

**PRESIDENT'S OFFICE, REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT, .**  
**. SCHEME OF WORK FOR CIVICS FORM ONE FOR YEAR 2024 TERM I & II**

Main Competence	Specific Competence	Teaching Activities	Month	Week	Periods	Reference	Teaching & Learning Tools	Assessment Tools	Remarks
Orientation course (08/01/2024- 23/02/2024)									
UNDERSTAND OUR NATION	State The Components of our Nation.	To guide the students in their groups to present their findings for further discussion and clarification.	February	Week 4	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Copies of written texts on the components of a nation. Copies of written text on the components of a nation on Braille for visually impaired students.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
UNDERSTAND OUR NATION	Identify The National Symbols.	i) Using samples of national symbols to guide students in groups to discuss the message in each national symbol. ii) To guide students to sing the national anthem and thereafter discuss its message. iii) To guide students in groups to brainstorm and identify Tanzania's national festivals.	March	Week 1-2	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Samples of the national flag, coat of arms, various denominations of our currency, the constitution and a copy of the national anthem. Pictures showing various national festival events, government calendar and diaries. Tactile picture showing various national festival events, government calendar and diaries	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
PROMOTE LIFE SKILLS	Show Meaning and Types of Life Skills.	i) To guide students to brainstorm and write down the meaning of life skills. ii) To guide students groups to make a presentation of its findings in class for discussion and clarification. iii) To provide students in groups with written sources on various life skills	March	Week 3	1	Civics For Secondary Schools. Students Book Form One. By T.I.E	Written texts on life skills. Written texts on life skills on Braille for visually impaired students.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	

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PROMOTE LIFE SKILLS	Exhibit Social skills	i) To use case studies or role plays to guide students to identity and demonstrate such social skills as working with others, understanding their roles, building positive relationship, with friends and family, listening and communicating effectively, taking responsibility and coping with stress. ii) To guide students in groups to hold a discussion on the skills provided and come up with the consequences of not applying them to solve real life problems	March	Week 3	1	Civics For Secondary Schools. Students Book Form One. By T.I.E	Written sources on life skills (like Assertiveness, communication skills, Decision Making Skills, Self Awareness, Negotiation skills, and Relationship skills). Written sources on life skills in Braille. VIPP cards.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
MID TERM EXAM-22/03/2024-27/03/2024 MID TERM BREAK-28/03/2024-07/04/2024									
UNDERSTAND HUMAN RIGHTS	Show Aspects of Human Rights.	i) To guide students to brainstorm on the meaning of human rights ii) To guide the students in groups to read the Universal Declaration on Human Rights, discuss and summarize the various aspects of human rights. iii) To guide the students to prepare a summary on the common aspects of human rights in the universal declaration of human rights and in the constitution.	April	Week 3	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Copies of the Universal Declaration of Human Rights Copies of the Constitution of the United Republic of Tanzania written in Braille for visually impaired students.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
UNDERSTAND HUMAN RIGHTS	Show Aspects of Human Rights.	i) Using handouts on Human Rights to guide students in their groups to read, discuss and write down the importance of human rights in our society. ii) To use a role play or a case study to guide students to discuss and explain how human rights are related to the provision of basic needs.	April	Week 4	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Handouts on Human Rights. Handouts on Human Rights written in Braille for visually impaired students. Written case studies. Written case studies on Braille.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	

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UNDERSTAND HUMAN RIGHTS	Give Limitations of Individual Human Rights.	i) To guide students to brainstorm on the meaning of limitations of individual human rights. .ii) To use questions and answers to guide students to discuss and explain the purpose of limiting individual human rights.	May	Week 1	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	A list of limitations of individual rights. A list of limitations of individual rights written in Braille for visually impaired students.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
UNDERSTAND HUMAN RIGHTS	Prevent Human Rights Abuse.	i) To guide students to brainstorm on the meaning of abuse of human rights. ii) The teacher to guide students to role play abuse of human rights.	May	Week 1	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Articles/pictures on the abuse Limitations of human rights. Tactile diagram on the abuse/ limitation of human rights.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
DEMONSTRATE RESPONSIBLE CITIZENSHIP	Understand Concept of citizenship.	i) Using written texts on citizenship to guide students in groups to read, discuss and write down the meaning of citizen and citizenship. ii) To guide students to carry out class discussion and summarize the meaning of citizen and citizenship.	May	Week 2	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Written text on the concept of citizenship. Braille text on the concept of citizenship for visually impaired students. Written documents on citizenship. Cuttings from newspapers on naturalization notices	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	

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DEMONSTRATE RESPONSIBLE CITIZENSHIP	Demonstrate Citizenship Responsibilities	i) To guide students to brainstorm on the meaning of special groups ii) Using pictures to guide students to study them and identify people who qualify to be in special groups. iii) To guide students to role play on how to help special groups. iv) To arrange a field trip to special group centers for the students to get to know them extend their friendship, help them accordingly	May	Week 3	1	Civics For Secondary Schools. Students Book Form One. By T.I.E	Pictures of the elderly, disabled, refugees, street children, nomads, HIV/AIDS victims. Tactile Pictures of the elderly, disabled, refugees, street children, nomads, HIV/ AIDS victims. Pictures of special groups. Centres for specialgroups.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
DEMONSTRATE RESPONSIBLE CITIZENSHIP	Demonstrate Responsibilities to Special Groups including HIV/ AIDS victims.	i) To guide students to brainstorm on the meaning of special groups.i ii) Using pictures to guide students to study them and identify people who qualify to be in special groups.	May	Week 3	1	Civics For Secondary Schools. Students Book Form One. By T.I.E	Pictures of the elderly, disabled, refugees, street children, nomads, HIV/AIDS victims. Tactile Pictures of the elderly, disabled, refugees, street children, nomads, HIV/ AIDS victims	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
TERMINAL EXAM- 20/05/2024-30/05/2024 END OF TERM ONE HOLIDAY BREAK-31/05/2024-01/07/2024									
DEMONSTRATE RESPONSIBLE CITIZENSHIP	Demonstrate Responsibilities to Special Groups including HIV/ AIDS victims.	i) To guide students to brainstorm on their responsibilities towards special groups. ii) To guide students to role play on how to help special groups. iii) The teacher to arrange a field trip to special group centers for the students to get to know them• extend their friendship help them accordingly	July	Week 1-2	4	Civics For Secondary Schools. Students Book Form One. By T.I.E	Centres for specialgroups.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	

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Main Competence	Specific Competence	Teaching Activities	Month	Week	Periods	Reference	Teaching & Learning Tools	Assessment Tools	Remarks
ASSES THE ROLE OF WORK WORK	Show The Meaning of Work.	i) To guide students to brainstorm on the meaning of work.	July	Week 3	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Written songs. Tactile pictures with messages of different work for visually impaired students.	<ul style="list-style-type: none"> <li>• Quizzes, questions and answers,</li> <li>• class presentation, tests, monthly evaluation</li> <li>• project work, debates, group discussion,</li> <li>• observation, remedial work, take home assignment</li> </ul>	
ASSES THE ROLE OF WORK WORK	Show The Meaning of Work.	ii) To guide students in their groups to develop a chart showing work related activities and then present in class for discussion and clarification.	July	Week 4	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Written songs. Tactile pictures with messages of different work for visually impaired students.	<ul style="list-style-type: none"> <li>• Quizzes, questions and answers,</li> <li>• class presentation, tests, monthly evaluation</li> <li>• project work, debates, group discussion,</li> <li>• observation, remedial work, take home assignment</li> </ul>	
ASSES THE ROLE OF WORK WORK	Show Importance of Work.	i) Using songs/case studies and role play, to emphasize on the importance of work for self development.	August	Week 1	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Pictures with messages on the importance of work Tactile pictures with messages on the importance of work for visually impaired students. Pictures depicting various economic activities Tactile pictures depicting various economic activities	<ul style="list-style-type: none"> <li>• Quizzes, questions and answers,</li> <li>• class presentation, tests, monthly evaluation</li> <li>• project work, debates, group discussion,</li> <li>• observation, remedial work, take home assignment</li> </ul>	

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ASSES THE ROLE OF WORK WORK	Show Importance of Work.	ii) Using pictures depicting various economic activities to guide students in groups to discuss the relationship between work and national development.	August	Week 2	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Written songs. Tactile pictures with messages of different work for visually impaired students.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
CONTRIBUTE TO FAMILY LIFE	Demonstrate The Concept of Family.	i) To guide students to brainstorm on the meaning of family. ii) to guide students in groups to read written documents on family, discuss and write down the importance of family and thereafter make class presentations. iii) Using pictures or case studies to guide students in groups to identify, discuss and list down factors which contribute to family stability for class discussion and clarification.	August	Week 3	1	Civics For Secondary Schools. Students Book Form One. By T.I.E	Written documents on family. Written documents on family in Braille for visually impaired students. Pictures or a written case study on family stability. Tactile pictures or a written case study on family stability for visually impaired students.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
CONTRIBUTE TO FAMILY LIFE	Appreciate Courtship and Marriage.	To guide students to brainstorm on the meaning and importance of courtship	August	Week 3	1	Civics For Secondary Schools. Students Book Form One. By T.I.E	Video/pictures showing courtship and marriage. Tactile pictures showing courtship and marriage.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
MID TERM EXAM-23/08/2024-29/08/2024-MID TERM BREAK-30/08/2024-16/09/2024									

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CONTRIBUTE TO FAMILY LIFE	Appreciate Courtship and Marriage.	i) To invite a guest speaker from the community who is knowledgeable to talk about problems associated with premature marriages. ii) To guide students to prepare a summary of the talk. iii) To guide students to role play on a stable and unstable marriage	September	Week 4	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Resource person	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
CONTRIBUTE TO FAMILY LIFE	Show Rights and Responsibilities of Family Members	i) Using charts or pictures of family members to guide students to discuss and list down the rights and responsibilities of each member in the family and summarize in a class discussion. ii) To guide students to role play family rights and responsibilities	September	Week 4	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Charts or pictures of family members performing different roles. Tactile charts or pictures of family members performing different roles. Written text	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
SHOW PROPER BEHAVIOUR AND RESPONSIBLE DECISION MAKING	Give Meaning and Types of Behavior	To use questions and answers to guide students to explain/identify types of behavior.	October	Week 1	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Written documents on behavior.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
SHOW PROPER BEHAVIOUR AND RESPONSIBLE DECISION MAKING	Demonstrate Elements of Proper Behaviour.	i) To guide students to brainstorm on the elements or indicators of proper behavior.. ii) To guide a class discussion on the behavior of the school children a presented. iii) To guide the students to role play a variety of behaviors in class.	October	Week 2	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Posters or pictures depicting proper behavior	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	

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SHOW PROPER BEHAVIOUR AND RESPONSIBLE DECISION MAKING	Exhibit Elements of Proper Behaviour.	i) To guide the students to discuss and distinguish between proper and improper behavior from the role plays and explain the differences. ii) To guide students to use portfolios to evaluate their own daily behaviors and note down when they have behaved properly and when they have behaved improperly iii) To guide students in their groups to prepare a chart showing proper behavior to the society.	October	Week 3	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Posters in Braille or tactile pictures depicting proper behavior . Students' behavior portfolios. Written documents on proper behavior	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
SHOW PROPER BEHAVIOUR AND RESPONSIBLE DECISION MAKING	Make Responsible Decision	i) To guide students to brainstorm on the meaning of making responsible decisions. ii) To guide a class discussion to clarify groups' presentations	October	Week 4	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Written documents on decision making. Written documents on decision making in Braille	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
SHOW PROPER BEHAVIOUR AND RESPONSIBLE DECISION MAKING	Make Responsible Decision	i) To guide students through the following:- steps for decision making: defining a problem listing alternatives to the problem stating criteria to consider evaluating alternatives in terms of chosen criteria using a chart to interpret and arrive at a decision. ii) To provide the students in groups with one issue each for decision making practice.	November	Week 1	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	List of issues on decision making.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	



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ACQUIRE ROAD SAFETY EDUCATION	Show Importance of Road/Traffic Signs.	Using a road traffic chart to guide students to identify different road or traffic signs and their meaning.	November	Week 2	1	Civics For Secondary Schools. Students Book Form One. By T.I.E	Charts on road or traffic signs. Tactile charts on road or traffic signs. Sketches of different road or traffic signs	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
ACQUIRE ROAD SAFETY EDUCATION	Show Importance of Road/Traffic Signs.	Using chart of road traffic signs to guide students to discuss the importance of obeying road or traffic signs.	November	Week 2	1	Civics For Secondary Schools. Students Book Form One. By T.I.E	Charts on road or traffic signs. Tactile charts on road or traffic signs Pictures, reports and articles on road accident. Reports and articles on road accident written in Braille for visually impaired students.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
ACQUIRE ROAD SAFETY EDUCATION	Prevent Causes of road accidents.	To invite a traffic police officer to explain the magnitude of road accidents in the country.	November	Week 3-4	4	Civics For Secondary Schools. Students Book Form One. By T.I.E	Resource person.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	
ACQUIRE ROAD SAFETY EDUCATION	Prevent accidents	i) To guide students in groups to discuss different activities they can carry out in order to help the disabled and children to cross roads safely. iii) Using songs or pictures to sensitize students to help the elderly, the disabled and the children when crossing roads and boarding buses.	December	Week 1	2	Civics For Secondary Schools. Students Book Form One. By T.I.E	Pictures and charts depicting proper use of road traffic signs. Tactile pictures and charts depicting proper use of road traffic signs. Resource person.	<ul style="list-style-type: none"> <li>Quizzes, questions and answers,</li> <li>class presentation, tests, monthly evaluation</li> <li>project work, debates, group discussion,</li> <li>observation, remedial work, take home assignment</li> </ul>	

ANNUAL EXAMINATION 28/11/2024-05/12/2024 END OF YEAR HOLIDAY 07/12/2024