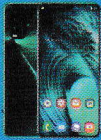
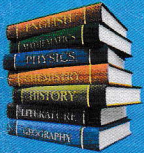


Module 2

CIVICS

Stage I

**Demonstrating Proper Behaviour and
Responsible Decision Making**



Institute of Adult Education
Alternative Secondary Education Pathway

CIVICS

Stage I

Demonstrating Proper Behaviour and Responsible Decision Making

Institute of Adult Education
Alternative Secondary Education Pathway

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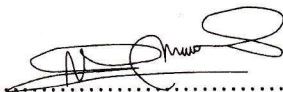
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About this module

This module has been produced by the Institute of Adult Education. All modules produced by the Institute of Adult Education are structured in the same way, as outlined below.

How this module is structured

The module overview

The module overview gives you a general introduction to the module. Information contained in the module overview will help you determine:

- If the module is suitable for you.
- What you expect to know.
- What you can expect from the module.
- How much time you will need to invest to complete the module

The overview also provides guidance on:

- Study skills.
- Where to get help.
- Module Unit assignments and assessments.
- Activity icons.
- Units.

We strongly recommend that you read the overview *carefully* before starting your study.

The module content

- The module is broken down into units. Each unit comprises:
- An introduction to the unit content.
- Unit outcomes.
- New terminologies.
- Core content of the unit with a variety of learning activities.
- Unit reflection.
- Unit assignments.



Resources

For those interested in learning more on this subject, we provide you with a list of additional resources at the end of this module; these may be books, articles or web sites.

Your comments

After completing this module, we would appreciate it if you would take a few moments to give us your feedback on any aspect of this module. Your feedback might include comments on:

- Module content and structure.
- Module reading materials and resources.
- Unit assignments.
- Module assessments.
- Module duration.
- Module support (assigned tutors, technical help, etc.)

Your constructive feedback will help us to improve and enhance this module.



Module overview

Welcome to this module

Dear learner, this module has two units. In Unit One you are going to learn about the concept of proper behaviour and in Unit Two will focus on responsible decision making.

General competence



After completing this module you should be able to:-

- Differentiate between proper behaviour and improper behaviour; and
- Demonstrate responsible decision making.

Study skills



As an out of school learner your approach to learning will be different to that from your school days. You will choose what you want to study, have professional and/or personal motivation for doing so and most likely be fitting your study activities around other professional or domestic responsibilities.

Essentially you will be taking control of your learning environment. As a consequence, you will need to consider performance issues related to time management, goal setting, stress management, etc. Perhaps you will also need to learn about essay planning, coping with examinations and using the web as a learning tool.

Your most significant considerations will be *time* and *space* i.e. the time you dedicate to your learning and the environment in which you engage in that learning.

We recommend that you take time now—before starting your self-study—to familiarize yourself with these issues. There are a number of excellent resources on the web. A few suggested links are:

- <http://www.how-to-study.com/>

The “How to study” web site is dedicated to study skills resources. You will find links to study preparation (a list of nine essentials for a good study place), taking notes, strategies for reading text books, using reference sources, test anxiety.



- <http://www.ucc.vt.edu/stdysk/stdyhlp.html>

This is a web site of the Virginia Tech, Division of Student Affairs. You will find links to time scheduling (including a “where does time go?” link), a study skill checklist, basic concentration techniques, control of the study environment, note taking, how to read essays for analysis, memory skills (“remembering”).

- <http://www.howtostudy.org/resources.php>

Another one is “How to study” web site with useful links to time management, efficient reading, questioning/listening/observing skills, getting the most out of doing (“hands-on” learning), memory building, tips for staying motivated, developing a learning plan.

The above links are our suggestions to start you on your way. At the time of writing these web links were active. If you want to look for more go to www.google.com and type “self-study basics”, “self-study tips”, “self-study skills” or similar.

Need help?



Dear learner, in the course of your study, you may need help in various issues such as the location and how to get support from resource centres, clarification of various issues pertaining to your study materials (modules) and so on. If this happens, you are advised to ask for the help from your centre coordinator or facilitator, you can also visit the website of the Institute of Adult Education which is www.iae.ac.tz or ask for help by using phone no +255 22 2150838.

Module assessment



After each unit, you will be required to attempt one unit assignment. These are not meant for submission rather for reflection on what you have learned in the whole module. You will also be given tests and assignments for submission as you will be guided by your module facilitator. You will also sit for mock examinations to accomplish your continuous assessment.













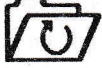












Getting around this module

Margin icons

While working through this module you will notice the frequent use of margin icons. These icons serve to “signpost” a particular piece of text, a new task or change in activity; they have been included to help you to find your way around this module.

A complete icon set is shown below. We suggest that you familiarize yourself with the icons and their meaning before starting your study.

| | | | |
|--|---|--|--|
|  Activity |  Assessment |  Unit assignment |  Case study |
|  Discussion |  Group activity |  Help |  Note it! |
|  Outcomes |  Reading |  Reflection |  Study skills |
|  Summary |  Terminology |  Time |  Tip |
|  Computer-Based Learning |  Audio |  Video |  Feedback |
|  Objectives |  Basic Competence |  Answers to Assessments | |



Unit 1

Demonstrating Proper Behaviour

Introduction

This unit will discuss the issues of proper behaviour. Let us look and understand the concepts of proper behaviour and measures to control improper behaviour.

Learning Outcomes



Upon completion of this unit, you should be able to:

- Explain the meaning and types of behaviour;
- Identify elements or indicators of proper behaviour;
- Identify the causes and importance of proper behaviour;
- Explain the meaning and indicators of improper behaviour; and
- Analyse the consequences of improper behaviour.

The Concept of Behaviour



Behaviour can be defined as the total actions and reactions of organisms usually in relation to the surrounding environment. Human behaviour is somebody's reactions, attitude and manners towards the people. The acceptability of behaviour in a certain society or community depends on culture through norms, customs, taboos and traditions. Some behaviour can be accepted in the society according to traditions and customs.

To be accepted to the society such kind of behaviour should follow special moral and ethics of that society. The behaviour of a person is reflected in the way he/she talks, eats, plays and lives with others.

Types of Behaviours

There are two main types of behaviours. These are;

- i Proper behaviour, and
- ii Improper behaviour.

Before we learn about proper behaviour, can you ask yourself the following: What are the examples of proper behaviour? What about improper behaviours? Let us now learn about proper behaviour.

**Proper Behaviour**

This is the kind of behaviour which is considered good and acceptable in the society. Examples of proper behaviours are cooperation, solidarity, love, generosity, charity, kindness and being responsible.

Elements/Indicators of Proper Behaviour

There are a number of elements indicating proper behaviour; these are:

Appearance of a Person

From the outlook, wearing clean and good clothes may indicate proper behaviour.

Self-Respect of a Person

When a person has self-respect, it means she/he will also respect others.

Language Used

The language that is used by a person can express the behaviour of that person.

Punctuality

To be punctual at the right place can symbolize good or proper behaviour

Working Hard

Hard work which involves the use of mental and physical abilities to achieve the stated goal may indicate good behaviour

Abstaining From Sex Before Marriage

When youth live without engaging in sex intimacies until marriage indicate proper behaviour.

Religious Activities

Faith instils somebody's good and acceptable morals, hence proper behaviour.

Causes of proper behaviour

Dear learner, before learning this part you can ask yourself this question; what are the causes of proper behaviour? After having a number of answers, now you can continue reading the next part.



Proper behaviour can be influenced (caused) by the following;

- Family rules or parental influence,
- Religious teachings,
- School rules or teachings,
- Good friends or peer groups, and
- Mass media

From what you have learnt about sources of proper behaviour, read the following passage and then answer the questions that follow:



Zawadi and Musa are brother and sister; they are punctual and hard working. They always help their parents with home activities. Zawadi's mother always encourages her to have self-respect and abstain from sex before marriage.

What type of behaviour does Zawadi and Musa show? Do you think the source of their behaviour comes from their parents? Can you suggest the importance of proper behaviour? Now let us continue with the importance of proper behaviour.

Importance of Proper Behaviour in the Society

- It helps one to avoid social crimes and evils in the society.
- It brings culture of unity and cooperation in solving serious problems.
- It brings peaceful environment that stimulate economic development in the society.
- It brings a sense of love, respect, cooperation and solidarity to community members and the society at large.
- It brings stability of the government at large.
- It helps to get a good job.
- It helps one to get a good wife or husband of his or her choice.
- It helps one to be rewarded at school, at a working place and this brings more confidence in him/her.



Improper Behaviour

Dear learner, I hope you have enjoyed our discussion on the concept and the importance of proper behaviour. Now let us discuss on improper behaviour.

Meaning of Improper Behaviour

These are behaviours which are not normally accepted to the family, community and society at large.

Can you guess any elements of improper behaviour? They include: rape, violence and prostitution. Good, now let us discuss the elements of improper behaviour.



Elements of Improper behaviour

The following are some elements of improper behaviour:

- Killing and stealing,
- Using abusive language,
- Violence,
- Aggression,
- Segregation,
- Prostitution,
- Drug addiction,
- Murder,
- Rape,
- Women oppression,
- Oppression, and
- Juvenile delinquencies.

In understanding these elements of improper behaviour, read the following case study and then answer the questions that follow:



Mr. Lema was sick and attended at a nearby dispensary; the nurse and the doctor were busy talking and chatting for hours without attending any patient.

What type of behaviour did the nurse and the doctor show? What is your advice towards such behaviour? Is this behaviour acceptable in your society?



Dear learner, assess yourself to see if you have any of the elements of improper behaviour listed above. It is good if you do not have one. Let us now learn about the causes/factors that influence improper behaviour.



Causes or Factors Influencing Improper Behaviours

The following are the factors influencing improper behaviour:

Hereditary (From Parents)

A certain behaviour may be inherited from parents. Some behaviours may be taken genetically from reproduction processes. Examples of these behaviours are bravery, anger and aggression.

Bad Peer Groups

Some behaviour which is acquired by individuals can be influenced by bad friends or bad peer group. There are people who become sexual addicts, drug users or drunkards simply because they see and copy their friends doing these things.

Not Following Religious Teachings

Some members of the society do not adhere to the religious teachings which prohibit people to conduct bad behaviours such as stealing, abusing others and prostitution.

Science and Technology

Some people try to live the way they see other people on TV programmes and video shows. They are affected by modern style of life full of evils like killing one another, using abusive language, indecent dressing style, etc.

Lack of Employment

This is the situation which can force an individual to engage in improper behaviour such as robbery, raping and abusing people.

Parental Influence

When it happens that parents are not serious in the upbringing of their children, or when parents misbehave, the possibility of children to acquire improper behaviour is very high.

Dear learner, now you have studied how improper behaviour is brought about. Do you think it is important to have proper behaviour? What are the effects of improper behaviour?





Most likely you have thought of many consequences, now you can read the following consequences of improper behaviour:



Consequences of Improper Behaviour

Improper behaviour can result into the following consequences:

Misunderstanding

Misunderstanding in the family, community and institution.

Crime

Increase of crime in the society.

Divorce or Separation

Divorce or separation of couples and cause family unrest.

Poor Performance

Learners perform poorly in their studies.

Health Deterioration

Health deterioration or death due to over drinking, drug abuse or frustration.

Early Marriage

Presence of early marriages and adolescent pregnancies in the society.

Isolation

A person can be isolated from the society.

Unemployment

A person cannot get employment in working place.

Imprisonment

A person can be jailed or imprisoned.

Dear learner, after seeing the above consequences, let us now see the measure to control improper behaviour.



Measures to Control Improper Behaviour

Improper behaviour can be controlled by various methods such as:

Reporting Crimes

People should cooperate with the government institutions to control bad behaviours. For example, people should inform the police on incidences such as robbery, theft, murder and the like.



Public Education

Public education on good behaviour should be offered through mass media like radio, TV, newspapers, seminars etc.

Parents or Guardians

Parents and guardians should strictly involve themselves in imparting discipline to their children.

Serious Punishment

Serious punishment should be given to people being found guilty. For students who have misbehaved they should be punished in front of others.

Employment

The government should prepare conducive environment to employ people and encourage self-employment.

Discourage drug abuse

People and the government should discourage the importation and use of drugs which are harmful to one's health.



Dear learner, undoubtedly you are now aware of the measures to control improper behaviour. Before, we proceed to another stage, Can you think of measures to control improper behaviour shown in the case below?

Imagine you are a class teacher at Kipaumbele Secondary School and you witness a student stealing other students' properties such as text books. Prepare a role play to demonstrate your measures to control such improper behaviour.

Groups or Forms of Behaviour

The following are forms of behaviour.



Assertive Behaviour

This is a form of behaviour which shows a strong expression to make other people recognize one's rights. It involves behaving firmly and confidently.

Avoidance behaviour

It is a form of behaviour which is used to avoid any confrontations. People practice avoidance because of consequences or because they do not want to be bothered by the consequences. For example:



refusing to get a diagnostic test on blood, not answering a phone or a letter and avoiding making any type of communication with other people.

Submissive Behaviour

This is the form of behaviour which makes a person to reduce anxiety, guilty or fear by letting their views or thoughts to be discouraged, misinterpreted and ignored. Submissive behaviour is instilled in people from parents, schools and society. It leads to built up event and aggressive outburst.

Aggressive Behaviour

It is the form of behaviour which refers to behaving in a threatening way and being ready to attack. This type of behaviour offends or isolates someone's rights. It is showing of anger, sometimes aggression can be expression of fear, lack of self-esteem or inability to control a situation in any other way.

Appropriate Behaviour

It is the form of behaviour which achieves necessary and desired goals without interfering with the right of others. For example, to maintain healthy eating habits, show satisfaction for services without annoying others.

Unit Reflection



After completing this unit, now reflect on the importance of learning proper behaviour.

Unit Assignment



Answer the following questions:

1. Explain the meaning and importance of proper behaviour.
2. Analyse the consequences of improper behaviour.
3. Mention elements of proper behaviour.
4. Write "T" for the TRUE statement and "F" for the FALSE

Statement in the following items:



- i. Corruption is an element of proper behaviour.
 - ii. Fighting and dancing are the elements of proper behaviour.
 - iii. Religious teachings is one way of controlling improper behaviour.
5. List down five elements of proper behaviour.
 6. Mention five dangers of improper behaviour.



Unit 2

Analysing Responsible Decision Making

Introduction

Dear learner, welcome to Unit 2 where you will learn about "Responsible Decision Making" and its importance as well as consequences of making irresponsible decisions.

Learning Outcomes



Upon completion of this unit, you should be able to:

- Explain the meaning of decision making,
- Identify responsible decision making,
- Identify the importance of responsible decision making, and
- Explain and analyse irresponsible decision making and the consequences of making irresponsible decisions.

What is Decision Making?



It is the process of selecting a course of action from several possible alternatives.

What is responsible decision making?

This is the situation whereby a person who makes decision remains accountable for any blames or outcome of the decision made.

Dear learner, you have already understood the meaning of decision making and responsible decision making. Now we can learn about the importance of responsible decision making and skills needed when making decisions in the following part.



The Importance of Responsible Decision Making

- It binds the decision maker to be systematic so as to avoid poor or wrong decision.



- It creates efficiency of administration because the responsible authority is the one which makes decision.
- It calls for the participatory decision making for those whom the decision will affect.
- It ensures careful use of the limited resources for the betterment and development of the society.
- It helps to build a sense of commitment to decision making for all people.
- It helps to stop the problem of the past after knowing the difficulties experienced during the past.

Dear learner, I hope you have enjoyed our discussion on the importance of responsible decision making. Now, let us learn the skills needed when making a healthy decision.

Skills Needed When Making Healthy Decision

Healthy decisions are constructive. For person to make healthy decisions the following skills should be followed:

- (a) It needs the decision makers to be settled.
- (b) It needs the decisions maker to use wisdom at the maximum levels.
- (c) It needs the person to study the problem careful before making any decision.



Have you ever made some decisions in your family? What do you think will happen if you do not make responsible decisions? Probably you already have some ideas on the consequences of making irresponsible decision. Now let us discuss the consequences of making irresponsible decision.

Consequences for Making Irresponsible Decisions

- It may cause poor implementation of the decision.
- It may not be accepted by others and hence cause conflicts.
- It may lead to misunderstandings.



Dear learner, can you tell who should participate in decision making? Share your answer with your friend. Good. Let us now continue.

Levels of Decision Making

There are three levels through which decisions are made. These are;

▪ Family Level

All members of the family are involved in the process of decision making. These members are parents and their children but parents are the main decision makers because of their experience and age.

▪ Community Level

Decisions under this level involve community leaders with authorities to stand a better chance for setting some plans for the community benefits. The leaders or selected representatives are to decide on behalf of the majority. Decisions are made on the basis of interest and goals of the community.

▪ National Level

At national level broad decisions are made, through organs which deals in making national decisions. These organs are:

- The parliament,
- The executive, and
- The judiciary.



Take time to attend a meeting in your community (street/village). Carefully study the whole decisions making process on community problems then answer the following questions;

- i. Did the members of the community make responsible decisions?
- ii. Were the decisions made for the interest of the community goals?

Revision Exercise

1. Write "T" for a TRUE statement and "F" for a FALSE statement.
 - i) Decision makers are committed to issues they decide.



- ii) Parents and children can together participate in decision making at the family level.
 - iii) The President is the only person who can make right decision.
 - iv) At a community level, decisions are made on the interest and goals of the community leaders.
 - v) One should be tired in order to make decision.
2. List down three levels of decision making:
- i)
 - ii)
 - iii)
3. Outline five advantages of making responsible decisions.

Unit Reflection

After completing this unit, now reflect on the importance of learning responsible decision making.



Unit Assignment



1. Outline five advantages and two disadvantages of making responsible decision making.
2. Can someone be blamed for the outcome of responsible decision?
3. What skills does one need to make a responsible decision? List three skills that are needed.
4. Who do you think are responsible for making decisions at a national level? List the organs of the government responsible for decision making.



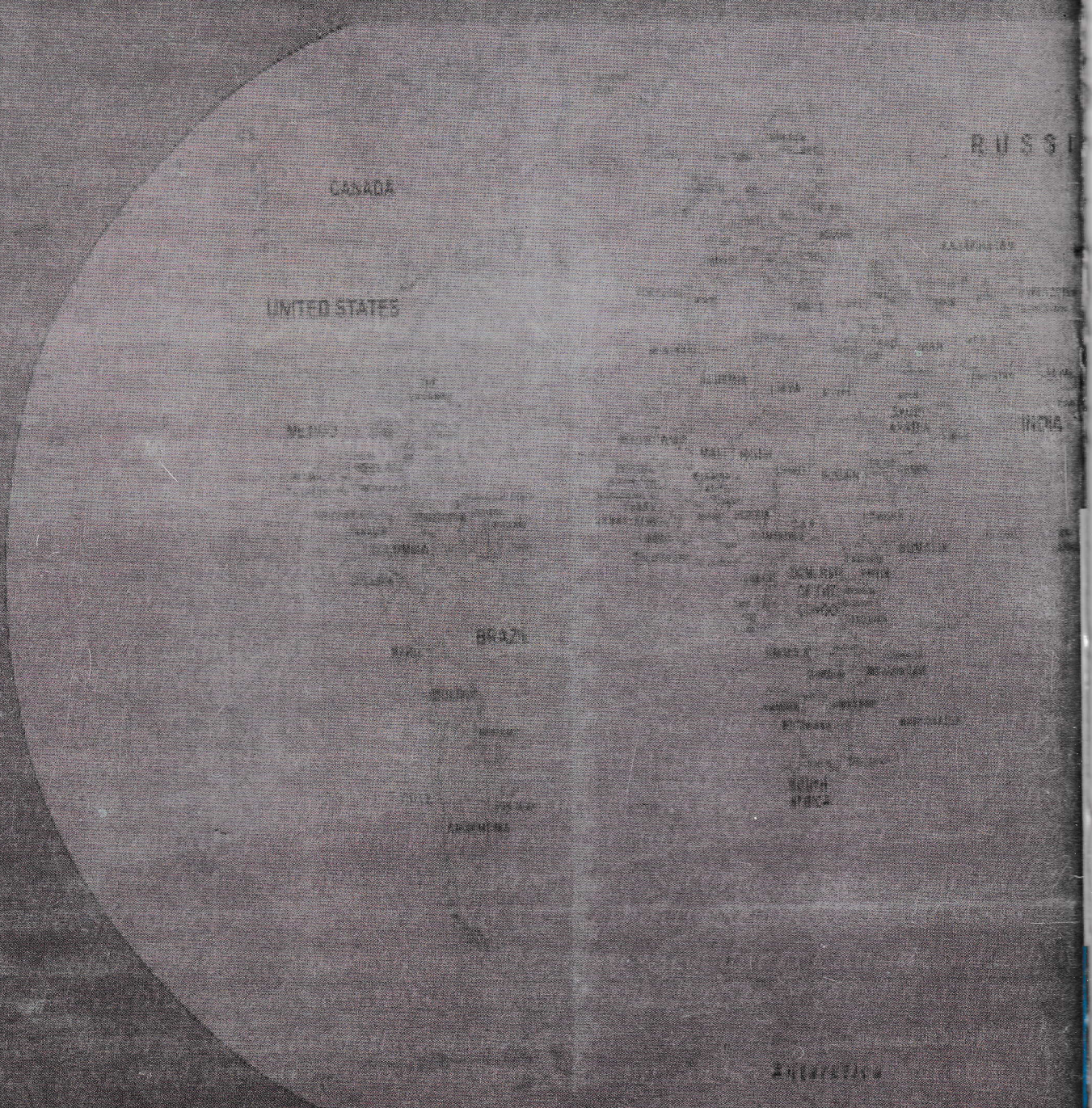
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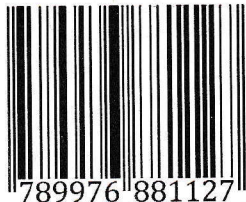
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