empathy and kindness. We should take time to understand their needs so we can communicate better with them and provide assistance when needed.

### Activity 1

There are three main ways to help people with special needs. In groups, discuss each point given further and group them correctly.

Help people with special needs get around	Find volunteering opportunities	Be respectful in words and actions
Learn proper terminology	Ask before providing assistance	Use social media
Speak up	Direct people to the proper resources	Raise funds or donate

### Assisting people with special needs

Building communication skills	Volunteering	Educating others
...	...	...

### Activity 2

Study the signs and pictures. Use them to give you ideas how to create a special needs-friendly school. Then, create a poster to tell students about the facilities provided at their school.



# CIVIC LITERACY

## TOPIC 8 Use Time Wisely



Topic:	Learning Standards:	Lesson Plan:	Core Value:
Time Management	2.1.1	Lesson 72	Responsibility
<b>Learning Objectives</b> <b>Knowledge:</b> Explain the importance of managing time wisely <b>Socioemotional:</b> Express pride in managing time wisely <b>Action:</b> Practise managing time wisely			
<b>Introduction: (Suggested for Unit 6)</b> Time is precious, therefore it should be spent wisely. Taking a moment each day to manage your time and create a schedule is very important. It allows you to make the most of the day so you can achieve the things you want in the present and future.			

### Activity 1

Read the quotes about time management. In groups, discuss what message each quotation is trying to convey. Which quotation do you like best? Give reasons.

Nobody is too busy, it's just a matter of priorities.

"It is not enough to be busy...  
The question is:  
what are we busy about?"  
— Henry David Thoreau

Either run the day or  
the day runs you  
— Jim Rohn

THE TIME  
**LOST**  
IS NEVER  
FOUND  
AGAIN.  
— BENJAMIN FRANKLIN

Until we can  
manage time,  
we can manage  
nothing else.

The bad news is  
**TIME FLIES.**  
The good news is  
**YOU'RE THE PILOT.**  
— Michael Altshuler

### Activity 2

Time management skills help you reduce stress in your life. It helps you prioritise your time so you can accomplish important tasks and meet your goals. In pairs, complete the brace map with ideas how to manage time wisely. Then, give a short speech.

**i-Think** Brace map

How to Manage  
Your Time Wisely

Use your time  
productively

Minimise  
distractions

Follow the  
daily schedule

{	{	_____
		_____
		_____
{	{	_____
		_____
		_____
{	{	_____
		_____
		_____



# ANSWERS

## CIVIC LITERACY

### TOPIC 1: USING GADGETS ETHICALLY

#### Activity 2

- Don't steal personal details. (computer/laptop)
- Protect other people's online privacy. (computer/laptop)
- Don't speak loudly on the phone in public spaces. (mobile phone)
- Don't use it to spy on other people or their property. (drone/night vision binoculars/cameras)
- Switch it off after using it. (computer/laptop)
- Don't share personal photos of other people without their permission. (using social media on computer/laptop/mobile phone)
- Don't use other people's photos without their permission. (using email, texting, messaging on the computer/laptop/mobile phone)
- Make sure you message is accurate and isn't offensive before you send it. (using email, texting, messaging on the computer/laptop/mobile phone)

### TOPIC 2: STOP BULLYING

#### Activity 1

How to stop bullying	How to foster friendships
<ul style="list-style-type: none"><li>• Create a bully free zone</li><li>• Stand up against bullies/bullying</li><li>• Report a bullying incident</li><li>• Tell an adult</li><li>• Be a friend/buddy to people</li></ul>	<ul style="list-style-type: none"><li>• Be kind to each other</li><li>• Be respectful of each other</li><li>• Care and offer to help others</li><li>• Accept people for who they are</li><li>• Be supportive to others</li></ul>

### TOPIC 3: BE FINANCIAL SAVVY

#### Activity 2

1, 3, 4 & 6

*(Suggested answer)*

#### Activity 1

- Why is it important to do comparison shopping?
  - it helps people make informed buying decisions
  - to get the best deal (price and quality) of a product
- Why is it important to be responsible about your personal financial decisions?
  - to help you meet/fulfill all your money needs
  - to manage your income/pocket money so you have enough to spend and save or invest
  - to know how much you need to budget, spend and save
  - to help you grow your money
  - to be financially secure in the future/enough money for the future

### Activity 2

Being frugal is the act of purposely being very careful with your spending. It means prioritising spending money on the things that really matters/important to you.

- Shop for clothes, shoes or anything during a sale.
- If you're going out, pack snacks or lunch.

## TOPIC 4: CARE FOR THE ENVIRONMENT

*(Suggested answer)*

### Activity 1

- We should care for our rivers and oceans. These ecosystems are important for aquatic plant and animal life. When they are polluted, many species of life suffer and die. Clean rivers means access to clean water to sustain life.
- We should keep the air clean. A smoke or smog-filled atmosphere means all living things will suffer. Humans and animals will choke from unhealthy air. All living things need clean air to live.
- We should reduce waste or learn how to manage waste efficiently. If we don't, more land on earth will be used to dump rubbish. As rubbish decompose, pollutants will seep into the soil; not only contaminating it but also ground water. Landfills are also a source of greenhouse gases.
- We should preserve all greenery. Trees are the lungs of the earth. They take in carbon dioxide and release oxygen. They keep the air clean and provide all living things with fresh, clean air to breathe and live.

### Activity 2

- Have regular *gotong-royongs*
- Dispose of rubbish properly
- Keep the drains clean
- Don't throw rubbish or pour used oil into the drains
- Grow more plants in your garden

## TOPIC 5: A GLOBAL MALAYSIAN CITIZEN

*(Suggested answers)*

### Activity 1

- A clear national identity unites all citizens.
- It helps create unity among diverse citizens in order to achieve collective goals.
- It helps build a bond among all members of society.
- It allows greater understanding especially in a diverse society where there are many different cultural, ethnic, socio-economic and language groups.
- It helps foster trust among the citizens and enhances economic development in a country.
- It makes a country safer; enhances physical security.

## TOPIC 6: BE KIND TO ONE ANOTHER

*(Suggested answer)*

### Activity 1

Be selfless – put yourself in other people's shoes – don't just think/care about yourself – break free from selfishness – compassion is about empathy	Observe them in the wild – spend time in nature – observe them in their natural habitat – develop a connection and respect for the natural world – respect animals from a distance – important to protect their habitat
Listen carefully – don't ignore people when they talk to you – understand the messages they want to convey – compassion is about awareness	Care for pets – take on the responsibility to do things for your pets – be a responsible pet owner – nurtures kindness and consideration for the needs of others – emphasise the importance of regular companionship and love
Don't judge others – find the good in others, not their flaws – don't criticise but find how to help them – compassion is about helping and lifting others	Visit a local shelter – highlights the positive and negative impacts humans have on other animals – understand the importance of giving a home to abandoned animals – second chance to find a loving home
Be humble – don't feel superior to others – don't act like you know everything – learn to forgive others – have humility, then easier to be compassionate towards others	Donate – food, blankets – make handmade pet toys for shelter – create signs/posters – educate local community about responsible pet ownership

### Activity 2

- Volunteer at an animal shelter
- Foster an abandon or mistreated animal
- Choose a cause (buy pet food/medical care/vet services) and seek donations
- Adopt a pet instead of buying one

## TOPIC 7: BEING RESPECTFUL

### Activity 1

(Suggested answer)

#### Assisting people with special needs

Building communication skills	Volunteering	Educating others
<ul style="list-style-type: none"><li>• Learn the proper terminology so you don't offend people with special needs. Place the individual first before their specific condition.</li></ul>	<ul style="list-style-type: none"><li>• Find volunteering opportunities through special organisations to assist people with special needs.</li></ul>	<ul style="list-style-type: none"><li>• Use social media to post links on articles about disabilities or to collect signatures for petitions to raise money and awareness about people with special needs.</li></ul>
<ul style="list-style-type: none"><li>• Ask before providing assistance to people with special needs. When you don't know the specific help they need, you may do more harm than good.</li></ul>	<ul style="list-style-type: none"><li>• Raise funds or donate to help cover medical costs, home renovations and other expenses.</li></ul>	<ul style="list-style-type: none"><li>• Speak up when you hear others make derogatory comments or discriminate against people with special needs.</li></ul>
<ul style="list-style-type: none"><li>• Be respectful in your words and actions. Speak in your normal voice and tone and be yourself.</li></ul>	<ul style="list-style-type: none"><li>• Help people with special needs get around but raising awareness about ramps and wheelchair-friendly devices in public spaces. Write letters to the council or sign petitions.</li></ul>	<ul style="list-style-type: none"><li>• Direct people to the proper resources. Most people are unaware how to interact with people with special needs. Direct them to relevant websites and organisations to help them interact with people with special needs.</li></ul>

## TOPIC 8: USE TIME WISELY

*(Suggested answer)*

### Activity 2

#### How to Manage Your Time Wisely

Use your time  
productively

- Create the right environment to work
- List tasks in order of importance
- Do important tasks first
- Don't multi-task

Minimise  
distractions

- Switch off your electronic gadgets
- Close unnecessary browsers when working on the computer
- Don't use social media

Follow the  
daily schedule

- Use a digital calendar
- Identify the time when you're most productive
- Spend some time in the morning to plan your day
- Schedule breaks