This self paced program in American Civics is for the ninth grade student who needs extra assistance, who has experienced learning difficulties in the past, and who definitely plans to enroll in a high school vocational course. The instructional materials written at an elementary reading level consist of six Learning Activity Packages (LAPs) covering the following topics: What is Citizenship, The Local Government, State and Federal Government, Finding a Job and Getting Along with People, Spending Your Money Wisely, and Your Environment. Each LAP is divided into several broad, topic sections containing statements of behavioral objectives followed by activities, worksheets, self evaluation tests, and advanced study projects. The introduction to the course advises students of the requirements for its successful completion. (Author/JH)
Freedom from cruel or unusual punishment

WHAT IS CITIZENSHIP?
FREEDOMS GUARANTEED BY THE BILL OF RIGHTS

Freedom of religion
Freedom of the press
Freedom of speech

SOME OF OUR RIGHTS AS AMERICANS

Right to vote
Right to an education
Right not to have soldiers stationed in one's home
Right to police protection

SOME OF OUR DUTIES AS AMERICANS

Obeying the law  Serving on a jury
Serving in the armed forces
Behavioral Objective 1:

After you finish these activities, you will be able to name the continents and their location.

Activities:

1. Using the Beginning Dictionary, you will define "continent".
2. From the above world map, list the continents.
3. The teacher will pronounce the continents and play a spelling game.
4. You will draw and name each continent.
5. Using the worksheets that will be given to you, you will:
   a. Write the meaning of the word sphere.
   b. Write the meaning of the word hemisphere.
   c. Draw the western hemisphere that Christopher Columbus discovered.
   d. Draw the eastern hemisphere.
   e. Point out the equator, North and South Poles.
6. The teacher will discuss the explorers in general with the class.
7. You will write reports on:
   a. Christopher Columbus
   b. Ferdinand Magellan
   c. Cortez
   d. Emperor Montezuma
   e. Henry Hudson
   f. John Cabot
8. Using a world map, the teacher will mark off the area that each nationality claimed in different colors.
   a. English claims
   b. French claims
   c. Portugal's claims
   d. Spanish claims

Behavioral Objective 2:

After you finish these activities, you will be able to name the colonies.

Activities:

1. Using the overhead projector and a transparency, the teacher will name and describe the New England Colonies, Middle Colonies and the Southern Colonies in terms of:
   a. location
   b. ways of making a living
   c. Ethnic groups
   d. self-government
   e. laws in the colonies

2. From the map below, write the New England Colonies, Middle Colonies, and the Southern Colonies.

**THE THIRTEEN COLONIES IN 1783**

This map shows the 13 British colonies that became the United States. Their population grew to nearly 2 million in a little more than 150 years after a small band of Englishmen established the first permanent settlement at Jamestown.

NEW ENGLAND COLONIES:
3. From the overhead projector and a transparency, write the:

ROYAL COLONIES:
(1)
(2)
(3)
(4)
(5)
(6)
(7)

PROPRIETARY COLONIES:
(8)
(9)
(10)

SELF GOVERNING COLONIES:
(11)
(12)
(13)

4. You will unscramble the spelling of the 13 colonies. Place the correct spelling of each colony on the line below the scrambled letters.

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5. You will write a short report on each of the following statesmen:

   a. George Washington  
   b. Thomas Jefferson  
   c. Alexander Hamilton  
   d. Patrick Henry  
   e. Tom Paine  
   f. Paul Revere  
   g. John Paul Jones  

6. The teacher will play a "Who Am I" game with the students, using each of the above statesmen.
SELF EVALUATION

I. Circle the correct answer.

1. Continents of the world:
   a. North America       c. Asia
   b. South America       d. Africa
   e. all of these

2. I live on the continent:
   a. North America       c. Asia
   b. South America       d. Europe

3. The largest continent in the world is:
   a. Asia               c. Europe
   b. Africa            d. North America

4. A sphere is shaped like a:
   a. square     b. ball   c. triangle   d. rectangle

5. Hemisphere means half. Half of a sphere is called:
   a. hemisphere  b. circle  c. triangle  d. square

6. Columbus discovered the:
   a. western hemisphere       c. northern hemisphere
   b. eastern hemisphere       d. southern hemisphere

II. Place "T" for true and "F" for false.
   __1. Purify means to make pure.
   __2. Roger Williams was a Puritan at first, who later helped to start the Rhode Island Colony.
   __3. The Pennsylvania Colony was started by Quakers. William Penn started this colony.
   __4. The first people who came to Jamestown, Virginia in 1607 came for gold.
   __5. At first, there were only the Northeast and Southeast colonies.
   __6. Connecticut is a New England state.
   __7. Georgia is a southern state.
   __8. The first Negroes that came to the New World to stay came in 1619 on a Dutch ship.
   __9. The first written government in the New World (America) was the Mayflower compact.
   10. The first 13 British Colonies later became American Colonies or states.
BEHAVIORAL OBJECTIVE I:

After you finish the activities, you will be able to tell what citizenship means.

ACTIVITIES FOR BEHAVIORAL OBJECTIVE I:

1. Using the dictionary that the teacher gives to you, page 111, write the meaning of citizenship.

2. The teacher and the students will talk about citizenship.

3. A film will be shown on "Good Citizenship" and each student will tell one thing he learned about good citizenship.

4. Name which picture below shows good citizenship?

Obeying the law
2. Draw pictures showing good citizenship and bad citizenship.

3. Using the dictionary that the teacher gives to you, pages 571, 201, and 261. Write the meaning of these three words:
   a) right  
   b) duty  
   c) freedom

4. You will see a filmstrip and listen to a tape on, "The Freedoms, Rights, and Duties of an American Citizen."

5. The teacher and students will talk about the freedoms of an American citizen.

6. The teacher and the students will talk about the rights of an American citizen.

7. The teacher and the students will talk about the duties of an American citizen.

8. Worksheets will be given to you from the filmstrip and tape on, "Freedoms, Rights and Duties of an American Citizen." These should be done and handed into the teacher.

9. Comic strips will be given to each student on, "Freedom and You."

10. A comic strip will be given to you on what to do if arrested by a policeman. Teacher and students will talk about this in small groups.

11. The students will see a film on, "Are You a Good Citizen?"
SELF EVALUATION

I. Put "T" if the sentence is true, and an "F" if the sentence is false.
   ___ 1. Citizenship is the duties and rights of an American citizen.
   ___ 2. A duty is what a person ought to do, or should do.
   ___ 3. Freedom means to be free to do what is right within the law.
   ___ 4. A right means to do what is good, true or just.
   ___ 5. Civics is the study of our laws and our people.

II. Answer the statements below by putting RIGHT if it is a freedom we have, and DUTY if it is something we ought to do, or should do. Put your answer on the line after the sentence.

   1. Freedom to go to church
   2. Freedom to buy land
   3. A citizen should keep himself clean.
   4. A citizen should follow the law.
   5. Freedom to vote
Section II  How Do You Become An American Citizen?

BEHAVIORAL OBJECTIVE I:

After you finish the activities, you will be able to write the meaning of alien.

ACTIVITIES FOR BEHAVIORAL OBJECTIVE I:

1. Using the overhead projector, the teacher will show you, two ways of becoming an American citizen.

2. Using the dictionary that the teacher gives to you, pages 256 and 433, and 447, write the meaning of these five words.
   a) alien
   b) foreigner
   c) naturalization
   d) native
   e) oath

3. The teacher will tell you the story of Konrad Schmidt, an alien that became an American citizen through naturalization.

4. Using the overhead projector, the teacher will write the steps by which an alien becomes an American citizen.


6. Worksheets will be given to you on how an alien becomes a citizen.

7. Using the overhead projector, the teacher will show you the rights of a new citizen or naturalized citizen.

8. Comic strips will be given to each student on, "Why Vote?"

BEHAVIORAL OBJECTIVE II:

After you finish the activities, you will be able to tell ways of losing your citizenship.

ACTIVITIES FOR BEHAVIORAL OBJECTIVE II:

1. Using the dictionary that the teacher gives to you, pages 184 and 718, write the meaning of these two words:
   a) disloyal
   b) treason

2. Using the overhead projector, the teacher will show you ways in which citizens born in America may lose their citizenship.

3. Draw a picture showing one way a citizen born in America may lose his citizenship.
4. Using the overhead projector, the teacher will show you ways in which new citizens or naturalized citizens may lose their citizenship.

5. The teacher and students will talk about the importance of being a good, true citizen.

Behavioral Objective III:

After you finish these activities, you should know how to honor and display your flags.

Activities:

1. Using the Beginning Dictionary by Thorndike, Barnhart and Scott, write the meaning of:
   a. pledge
   b. allegiance
   c. loyalty
   d. indivisible
   e. justice
   f. liberty

2. Using the booklets "You and Your Flag", page 2, answer the question "What is a flag?".
   a. Using the booklet "You and Your Flag", pages 8-9, the teacher will help students name the parts of the flag.
   b. Using the booklet "You and Your Flag", pages 8-9, write the meaning of the flag colors:
      red -
      white -
      blue -

3. Using the booklet "You and Your Flag", page 10, list when to display the flag.
   What days should the flag be displayed? (page 11)

4. The teacher and students will list and demonstrate ways of displaying the flag in terms of:
   a. on a staff
   b. cross on a wall
   c. grouped with other flags
   d. on the speaker's platform
   e. flat on the wall
   f. in an audience

 Worksheets will be given to evaluate the above activities.
SELF EVALUATION

I. Using the words below, fill in the blank lines with the correct answer.

<table>
<thead>
<tr>
<th>COLUMN A</th>
<th>COLUMN B</th>
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<tbody>
<tr>
<td>a) native</td>
<td>1. An ______________ is a foreigner.</td>
</tr>
<tr>
<td>b) alien</td>
<td>2. A ______________ is a person born in a certain country - United States.</td>
</tr>
<tr>
<td>c) naturalization</td>
<td>3. To be ______________ is not to be true.</td>
</tr>
<tr>
<td>d) disloyal</td>
<td>4. ______________ is to work against your government.</td>
</tr>
<tr>
<td>e) treason</td>
<td>5. ______________ is the way in which an alien becomes an American citizen.</td>
</tr>
</tbody>
</table>

II. Put "T" if the statement is true and "F" if the statement is false.

___ 1. An alien must be at least 18 years old before he can become a naturalized American citizen.
___ 2. An alien must be able to read, write and speak a little English before becoming a naturalized American citizen.
___ 3. If an alien has not married an American citizen, he must live in the United States five years before becoming a naturalized American citizen.
___ 4. Before an alien can become a naturalized citizen of the United States, he must give up his citizenship rights in his own country.
___ 5. Any American citizen who votes in an election in another country, may lose his American citizenship.
___ 6. The flag should be displayed from sunrise to sunset.
___ 7. The flag should be flown on special days like the Fourth of July.
___ 8. Never use the flag as a decoration.
___ 9. On a staff, the American flag should always be higher than any state, city or school flag.
___ 10. In an audience, the U.S. flag should always be to the right of the people.
ADVANCED STUDY

1. You may do a poster on good citizenship and bad citizenship.
2. You may do a bulletin board on "Our Freedoms." These are found in our Bill of Rights.
3. You may do a poster on your duties as an American citizen.
4. You may do a poster on your rights as an American citizen.
5. Draw the flag of the United States, study the comic strips on displaying the flag and show the class how to display the flag.
6. Draw the flag of South Carolina, study pages 251-252 of your American Civics book and show the class how to display the state flag.
7. You may do a poster, listing the ways in which a flag should be respected and taken care of.
Section I WORKSHEET

From the filmstrip and tape and the talk with the teacher on the freedoms, rights, and duties of an American citizen, do the worksheets below.

I. Answer the statements below by putting RIGHT if it is a freedom we have, and DUTY if it is something we ought or should do. Put your answer on the line after the sentence.

A. Freedom to go to church.
B. Freedom to own land.
C. Freedom to vote.
D. Freedom to go to school.
E. Freedom to work.
F. Freedom to go to Greenwood State Park.
G. Freedom to have a trial by jury.
H. A citizen ought to do what the law says.
I. To pay taxes
J. A student should study.
K. A citizen should not throw paper on the ground.
L. A citizen should not walk on other people's grass.
M. A citizen should read the newspaper.
N. A citizen should take care of library books.
O. A good citizen should take care of his school.
P. A good citizen should take care of his home.
Q. A good citizen should help to take care of his community.
R. A good citizen should take care of his body, by keeping clean and healthy.
S. All men should serve their country by going in the armed forces.
I. Write "T" for true, and "F" for false in the line before each sentence.

1. Naturalization is the law by which an alien becomes an American citizen.  
   ( )

2. Visa is a paper saying that you can go to another country.  
   ( )

3. If you are born in any state in the United States, you are an American citizen.  
   ( )

4. An alien is a foreigner.  
   ( )

5. The first step in an alien becoming a citizen is to take the oath of honesty.  
   ( )
HISTORY: Greenwood county was formed in 1897 from Abbeville and Edgefield counties. In 1824 Judge John McGeehee left the old Cambridge Mrs. McGeehee named her home Green Wood.

November, 1775 the Whigs and the Tories fought at Ninety Six, this played an important role in the Revolutionary War.

Greenwood's 316-foot main street was believed to be one of the wildest in the world.

New industrial economy has moved in, but agriculture still is an important part of the economy.

Lander College and the College of Commerce are both located in the county.
SECTION 1 Units of Local Government

BEHAVIORAL OBJECTIVE No. 1:
After you finish these activities, you will be able to define local government.

Activities:
1. Using the dictionary, pages 381-382 define:
   a. local  
   b. local government  
   c. municipal
2. The teacher will show pictures of local government buildings.
   a. Name two local governments that you know.
3. Using the overhead projector and a transparency, the teacher will name and explain the types of local government.
   a. The teacher will show you how local government is established.
   b. The teacher will show and demonstrate the needs for local government.

BEHAVIORAL OBJECTIVE No. 2:
After you finish these activities, you will be able to discuss your town government.

Activities:
1. Using the Beginning Dictionary by Thorndike and Barnhart define the word "town".
2. Using colored crayons or felt tip pens, mark off these places on the map the teacher will give to you.
   a. Your school (Ninety Six High)
   b. The Middle School
   c. The street or road on which you live
   d. The Elementary School
3. The teacher will discuss and demonstrate ways in which we help our local government.
4. In a general class room discussion with transparencies and posters, the teacher will show how the local, state and federal government help each other.

BEHAVIORAL OBJECTIVE No. 3:
After you finish these activities, you will be able to describe city government.
Activities:

1. Using the Beginning Dictionary by Thorndike and Barnhart you will be able to define the word "charter".

2. Using the overhead projector and a transparency, the teacher will list the ways in which city government serves you.
   The teacher will list and explain the three types of city government.

3. Using the overhead projector, the teacher will explain the Mayor Council form of government in terms of Ninety Six.
I. Answer the questions below, from chart 1, in the back of the LAP.

1. Who elects the Mayor of Ninety Six? the ______________________

2. Who makes the laws for the town of Ninety Six?

3. Who elects the town council?

4. List two powers of the mayor of Ninety Six.
   a. ______________________
   b. ______________________

5. Under the Mayor-Council government, the town is divided into districts called ______________________

6. Define: a. unicameral
   b. bicameral

7. Does Ninety Six have a unicameral council ward, or a bicameral council ward?

8. Using the Beginning Dictionary by Thorndike and Barnhart, define the term "official".

Name an official of Ninety Six.

9. From the chart below, list the officials of Ninety Six according to their job.

   Mayor ---- Mrs. Mary L. Bell
   Mayor Pro-Tempore ---- Mr. Charles McCall
   Clerk-Treasurer ---- Mrs. Helen E. Pruitt
   Town Recorder ---- Mr. J. M. Pracht

   COUNCILMEN FOR EACH WARD

   Francis H. Floyd ----- Ward 1
   Bettie Warren ----- Ward 2
   Clardy Godfrey ----- Ward 3
   Arvest Turner ----- Ward 4
   O. L. Godfrey ----- Ward 5
   W. L. Bridges ----- Ward 6

   Fire Chief ----- W. A. Summers

   Chief of Police ----- John Rushton
10. The teacher will describe or list one duty for each of the above officials.

11. An official from each of the above departments will speak to the class on local government in Ninety Six.

12. Using the overhead projector and a transparency, the teacher will describe the Council Manager’s plan of government in terms of Greenwood.

I. Answer these questions from chart II in the back of the LAP.

1. Who elects the city council? the 

2. Who makes laws for the city of Greenwood? 

3. Who hires the city Manager? the 

4. Who enforces the city laws? the 

5. Who appoints the heads of Greenwood city departments?

6. List three powers of the city manager.
   a. 
   b. 
   c. 

7. Write the name of Greenwood’s city manager. 

Using the overhead projector, the teacher will list the officials of Greenwood.


9. A field trip to the municipal building in Ninety Six and Greenwood will be scheduled.
WORKSHEET PART I

Using the words and phrases, fill in the blank space below.

a. charters  
b. Mrs. Mary Bell  
c. county seat  
d. school district

e. wards  
f. 52  
g. superintendent

1. ___________ are city election districts.

2. Ninety Six is our local ___________ ___________.

3. We live in school district ________.

4. Mr. Boozer is our school ________________.

5. ___________ are granted to local governments by state legislature.

6. The county courthouse is located in the ___________ ___________.

7. Mayor of Ninety Six is _________________.

6
SELF EVALUATION

True - False: In the space provided put "T" for true and "F" for false.

1. Your local government is in your community.  
2. A ward is a town or city election district.  
3. Local governments include city, town, and county government.  
4. Our laws are made by the town council and the mayor.  
5. The mayor of Ninety Six is elected by the people.  
6. Superintendent of the Ninety Six schools is J. C. Boozer.  
7. A person that works in our government is called an official.  
8. We live in school district number 52.  
9. The county Municipal Buildings are in Greenwood.  
10. The local government provides many services for the people.

Part II - Using these names fill in the correct blank space below.

a. Mrs. Mary L. Bell  b. Mr. J. C. Boozer  c. Mr. John L. Rushton  d. Mr. W. A. Summers  e. Mrs. Helen E. Pruitt

1. ______________________ is mayor of Ninety Six.
2. Chief of Police for Ninety Six is ______________________.
3. Ninety Six town clerk and treasurer is ______________________.
4. Superintendent of Ninety Six Schools is ______________________.
5. Ninety Six Chief of the fire department is ______________________.
ADVANCE STUDY

1. Write a report on Star Fort.

2. Write a one page report on Interstate commerce.

3. Prepare a scrapbook of articles on the local government of Greenwood and Ninety Six.
Worksheet on the officials of Greenwood.

I. Fill in the lines below with these names and words.

a. James D. Jefferies  
b. John Wash, Jr. and W. S. Harrison  
c. Ted Wyndham  
d. Truman Campbell  
e. Hardin Camp  
f. voters  
g. ordinances  
h. Edna McDaniel  
i. W. K. Charles, Jr.  
j. Travis Higginbotham

1. Greenwood city attorney is ____________.
2. The Greenwood city mayor is ____________.
3. The Greenwood city traffic recorder is ____________.
4. The Greenwood city manager is ____________.
5. The mayor and the six councilmen of Greenwood are elected by the ____________.
6. Local laws are called ____________.
7. Greenwood city clerk and treasurer is ____________.
8. Two of Greenwood city's councilmen are ____________ and ____________.
9. The Greenwood city fire chief is ____________.
10. The Greenwood city chief of police is ____________.
CHART I

MAYOR COUNCIL CITY GOVERNMENT

The mayor prepares the budget and proposes laws, or ordinances

The Voters Elect

Mayor appoints

District called Wards

The City Council

The city council passes laws and may approve Mayor's appointments

HEAD OF CITY DEPARTMENTS

Public safety Public Works

Public Health Public Welfare

Public Property, Parks, Recreation, Water Department
CHART II

CITY MANAGER PLAN OF CITY GOVERNMENT

The VOTERS ELECT

The CITY COUNCIL

The CITY MANAGER

Manager
Appoints
Hires officials for these departments
a. Health
b. Safety
c. Welfare
d. Sanitation

Passes Laws

PROPOSES Laws
LEARNING ACTIVITY PACKAGE

STATE AND FEDERAL GOVERNMENT

AMERICAN CIVICS 91

REVIEWED BY

LAP NUMBER 3

WRITTEN BY Betty Calhoun

10273 6
KNOW YOUR
SOUTH CAROLINA GOVERNMENT
AND
National Governments

ALASKA
Behavioral Objective I

After you finish these activities, you will be able to define LAW.

Activities:

1. Using the Beginning Dictionary by Thorndike, Barnhart and Scott (page 330), you will define LAW.
   a. The Teacher will discuss the importance of laws.
   b. The Teacher will give illustrations of laws.

2. Comic strip booklets on the law will be discussed in small groups.
   a. You will be given cards illustrating right and wrong.
   b. You will recognize the card that illustrates right from the card that illustrates wrong.
   c. You will tell what you see in each card.

3. Using the Beginning Dictionary by Thorndike (pages 585, 211, 249) you will define:
   a. State
   b. Federal
   c. Government

4. Using a transparency, the Teacher will show you what laws the states have and what laws the federal government has.
   a. You will be given a picture chart with examples of state and federal laws.
   b. Using a transparency, the Teacher will explain how laws are made.
   c. Pictures of lawmakers will be shown to students.

5. Using the Beginning Dictionary (page 334), you will define LEGISLATIVE.
   a. A picture of the United States Legislation (Congress) will be shown.

6. You will observe and listen to a filmstrip and a tape on the Legislative Branch.
   a. Worksheets on the filmstrip and tape will be given to each of you.
   b. The sheets will be checked in a general classroom discussion.
   c. A member of the House of Representatives may speak to the Class.
After these activities, you will tell the duties of the President of the United States.

Activities:

1. Using the Beginning Dictionary by Thorndike (page 200), define Executive.
   a. Who is in the Executive Office of the United States government?
   b. The Teacher will describe the executive office and show a picture of it.
   c. You will tell some of the workers in the United States government.

2. Using the overhead projector and a transparency, the Teacher will explain the duties of the President of the United States.
   a. The Teacher will demonstrate some of the duties of the President.
   b. You will be given a chance to act out duties of our President.
   c. Pictures of the President and Vice President will be given to you.

3. The Teacher will describe and show pictures of the White House.
   a. You will tell who lives in the White House.
   b. You will give the location of the White House.

4. You will listen to a tape and observe a filmstrip on the "Executive Branch".
   a. Worksheets will be done in class during the tape and filmstrip.

5. Using the Beginning Dictionary of Thorndike (page 315), you will define:
   a. Judicial
   b. Judge

6. The Teacher will show pictures of the United States Supreme Court Building.
   a. Pictures of the U.S. Supreme Court Judges will be shown.
   b. From the picture, write the number of judges on the U.S. Supreme Court.
   c. Tell where the U.S. Supreme Court is located.

7. Using a transparency with the overhead projector, the Teacher will explain the duties of our U.S. Judicial System.
   a. The Teacher will use the assassination of ex-President John F. Kennedy to explain the duties of the United States Supreme Court.
   b. The Teacher will tell the story of the kidnapping trial of Hilda Gray to show the students the duties of the federal courts.
c. The teacher will explain the Supreme Law of the Land.
d. You will listen to a tape and observe a filmstrip on the Judicial Branch. Generally we will discuss the filmstrip.

8. Answer the questions below from the picture and the word list.

**BRANCHES OF THE FEDERAL GOVERNMENT**

**LEGISLATIVE**
- Passes the Laws
  - (1) federal
  - (2) government
  - (3) nine judges

**EXECUTIVE**
- Carries out the Laws

**JUDICIAL**
- Interprets the Laws

A. List the three parts of the Federal Government.
   a. 
   b. 
   c. 

B. Who makes the Laws of the United States?

C. The part of the Federal Government that punishes lawbreakers is ____________________________.

   Explain the Laws.

D. A union of states with rules that govern a country is: ________________________________

E. To control or to rule - The rules that the people set up to help run the country are ____________________________.

F. The person over all the country to see that laws are carried out is ________________________________.
After you finish these activities, you will be able to draw a map of the United States.

Activities:

1. From the map in the back of this LAP, draw and label the United States map.
   a. Color the state you live in green. Color the other states any color except green.
   b. Write the capital for each state.
   c. Write the abbreviation for each state (example - S.C. is South Carolina).

2. The Teacher will describe the states according to regional location. (example - southern states, New England states, etc.)
   a. The Teacher will then pass out portions of the U.S. map for demonstration.
   b. In small groups, you will describe your states in terms of location, shape and size.
   c. Write the names of two rivers in South Carolina.
   d. Write the names of two lakes in South Carolina.
   e. List the symbols of South Carolina.
   f. Draw one symbol of South Carolina.
1. The President of the United States is ____________.
2. The Chief Justice of the United States is ____________.
3. The Vice-President of the United States is ____________.
4. The United States Representative from Greenwood, South Carolina is ____________.
5. The part of the government that makes the laws is ____________.
6. The part of the government that sees that the laws are carried out is ____________.
7. The number of states in the United States is ____________.
8. The location of the capital of South Carolina is ____________.
9. The part of the government that punishes lawbreakers is ____________.
Behavioral Objective I

After you finish these activities, you will be able to describe a territory of the United States.

Activities:

1. Using a dictionary, you will define TERRITORY.
2. The Teacher will name and show pictures of United States territories.
3. Using an overhead projector, the Teacher will show and describe a United States territory.
4. The student will draw and label and color one of the United States territories that the Teacher gives the students.
5. Using the bulletin board and cards, the Teacher will demonstrate the five stages through which a territory usually passes before becoming a state.
6. Using a dictionary, you will define state and name the state you live in.
7. Using the South Carolina map below, answer the questions on the next page.

[Map of South Carolina showing judicial circuits and county lines]

**Legend**
- Circuit boundaries
- Circuit numbers
- County lines

**JUDICIAL CIRCUITS of South Carolina**
a. Write the name of the state you live in.

b. Write the name of the county you live in (using the map) and then color it green.

c. Name the six counties surrounding Greenwood County.
   (1) (2) (3) (4) (5) (6)

d. From the map, how many counties are in South Carolina? ________

Behavioral Objective II

After you finish these activities, you will be able to name the parts of our state government.

Activities:

1. Using the overhead projector, the Teacher will explain why we need state government.

2. Using a transparency, the Teacher will describe the state house.

3. Using the overhead projector and a transparency, the Teacher will explain each part of the state government.

4. The picture of the chart below shows the three parts of our state government.
5. Fill in the blank spaces (using the chart) with a word, words, or names.
   a. The three parts of our state government are ____________________________ and ____________________________.
   
   b. The ____________________________ and the ____________________________ are in the executive office of our government.
   
   c. The state ____________________________ are in the judicial office of our government.
   
   d. The ____________________________ and the House of ____________________________ are in the legislative office of our government.
   
   e. The part of our government that makes the laws is the ____________________________.
   
   f. The part of our government that sees that the laws are carried out is the ____________________________.
   
   g. The part of our government that punishes lawbreakers and houses the state supreme court is ____________________________.

6. Using Beginning Dictionary (pages 404, 153 & 672) you will define these words:
   a. office  b. officers  c. officials  d. departments  e. voter

7. A picture of the mayor will be shown to illustrate an official.

8. Using transparencies, the Teacher will explain the state executive office.
   a. Then the students will answer the questions under the picture charts on the executive. (see the following page)
(1) What is the difference between the state executive office and the United States executive office?

(2) How many voters are in the top picture?

(3) Who elects the state officials in the executive office?
(4) Count the departments in the chart and write the correct number in this space. ________

(5) Name the nine departments in the state executive government. Write them on the lines below.

Governor (example) ______________________
____________________________________
____________________________________
____________________________________
____________________________________

(6) Who is Superintendent of Schools in South Carolina?

____________________________________

(7) Who is the Governor of South Carolina? ______________________

9. Using transparencies, the Teacher will explain the state general assembly. Then the students will answer questions from the picture charts on the next page.
The General Assembly, the state law-making body which meets in Columbia, governs the state with the help of the city and county governments and other governing bodies. The General Assembly tells the city and county governments what kinds of jobs they can do. It gives the local government the power to do these jobs.

The General Assembly does not give all the 46 county governments exactly the same jobs and power. This is also true for city governments. Some cities in South Carolina have more power than others.
a. Name the lawmaking body for South Carolina.

b. Where is South Carolina's lawmaking body?

c. Name one senator from Greenwood in our state General Assembly.

10. Using transparencies, the Teacher will explain the state court system. Then the students will answer the questions below the picture charts.

COURT SYSTEM

1. SUPREME COURT

2. CIRCUIT COURTS

3. LOCAL & SPECIAL COURTS

a. Name South Carolina's three main courts.

(1) (2) (3)
11. A Word List - Worksheets will be given to each student. These sheets will be checked in group discussions.

12. Using a picture chart, the Teacher will show the difference between the local, state and federal governments.
I. Using the words below, write the correct word or words in the blank spaces provided.

<table>
<thead>
<tr>
<th>Executive</th>
<th>Legislative</th>
<th>Judicial</th>
</tr>
</thead>
<tbody>
<tr>
<td>territory</td>
<td>state</td>
<td>John West</td>
</tr>
<tr>
<td>Cyril Busbee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. ___________________________ is our state superintendent.
2. ___________________________ is our state governor.
3. The three parts of our state government are ___________________________, ________________, and ___________________________.
4. South Carolina is a ___________________________.
5. A ___________________________ is a piece of land governed by the United States.

II. TRUE-FALSE (Place a "T" for true and an "F" for false in the space provided.

1. There are 46 counties in South Carolina.
   ____ 2. Greenwood is a county.
   ____ 3. Ninety Six is a town in Greenwood County.
   ____ 4. South Carolina is a state.
   ____ 5. South Carolina laws are made by our general assembly.
   ____ 6. Our state general assembly is in Columbia, South Carolina.

III. Write the correct name of each person below in the space provided under the picture. Use the names below.

(1) Governor John West  (2) Superintendent of Education Cyril Busbee
(3) Lieutenant Governor Earle Morris

-----pictures on the next page-----
LEARNING ACTIVITY PACKAGE

FINDING A JOB AND GETTING ALONG WITH PEOPLE

AMERICAN CIVICS 91

REVIEWED BY

WITTEN BY B. C. Calhoun

LAP NUMBER 4

Ninety Six High School

Ninety Six, S.C.
SALES
CLERKS

YOUR

OPPORTUNITIES

CONSTRUCTION

Worker

Tool and
Die Maker

BEST COPY AVAILABLE

RATIONALE

Doctor
Dental Assistant
Cashier

Printer
Plumber

Secretary
Beautician

Auto Mechanics
X-Ray Technicians

Is this employer getting his money's worth?

Workers...
INSTRUCTIONS

All class activities should be teacher directed.

Progress Test . After Sections I and II
LAP Test . After Section III

RESOURCES

Books:
_____ American Civics by Hartley and Vincent

Booklets and Pamphlets:
X How to Get a Jog and Keep It.
X The Job You Get by Richard H. Turner
_____ Unemployment Is Non-Cents by Gary D. Lawson
_____ About Getting a Job by Channing L. Bete

Filmstrips and Tapes:
_____ New Career Opportunities -332
X Your Life of Work -337
X Interests Pay Off -341
_____ Career Planning In A Changing World -361
X How to Study Occupations -365
BEHAVIORAL OBJECTIVE 1:

After you finish these activities, you will be able to discuss job preparation in terms of education.

Activities:

1. List at least two reasons why people work.

2. Using the overhead projector, the teacher will explain the seven cardinal principles of education.

ACTIVITY SHEET

Use the words below to answer the following questions.

a. reading, writing and arithmetic
b. health habits
c. cooperation
d. job
e. home, school, country
f. leisure
g. polite and helpful
h. clean, health
i. getting along
j. community
k. history

Fill in the sentences below with the correct words above.

1. One of the main goals of our school is to teach the three R's ________, ________, and ________.
2. Schools should also help develop good ________ ________.
3. Schools teach you to take an active part in your ________.
4. Schools teach us how to ________ ________ with other people.
5. School teaches us how to make wise use of our ________ time.
6. School helps us to prepare ourselves for ________ openings.
7. School teaches us ________.
8. School teaches us to be ________ and ________.
9. School teaches you facts about ________.
10. School teaches you about your ________ ________ and ________.
11. School teaches us that being ________ is good for our ________.
Activities (cont.)

3. Using the overhead projector, the teacher will explain how to get the most out of school, in terms of:
   a. how to study
   b. class activities
   c. how to do well on a test
   d. taking part in school activities

ACTIVITY SHEETS -

Fill in the spaces with a correct word from the list below.

a. extracurricular  e. notebook, pencils, textbooks, the dictionary
b. questions  f. proof
c. study aids  g. participate (take a part)
d. attention  h. assignment

1. Students should pay careful ________________ to what is being taught in each class.

2. ________________ are maps, charts, index, glossary and pictures.

3. All written assignments should be ________________ read before handing in.

4. Before attacking an assignment make sure the materials you need are close at hand, some of these may be ________________, ________________, ________ and ________.

5. All students should ________________ in class activities.

6. When ever an assignment is explained by a teacher and the student does not understand, he should ask ________________.

7. Never attempt to do an ________________ unless you understand what should be done.

8. Football, basketball, school clubs and cheerleading are ________________ activities.

TRUE-FALSE: Put T for true and F for false.

   ____ 1. Each student should budget his time wisely.
   ____ 2. When doing homework, have everything you need at hand or close by.
   ____ 3. You should listen to a radio or television while studying.
4. Make sure that the light is bright enough for studying.
5. Make sure you understand the assignment before you start.
6. Find a good working space and use it often.
7. Students should always bring their books, pencils and notes to class.
8. Students should pay attention to what is being taught in class.
9. Review notes before taking a test.
10. Read each question on the test carefully, before you begin to answer them.
11. All sports and clubs are called extra curricular activities.
12. Extra curricular activities add to your fun in school.

4. Using the overhead projector, the teacher will explain the personnel record forms in terms of:
   a) personal history
   b) school history
   c) health record
   d) extra curricular activities
   e) interest and abilities

5. A chart will be given to each student using the overhead projector. The teacher will explain each of the pictures in terms of:
   a) motor skills
   b) number skills
   c) preceptual skills
   d) language skills
   e) special talents


7. American Civics pages 337-338. Using the overhead projector, the teacher will explain how some of the above activities may aid you in getting the job you want.

BEHAVIORAL OBJECTIVE 2:

After you finish these activities, you will be able to discuss job preparation in terms of interests and abilities.
ACTIVITIES:

1. The Beginning Dictionary by Thorndike and Barnhart - define the following.
   a. interest
   b. ability
   c. values

2. Using the overhead projector, the teacher will discuss ways of finding your interest.
   a) List part-time or full-time jobs you have had or have.
   b) Did you like the work or do you like the work?
   c) What did you learn about yourself and your interests while working?
   d) Worksheets on jobs will be given to each student.
   e) Write the meaning of hobbies and list at least two of your hobbies.

3. Using the overhead projector, the teacher will list ways of finding your abilities.

A. Read the chart below and estimate your skills and abilities.

<table>
<thead>
<tr>
<th>SKILLS AND ABILITIES</th>
<th>High</th>
<th>Average</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRITING ABILITY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skill in drawing,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and painting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLERICAL ABILITY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to keep neat and accurate records and file reports and other information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECRETARIAL SKILL:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to type fast and correctly and take dictation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANUAL ABILITY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skill in working with your hands fast and accurately</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATHEMATICAL ABILITY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with numbers quickly and accurately</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VERBAL SKILL:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to speak and write well</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABILITY TO HELP OTHERS:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skill in working with children or those who need special help</td>
<td></td>
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</tr>
<tr>
<td>MUSICAL ABILITY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to sing or to play musical instruments</td>
<td></td>
<td></td>
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<tr>
<td>PHYSICAL HEALTH:</td>
<td></td>
<td></td>
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<tr>
<td>General ability to work for long periods of time, possibly out-of-doors</td>
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</tbody>
</table>
SOCIABILITY: Ability to meet and talk to all types of persons with ease.

SCHOLASTIC ABILITY: Ability to read, study, and learn from school work. Ability to pass tests.

JUDGMENT: Ability to locate situations accurately and to make wise decisions to use common sense.

<table>
<thead>
<tr>
<th>High</th>
<th>Average</th>
<th>Low</th>
</tr>
</thead>
</table>

B. Students will take the Kuder Inventory Test.
Your teacher or the guidance counselor may explain the results of the test to you.

C. List your school experiences by deciding what subjects and activities you like best and see what fields of work this suggests for you.

<table>
<thead>
<tr>
<th>WHAT SCHOOL SUBJECTS DID YOU LIKE BEST?</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WHAT SCHOOL SUBJECTS DO YOU LIKE LEAST?</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WHAT OTHER ACTIVITIES DID YOU LIKE THE MOST?</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
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ERIc
WHAT TYPES OF JOBS OR FIELDS OF WORK ARE SUGGESTED BY THE SCHOOL SUBJECTS AND SCHOOL ACTIVITIES YOU LIKE MOST? List them below:


4. A personality questionnaire will be filled out by each student to help determine personal relationship.

RATE yourself on the Personality chart below.

A CHART FOR RATING YOUR OWN PERSONAL QUALIFICATIONS

Check yourself carefully on the items listed on this chart. Each of these personal traits is important in getting a job and succeeding in it.

<table>
<thead>
<tr>
<th>PERSONALITY TRAITS</th>
<th>High</th>
<th>Average</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendliness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheerfulness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidence in your abilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consideration for the feelings of others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect others' beliefs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neatness and personal appearance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sense of humor</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ability to take criticism</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to get along with people</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to win cooperation by others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willingness to work hard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal enthusiasm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Creativity and self-expression</td>
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<td></td>
<td></td>
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<tr>
<td>Ability to stick to a task until finished</td>
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</tbody>
</table>

You may select persons who know you well to help rate you on this chart and discuss their evaluation with you.
5. Using the overhead projector, the teacher will list persons and books that can help you most in planning for jobs.

List some work experiences that you have had in part-time or summer jobs, or working for family or neighbors.

It may help you to think about your work experience and decide what tasks you liked most.

**WHAT WORK TASKS HAVE YOU ENJOYED LEAST?**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Why?</th>
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</thead>
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</table>

**WHAT WORK TASKS HAVE YOU ENJOYED MOST?**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**WHAT TYPES OF JOBS OR FIELDS OF WORK ARE SUGGESTED BY THE WORK EXPERIENCES WHICH YOU HAVE ENJOYED MOST? LIST THEM BELOW:**

<p>| |</p>
<table>
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</tbody>
</table>
6. Using the overhead projector, charts, books and filmstrips, the teacher and students will have discussions on different kinds of jobs.

a) building trades
b) office work
c) technician
d) factory work
e) welding
f) plumbing
SELF EVALUATION

I. True - False: Put "T" for true and "F" for false.

_____ 1. Language skills deal with the ability to speak and write well.

_____ 2. Your school history refers to grades made on subjects taken in school.

_____ 3. Interests are those things that you enjoy doing.

_____ 4. The ability to play the organ well is a special talent.

_____ 5. Motor skills measure how fast and how well you can do things with your hands.

II. Matching Exercise: Put the correct letter in the space provided.

   a) aptitude test
   b) perceptual skills
c) number skills
d) personnel record form
e) extra curricular

_____ 1. A test that helps to discover your abilities and interest.

_____ 2. The skill or ability to picture objects in your mind.

_____ 3. The ability to work with numbers quickly and accurately.

_____ 4. Activities in addition to school subjects-examples are basketball, football, and hockey.

_____ 5. A form on which the employer asks an employee to give information about himself.

III. Write the meaning of words below:

   a. values

   b. personality

IV. List methods or ways of studying.
SECTION 11  
Finding and Keeping a Job

BEHAVIORAL OBJECTIVE 1:

After you finish these activities, you will be able to list ways of finding and keeping a job.

Activities:

1. Using the overhead projector or pamphlets, the teacher will explain five ways of finding a job.
   a) Prepare a help wanted chart. Use newspapers or magazines. This should be handed in to the teacher.
   b) Using the booklet, "The Job You Get," pages 30-31, read the information and do the exercise.

2. Using the overhead projector or a stencil, the teacher will explain the letter of job application to the students.
   a) Sample letters of job application will be discussed with each student.
   b) Teacher and students will explain and write a letter of job application.

3. Using the overhead projector, the teacher will explain the job interview.
   a) The teacher will list rules that should be followed in a job interview.
   b) The teacher will list items that each person should take with them on a job interview.

BEHAVIORAL OBJECTIVE 2:

After you finish these activities, you will be able to discuss job relationships.

Activities:

1. List at least two good work habits when working on a job. Show how these work habits can help you keep your job.

2. The teacher will list and discuss rules for succeeding on any job. Read pages 42-43 and do the exercises.
SELF EVALUATION

true - False  Put "T" for true and "F" for false.

1. When working on a job, be interested in the job.  
   _____

2. Gum should be chewed in job interviews in order to relax the job seeker.  
   _____

3. You should always be on time for a job interview.  
   _____

4. Employers want persons that are willing to work hard.  
   _____

5. For an interview, dress neatly, but don't over dress.  
   _____

6. Freedom of job choice in America means that the person is free to choose the kind of job he wishes to enter, if he meets the qualifications.  
   _____

7. Information about jobs may be obtained from counselors, books, watching other workers, and on the job training.  
   _____

8. The job interview is a talk between an employer and the person who wants the job.  
   _____

9. The resume should be filled out neatly with no misspelled words.  
   _____

10. Take a list of names and addresses of people you know to use as references on your application.  
    _____

II. Answer these questions.

1. List two ways of finding a job.
   a)
   b)

2. List two things that should not be done in a job interview.
   a)
   b)
Section III

Kinds of Jobs

BEHAVIORAL OBJECTIVE 1:

After you finish these activities, you will be able to list jobs that require long years of training.

Activities:

1. Using the overhead projector, the teacher will write the meaning of these words:
   a) professions
   b) technicians
   c) managers
   d) vocations
   e) academic
   f) apprenticeship

2. Students will then name:
   a) two professional jobs
   b) two technical jobs
   c) two managerial jobs

3. In which of the following jobs do you need the most training, the least amount of training?
   a) doctor
   b) radio and television repairman (fixer)
   c) manager of a grocery store

BEHAVIORAL OBJECTIVE 2:

After you finish these activities, you will be able to discuss the skilled workers.

Activities:

1. Using the overhead projector, the teacher will write the meaning of this phrase, "Skilled workers."
   a) Name five skilled jobs and two skilled workers
   b) List and explain the way most skilled workers are trained
   c) List four things that most skilled workers must be able to do in a job

2. Using the overhead projector, the teacher will write the meaning of semi-skilled worker.
   a) You will list four semi-skilled jobs and two semi-skilled workers that you know.

3. Using the Beginning Dictionary by Thorndike and Barnhart, write the meaning of these words:
   a) employee
   b) employer
   c) employment
4. You will list qualities that employers look for in
   a) professional workers
   b) skilled workers
   c) semi-skilled workers

5. The teacher and students will list unfavorable problems semi-skilled
   workers might have.

BEHAVIORAL OBJECTIVE 3:

After you finish these activities, you will be able to discuss the unskilled
workers.

Activities:

1. Using the overhead projector, the teacher will write the meaning of
   unskilled worker.
   a) The teacher will give examples of unskilled workers.
   b) The teacher will list reasons there are less unskilled jobs and more
      semi-skilled jobs.

2. Using the following kinds of workers, answer the questions listed
   below.

   a) professional  d) unskilled workers
   b) skilled workers  e) technicians
   c) semi-skilled workers  f) managers

   1) The job of sweeping the floors in a factory is an example of
      an

   2) The job of working in a medical X-Ray Lab is called a

   3) A doctor requires many years of training, therefore, he is a
      worker.

   4) A job that does not require long years of training of which an example
      is a factory machine operator and transportation driver is a

   5) A person that carries out the work of a business is called a

   6) A carpenter and a brick layer are considered

3. The teacher will list the jobs that offer you the greatest living condi-
   tions in your life time.

4. Using the overhead projector, the teacher will write the meaning of
   these words:

   a) self employed  c) clerical workers
   b) service workers
a) Students will list four self-employed jobs.
   1. 
   2. 
   3. 
   4. 

b) The teacher will list and explain three groups of service workers.

c) The teacher will list two clerical jobs in the United States.

5. Using the overhead projector, the teacher will explain the difference between the
   a) A single proprietorship and a partnership business.
   b) The teacher will list the favorable and unfavorable reasons for having your own business (single Proprietorship)
   c) The teacher will list favorable and unfavorable reasons for having a partnership business (two or more owning the business)
SELF EVALUATION

1. True - False: Put "T" for true and "F" for false.

   1. Self-employed people work for themselves.
   2. Most of the workers in America are semi-skilled.
   3. Americans are free to choose the kind of job he wishes to enter, if he qualifies.
   4. Professional jobs require long years of training - example a doctor.
   5. Most semi-skilled workers are trained on the job.

II. Answer these questions:

1. List two professional jobs.
   a)   
   b)

2. List two skilled jobs.
   a)   
   b)

3. List two semi-skilled jobs.
   a)   
   b)

4. List two unskilled jobs.
   a)   
   b)

5. List two self employed workers you know.
   a)   
   b)
ADVANCE STUDY

1. A group of students who have part time jobs may report to the class describing their work and what they are learning from it.

2. Two students with the teacher's approval may have the school counselor to speak to the class on job opportunities in Greenwood County.

3. You may draw a cartoon showing good and bad interviewing practices.

4. Using colored pens and colored construction paper, you may do a poster showing the different kinds of jobs listed under the following headings:
   a. Professions
   b. Technicians
   c. Skilled labor
   d. Semi-skilled labor
   e. Unskilled labor

5. You may draw a cartoon showing the difficult problems that most drop-outs face.

6. You and another student may prepare a bulletin board on the organization of our school system.

7. You and another student may make a detailed study of one occupation and be able to give the following information:
   a. Job families
   b. nature of work done
   c. job opportunities
   d. special tests necessary
   e. education of special training required
   f. steps one would take to enter this job
   g. opportunities for advancement and benefits
LEARNING ACTIVITY PACKAGE

SPENDING YOUR MONEY WISELY

The Intelligent Shopper

Ninety Six High School

AMERICAN CIVICS 91

REVIEWED BY

Ninety Six, S.C.

LAP NUMBER 5

WRITTEN BY Mrs. Calhoun
RATIONAL

Tools that were once
Used for money.

American coins
Section 1  What Is Money?

BEHAVIORAL OBJECTIVE 1:

After you finish these activities, you will be able to discuss the value of money.

Activities:

1. Together we will begin by reading and then discuss the development of the paper money in the United States. The teacher will also list reasons why the bank is still the better system.

2. American Literature by Pinsky and Vincent. pages 298-299 - The teacher will discuss:
   a. What is money?
   b. Is money good?
   c. Where is money made?

3. Using the overhead projector, the teacher will discuss coins:
   a. How coins are made.
   b. What coins are made.
   c. What coins are kept.

4. With the money, the teacher will show the students the amounts that money comes in.


5. Using the overhead projector, the teacher will list and explain the four common features of money.


BEHAVIORAL OBJECTIVE 2:

After you finish these activities, you will be able to discuss checkbook money.

Activities:

1. Using the overhead projector, the teacher will explain the history of checkbook money.

2. Using the signature cards on page 2-5, the teacher will explain how to open a checking account.
SAMPLE SIGNATURE CARDS USED IN OPENING A CHECKING ACCOUNT

<table>
<thead>
<tr>
<th>OCCUPATION OR CALL</th>
<th>STATEMENT TO BE</th>
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<tbody>
<tr>
<td>INDIVIDUAL</td>
<td>MAILED</td>
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</table>

<table>
<thead>
<tr>
<th>BUSINESS ADDRESS</th>
<th>PHONE</th>
<th>DATE OPENED</th>
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<tbody>
<tr>
<td>INDIVIDUAL</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>RESIDENCE ADDRESS</th>
<th>PHONE</th>
<th>INITIAL DEPOSIT</th>
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<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>INTRODUCED BY</th>
<th>ACCOUNT ACCEPTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDIVIDUAL</td>
<td>FOR BANK</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>JOINT ACCOUNT</th>
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<table>
<thead>
<tr>
<th>SAVINGS</th>
<th>Date</th>
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<table>
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<th>Signature 1</th>
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<table>
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<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>CONTENTS OF JOINT ACCOUNT</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Using the overhead projector, the teacher will explain:

   a) The purposes of checks
   b) The parts of a check
   c) How to fill a check
   d) How to sign a check

Students will be able to write a check by filling in the check below:

4. Under the teacher's supervision, the students will demonstrate the three ways of endorsing a check.
Use these words to fill in the correct spaces below.

1. a. token  
   b. check  
   c. bill  
   d. money order  
   e. currency  
   f. check  

2. The money or goods for an item or good is the ____________________.

3. They are made from metal; therefore, they are called hard money.

4. Check is called ____________________.

5. The person who signs the check is ____________________.

6. The teller.

7. To make a check, you write your name on the back of it.

8. The payee is the person who is receiving the check or money.

9. The payor is the person who is giving you the check or money.

10. A stop payment tells the bank how much money to pay the payee or how much money cannot be withdrawn from your account.

11. Pretend that you are buying something and fill in the check below as if you were actually paying for it by check.
SELF EVALUATION

(cont.)

1c. Write the correct name for each type of endorsement on the line or lines indicated from the given list below:

b) blank endorsement

Johnny Jones

For Deposit Only

John Smith

Pay to the order of Johnny Jones

Phillip Wilson
Section II: Banks and Credit

ACTIVITY 1

You will be able to discuss banks and savings banks.

ACTIVITY 2

You will explain the difference.

ACTIVITY 3

You will list favorable reasons for borrowing money.

ACTIVITY 4

You will explain credit.

ACTIVITY 5

You will be able to explain why and how people save money.

After completing these activities, you will be able to discuss banks and savings banks.

ACTIVITY 1

Define credit.

ACTIVITY 2

The teacher will list and explain the kinds of credit.

ACTIVITY 3

The teacher will list and explain the favorable and unfavorable reasons for borrowing money.

ACTIVITY 4

You will explain credit buying.

ACTIVITY 5

You will explain why and how people save money.
Activities:

1. Using the power of projection, the teacher will list reasons why you should save money.

   - Explain four ways of saving money in terms of:
     a) bonds
     b) credit association
     c) bonds
     d) credit association

2. Distribute a booklet on Buying Insurance.

3. Each student will illustrate the difference between:
   a) checking accounts
   b) savings accounts
   c) Federal Deposit Insurance
SELF EVALUATION

Put "T" for true and "F" for false.

______ T F. The purpose of checking accounts is to save and borrow money.

______ T F. To save and borrow money.

______ T F. A checking account is maintained for one year. Later.

______ T F. A credit card is useful because you pay your bills.

______ T F. A debit card is useful because you don't pay interest on debit cards.

______ T F. A guarantee is used to guarantee that you will pay the money.

______ T F. A credit card is useful for emergencies.

______ T F. A debit card is useful for emergencies.

______ T F. A savings account is useful for settling it up to be used later.

______ T F. A home equity loan is more than you can pay for.

______ T F. Your insurance company insures the money that

______ T F. A savings bond is money to make more money.

II. Use the correct term from list below in sentences below:

a. bank
b. credit card
c. finance company
d. credit rating
e. long term debt
f. FDIC
g. interest
h. insurance
i. credit
j. Saving bonds

1. A ____________________________ is a record of how well you pay your bills.

2. People usually use ____________________________ when buying a car or a house.

3. ____________________________ charge the highest rate of interests on the money you borrow.

4. To use money to sell money is ____________________________.

5. People usually use putting it in ____________________________ and ____________________________

6. ____________________________ have the money that is put in for unexpected emergencies.

7. ____________________________ and ____________________________ pays the highest rate of interest on the money you save.

8. ____________________________ is the money that you pay on the money you borrow or the money the bank pays you for letting them use and save your money.
9. ________

10. ________

A way of investing and saving money.
Section III

Preparing A Wise Consumer

1. You will be able to discuss spending money.

2. Richard H. explain the three

3. Based on their


5. Getting your money

6. Will be discussed

7. Impulse buying

8. Will be discussed

9. Whether planned agree with the total spent?

10. "Embarrassed

11. "Entitled "Embarrassed

12. Resource for budgeting your money.

13. Using a document projector, the teacher will explain impulse buying

14. The teacher will explain impulse buying will be
After you finish these activities, you will be able to discuss how to make wise decisions with money.

1. The buyer will be considered before making a shopping list.

2. The buyer will consider how much money in terms of:
   1) general expenses
   2) clothing expenses
   3) recreational expenses

3. The buyer will read and list the necessary items for their purchase and list point out why the buyer needs it.

4. The buyer will decide on a budget plan, "Spending Your Money Wisely," and do the following:
   a) insert "Spending Your Money Wisely," and do the following:
   b) make a yearly sales plan, in the corner
   c) do at least three different activities in at least three 2) clothing expenses
   d) make a yearly sales plan, a family budget on food and make a shopping list
   e) list, "Spending Your Money Wisely," and do the following:

7. Under each budget plan, each student will make a yearly sales plan, and make a yearly sales plan, when, and what is the purpose of each budget plan.
SELF EVALUATION

True - False: Put "T" for true and "F" for false.

1. By helping children learn the value of money, you teach them to spend money wisely.

2. Comparing prices in different stores helps you determine a good buy.

3. Purchasing items at the business bureau, you can find your net income per 

4. Keep your money in your money.

5. A good education is a good education.

6. Read labels carefully before buying.

7. The company guarantee the quality of each item on labels as, 

8. Read every label for price.

9. All answers to these questions are usually guaranteed by the company.

II. Answer the questions.

10. Make a list of the categories of your weekly or monthly income

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ERIc
LEARNING ACTIVITY PACKAGE

YOUR ENVIRONMENT

Ninety Six High School

AMERICAN CIVICS 91

REVIEWS BY

Ninety Six, S.C.

LAP NUMBER 6

WRITTEN BY B.C. Calhoun
INSTRUCTION SHEET

1. Progress and LAP tests will be administered according to the individual student's progress in the LAP.

2. Under the Individualized Instruction Program, the teacher will instruct this LAP according to the needs of the individual students.

3. Advanced Studies from the back of the LAP will be assigned and any other materials necessary to meet the needs of the individual student.
**RESOURCES**

**Books:** (x indicates required)

- **American Civics** by Hartley & Vincent  
- World Book Encyclopedia  
- Ecology by Shelly & Mary Louise Grossman  
- Modern Physical Science by Brooks  

**Filmstrips and Cassette Tapes:** (Series 99/0)

- "This Land of Ours" 99/Z  
- "The Waste of Our Resources" 99/B  
- "The Need for Conservation" 99/C  
- "Water and Its Conservation" 99/C  
- "Soil and Its Conservation" 99/E  
- "The Conservation of Our Forests" 99/F  
- "The Conservation of Wildlife" 99/G  
- "The Conservation of Minerals" 99/H  
- "The Conservation of Human Resources" 99/I  

**Films:**

- "Threshold of Tomorrow"  
- "To Conserve and Protect"  
- "A Noble Venture"  
- "The Gifts"  
- "The Trouble with Trash"  
- "TVA and the Nation"  
- "Valley of the Tennessee"  
- "This Is TVA"
SECTION I - THE IMPORTANCE OF OUR NATURAL RESOURCES

Behavioral Objective 1:

After you finish defining the words below, you will be able to demonstrate your knowledge of these words on a progress and/or LAP test.

a. renewable resources  

b. ecology  

c. wildlife  

d. top soil  

e. erosion  

f. environment  

i. water cycle  

g. pollution  

j. soil bank  

Behavioral Objective 2:

After you finish the activities listed, you will be able to list the importance of our natural resources.

Activities:

The teacher will identify natural resources and name some of them.

Behavioral Objective 3:

After you finish the activities below, you will be able to identify the kinds of forests.

Activities:

In World Book Encyclopedia, pages 336-337, "F", define forest and list the three kinds of forests.

1. Define conifers and name three softwood trees.
   a. Name at least three countries which grow these trees.
   b. Name some uses for softwood trees, such as pines and cedars.
   c. What animals usually use these trees for shelter?

2. Define and describe deciduous trees.
   a. Name at least three hardwood trees.
   b. What animals usually find food and shelter in hardwood trees?
   c. Name at least three hardwood trees in Greenwood, S.C.

3. Name at least three tropical trees.
   a. Describe the tropical rain forests.
   b. What animals live in the tropical rain forests?
   c. What countries grow these trees?
   d. What are tropical rain forest trees used for (i.e. mahogany & cypress)?

Behavioral Objective 4:

After you finish these activities, you will be able to list some of the products that are made from trees.

Activities:

1. List some of the wood products that are made from trees.

2. List some of the chemical products that are made from trees.
3. List some of the industrial products that are made from trees.

Behavioral Objective 5:

After you finish these activities, you will be able to list and describe some of the enemies of the forests.

Activities:

1. List and describe some insects that destroy trees.
2. What are we doing to protect our forests?
3. List and describe some of the diseases that destroy trees.
4. List at least five causes of forest fires and list some of the things that are usually destroyed by forest fires.

IDENTIFY THE PICTURE...........

Behavioral Objective 6:

After you finish these activities, you will be able to discuss animals.

Activities:

1. You will bring pictures to school of at least two animals.
2. Define: a. tame animals b. wild animals
3. The teacher will list and discuss animals that live: a. on land b. in water
4. The teacher will illustrate the difference between warm-blooded and cold-blooded animals.
5. The teacher and students will discuss helpful animals to man. (Pictures of some of these animals will be on display.)
6. The teacher and students will discuss harmful animals to man. (Pictures of some of these animals will be on display.)

**Behavioral Objective 7:**

After you finish these activities, you will be able to discuss forest and wildlife conservation.

**Activities:**

1. Each student will list at least five things that they know about the forest.

2. Using the overhead projector, the teacher will describe the eastern forest in terms of conservation of wildlife.
   
   a. Why did the passenger pigeon become extinct?
   b. What is a niche?
   c. Why is the decay of a tree important to a forest?
   d. Why can different birds co-exist in a forest?
   e. How do owls catch their prey?

3. Using the overhead projector, the teacher will list and explain ways of conserving our forests.

4. Using pictures and the overhead projector, the teacher will explain wildlife conservation.

5. The teacher will show filmstrips and tapes on forest and wildlife conservation.

**AN ACTIVITY SHEET WILL BE GIVEN TO EACH STUDENT ON FOREST AND ANIMAL CONSERVATION.**
SELF EVALUATION.

TRUE-FALSE: Put "T" if true and "F" if false in the space provided.

1. Some of our natural resources are air, soil, forests and minerals.  
   ___  T  

2. Soil furnishes food for man.  
   ___  F  

3. Forests are homes for animals.  
   ___  T  

4. Newspapers are made from wood.  
   ___  T  

5. Pulpwood is mixed with chemicals to make plastics.  
   ___  T  

   ___  T  

7. Blight is a disease that destroys most chestnut trees.  
   ___  T  

8. Forest fires destroy trees, plants, birds and other animals.  
   ___  T  

9. Hardwood forests are deciduous trees because they shed their leaves each year and grow new ones.  
   ___  T  

10. Oak and hickory are hardwood trees because they grow mostly in warm weather.  
    ___  T  

11. Softwood forests are cone-bearing trees such as pines and cedars.  
    ___  T  

12. Softwood forests grow mostly in cold regions (example: Canada).  
    ___  T  

ANSWER THESE QUESTIONS:

1. Name two warm-blooded animals that you know.
   a. 
   b. 

2. List two animals that are helpful to man.
   a. 
   b. 

3. List two ways in which animals are harmful to man.
   a. 
   b. 

SECTION II - WHAT IS POLLUTION?

Behavioral Objective 1:
After you finish these activities, you will be able to discuss pollution.

Activities:

1. Using the BEGINNING DICTIONARY by Thorndike, the students will define "pollution".
2. The teacher will explain why we have pollution.
3. a. The teacher will explain why people pollute their environment.
   b. The teacher will list and explain the three factors that increase pollution in modern times on the overhead projector.
4. Each student will list five ways in which they pollute the environment.
5. The teacher will show a filmstrip and let students listen to a tape on the need for conservation.
6. Students will view a filmstrip and listen to a tape on "This Land of Ours". A general class discussion will take place at the end of the filmstrip.

Behavioral Objective 2:
After you finish these activities, you will be able to discuss air pollution.

Activities:

1. The teacher will describe the air.
2. The teacher will describe the atmosphere in terms of:
   a. the troposphere
d. air current (winds)
b. stratosphere
e. wind patterns
c. oxygen and carbon dioxide
Then the teacher will explain what air pollution is.
3. Using the chalk board or the overhead projector, the teacher will list and explain causes of air pollution, and ways in which air pollution affects the environment.
4. The teacher will define renewable resources and explain why air is a renewable resource.
5. The teacher and students will state which pollutes the air more and why:
   a. cars    b. factories    c. heating homes    d. generating electricity
6. The teacher will list ways in which air pollution damages our homes, farms, and landscape.
Behavioral Objective 3:

After you finish these activities, you will be able to discuss Water Pollution.

Activities:

1. The teacher will describe water.
   a. List at least three sources of drinking water and ways of purifying it.
   b. List and explain the five processes of water purification.
   c. List some of the impurities that usually cause hard water.
   d. What problems do hard water usually cause.
   e. List ways of softening hard water.
   f. The teacher will identify water cycle and water table.
   g. The teacher will explain the difference between fresh and salt water and their uses.

2. Each student will select two of the largest fresh water bodies and write reports.
   a. Lake Superior
   b. Lake Michigan
   c. Lake Huron
   d. Lake Erie
   e. Lake Ontario

3. Two reports will be written on either of the salt water bodies below:
   a. Pacific Ocean
   b. Atlantic Ocean
   c. Indian Ocean
   d. Arctic Ocean

4. The teacher will list and explain some of the bodies of salt water. Pictures will also be shown.

5. Using the overhead projector, the teacher will list and explain the following types of water pollution.
   a. chemical
   b. sewage
   c. thermal
   d. silt
   e. crude

6. Using the overhead projector, the teacher will list and explain the method for purifying polluted water.

7. Worksheets will be given to each student. Then a filmstrip will be shown (with a tape) on water conservation.

8. The students will describe sound.
   The Teacher will describe noise pollution and list ways in which man can eliminate some of the noise pollution in the United States.

9. Students will list at least five causes of noise pollution in Greenwood County.

OPTIONAL-EXTRA CREDIT: Students will be given extra credit for bringing in pictures showing air, noise and water pollution.
TRUE-FALSE: Put "T" for true and "F" for false in the space provided.

____ 1. Water pollution kills fishes and destroys flowers and grass.
____ 2. Water is a natural resource.
____ 3. Pollution is dirtying of the air or water with smoke, smog and carbon dioxide.
____ 4. Old cars, trucks and garbage in our yards cause pollution.
____ 5. All fresh water comes from the clouds through the method called the water cycle.
____ 6. Air is a renewable resource because nature helps clean the air, and it can be used over and over again.
____ 7. The symbol for drinking water is H₂O.
____ 8. The term hard water means it is hard to make suds with.
____ 9. Hard water may be softened by boiling.
____ 10. Lake Superior is a body of fresh water.
____ 11. The Atlantic Ocean is a body of salt water.
____ 12. Underground and fresh bodies of water supply man with drinking water.
____ 13. Air is a mixture of colorless, odorless gases, such as nitrogen, oxygen and carbon dioxide.
SECTION III - ECOLOGY - THE VITAL KEY

Behavioral Objective 1:

After you finish these activities, you will be able to discuss ecology.

Activities:

1. Using the overhead projector, the teacher will define ecology and illustrate how plants and animals depend upon each other.

2. Using the overhead projector, the teacher will illustrate ways in which humans have upset the balance of nature.
   a. Pictures of natural resources will be shown to students.
   b. The teacher will give several examples of resources being wasted.

3. The teacher will explain why unrestricted DDT is dangerous.

Behavioral Objective 2:

After you finish these activities, you will be able to discuss the conservation of land.

Activities:

1. The students will list five uses of land. The Teacher will list other uses of land.

2. Using the overhead projector, the teacher will list and explain the following land forms and land areas.
   a. Plains - why plains are treeless
   b. Hills
   c. Mountains
   d. Plateaus
   Asia & Africa
   North America
   South America
   Europe Australia

   The Teacher will show pictures of these land forms and explain their uses.

3. The Teacher will give examples of how Americans' public opinions can improve the environment. Students will list things that they can do to improve the environment.

4. Using an overhead projector, and posters, the Teacher will list and explain ways in which farmers are practicing soil conservation.

5. The teacher will show a filmstrip and let the students listen to a tape on "Soil and Its Conservation". Activity sheets will be given out.

6. In groups, the teacher and students will discuss population explosion in terms of its being a threat to the land.

Behavioral Objective 3:

After you finish these activities, you will be able to list ways in which the government helps to protect our environment.
Activities:

1. Each student will list at least ten national parks and do a two-page written report on at least one.

2. Each student will list at least five national monuments and do a written report on at least one.

3. Describe the work of each of the following men in terms of early conservation:

4. Using the overhead projector, the teacher will discuss the role of the federal government in conservation in terms of:
   a. National Environmental Policy Act
   b. Clear Acts Acts
   c. Water Pollution Control Acts
   d. Wildlife Acts

5. The teacher will list and explain the Independent Agency that houses the Conservation programs.

Behavioral Objective 4:

After you finish these activities, you will be able to identify your state conservation program.

Activities:

1. The teacher and students will list and discuss some of the conservation activities in our county. A conservationist may come to speak to the class.

2. Using the overhead projector, the teacher will list and explain some conservationist organizations.

3. The teacher will list and explain ways in which each American citizen can help to protect the environment.
SELF EVALUATION

TRUE-FALSE: Put a "T" if true and an "F" if false in the space provided.

___ 1. The program to save our resources is the conservation movement.

___ 2. Gifford Pinchot wrote a book entitled "Breaking New Ground".

___ 3. A leader in the movement for conservation was President Woodrow Wilson, who appointed Gifford Pinchot.

___ 4. Soil is a renewable resource, for it can be used over and over again.

___ 5. Ecology is the study of the balance of nature, or how animals and plants depend upon each other.

___ 6. Asia is the largest continent.

ANSWER THESE QUESTIONS:

1. How has man upset the balance of nature?

2. Name two mountains.
   a. 
   b. 

3. List two ways in which you can help conserve our natural resources.
   a. 
   b. 

4. What is contour plowing?

5. What is erosion?
1. In small groups or individually, students may discuss how man has upset the balance of nature in North America. A map of North America will be drawn by the individual student or by the group.

2. In small groups or individually, students may do research on our national parks and seashores. Students should be able to discuss why the Federal Government built up our parks and seashores. Orally or in paragraph form, students may demonstrate their knowledge of Greenwood State Park.

3. A committee or an individual student may prepare charts or graphs or maps for display on the problems of pollution in our county, state, or in our country.

4. Groups within the class may participate in a practical conservation project by doing one of the following:
   a. cleaning the school grounds
   b. gathering papers and cans for recycling
   c. planting trees
   d. displaying pamphlets, booklets, and drawings on anti-pollution subjects