

# DEMOCRATIC PARTICIPATION

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and Střední škola Olgy Havlové team**



Iceland   
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Norway grants



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Olgy Havlové  
Janské Lázně

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**The project is based on the cooperation between Olga Havel Business Academy and the Norwegian social enterprise Fretex Pluss AS. The aim of the cooperation is to help young people with intellectual disabilities to successfully integrate into society by strengthening their personal and civic skills. The project is intended to promote awareness of personal rights and opportunities among these young people, to help them become self-sufficient and self-confident. The intention is to create pedagogical resources (courses and manuals with guides) and visual products that could be used in both Czech and Norwegian environments and that could be adapted according to the needs of the target group.**

## **Democratic participation**

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## Who am I?

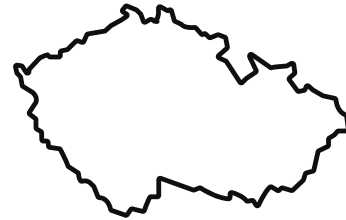
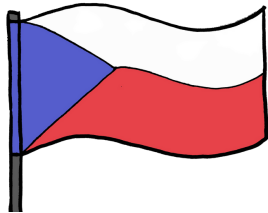
## Who is a citizen?

- a citizen is a person who lives in a particular state
- all of us are citizens
- we are citizens from our birth
- we are citizens until our death



## Citizenship

- we are Czechs, we live in the Czech Republic - so we have Czech citizenship
- we live in a town - we are citizens of this town



## Establishment of citizenship

- by birth
- by application



## Termination of citizenship

- after death
- we voluntarily renounce, but at the same time we must have the citizenship of another country

## What I can / What I cannot

### The rights of every citizen

- each of us can only do what the law does not forbid
- what the law forbids, we never do
- all of us are free
- all of us have the same rights
- we cannot force anyone to break the law



### Duties of every citizen

- to defend the country
- to be loyal to the country
- to help the country (for example, in the event of natural disasters)



The basic duty is to obey the law.  
If I break the law, I will be punished.



### Quiz

Try to resolve the following situation **CORRECTLY**:

You walk in the town and find a wallet with an ID card. What will you do?

- a) nothing, I don't bother
- b) I take the whole wallet to the police
- c) I take the money and I throw the rest into the bin

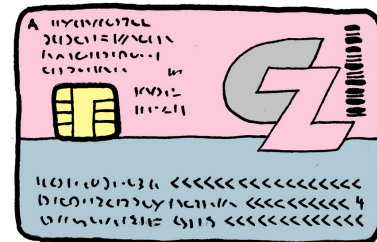
**Correct answer**



## Identity card

## Identity card

Every citizen of the Czech Republic obtains an identity card at the age of 15. For children under the age of 15, their parents can apply for an ID card.



## Who will issue my ID card?

**The Registry Office**

- issues civil registry documents (i. e. ID cards, birth certificates, marriage certificates, death certificates, documents on registered partnership)
- it is based at the municipal office



## How do I apply for an ID card?

- I have to apply in person
- I do not fill in an application in advance, it is made directly by the official
- at the office, the official takes a picture of me, I sign my name and they take my fingerprint
- within 20 days I will pick up the card in person at the same place

**REMEMBER**

- Do not lend the ID card to anyone!
- Report its loss or theft to the Police immediately!

## Identity card

### Data on the identity card

#### Front

- document number
- name and surname
- date of birth
- gender
- place of birth
- citizenship
- date of issue
- validity
- signature



#### Back

- permanent residence
- birth number
- title
- marital status
- who issued the ID card



### Answer

1. Find out until when your ID card is valid. What do you do when it's no longer valid or expires in a few days or weeks?

.....

2. What is the name of the document that replaces the ID card for foreigners? It also serves as a travel document when travelling abroad.

.....

## Suffrage

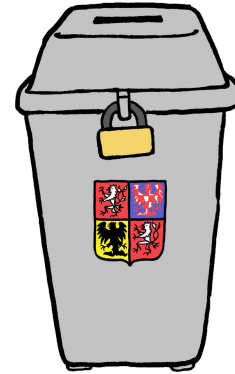
## Every citizen has the right to vote

**Active suffrage**

= I am going to vote  
(I have to be over 18 years old)

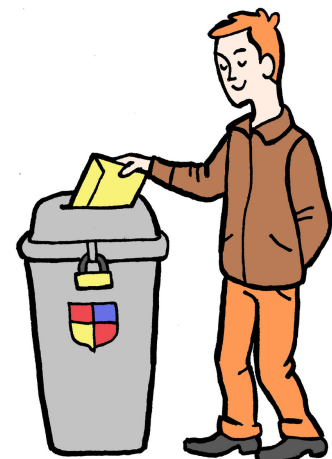
**Passive suffrage**

= I can stand as a candidate  
(I must be over 21 years old)



## Signs of elections

- every citizen over the age of 18 can vote regardless of origin, gender, religion, race, sexual orientation,...
- we don't have to tell anyone who we vote for
- each vote counts equally
- participation in elections is voluntary, no one orders us to vote or not to vote
- everyone chooses for himself
- we always cast our votes separately



## Types of elections

### Municipal

#### Municipal assembly

- elections every 4 years
- we elect representatives of our municipality
- we elect specific people
- representatives elect the mayor

### Municipal

#### Regional assembly

- elections every 4 years
- we elect representatives of our region
- we elect specific people and parties
- representatives elect the governor

## Parliamentary elections

#### Chamber of Deputies

- 200 deputies
- elections every 4 years
- we elect a political party

#### Senate

- 81 senators
- elected for 6 years
- we elect a specific person
- the candidate must be over 40 years old



### Presidential

#### President = the head of the state

- we elect one specific person directly
- we vote every 5 years
- the same person may be elected twice in succession
- the candidate must be over 40 years of age



### Quiz

Write what it is called:

- the head of the state

\_\_\_\_\_

- the head of the town

\_\_\_\_\_



## What to bring to the polls

### I must have with me

**VALID ID card**

or

**VALID passport**



### I may or may not have ballots with me

- I can prepare them at home and take them with me (they were delivered by post)

or

- they give me new ones at the polling station and I can adjust them behind the both



### Recommended

**Follow the rules of polite behaviour:**

- salute
- do not be noisy
- be dressed appropriately
- do not express yourself vulgarly,...

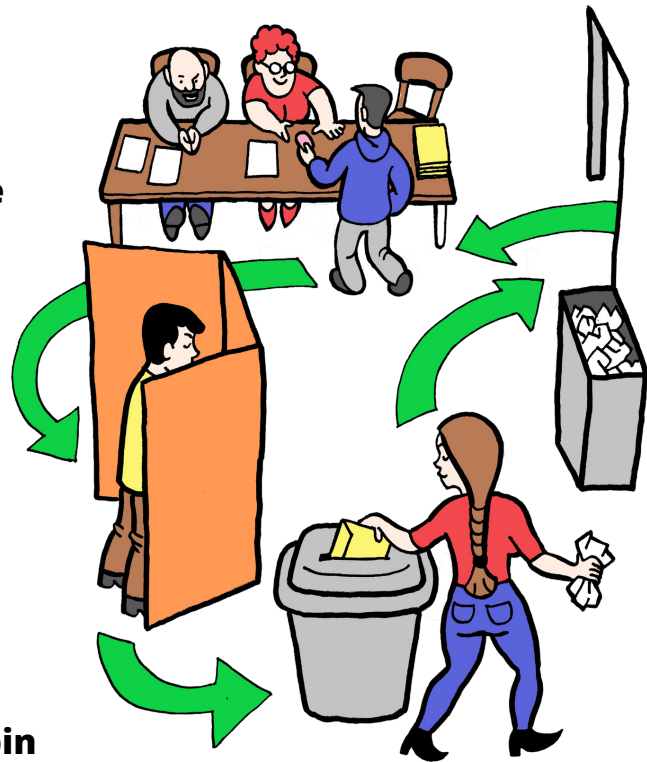




## Voter

### I have come to the polling station:

1. I greet and introduce myself
2. I present my identity document (an ID card or a passport)
3. I receive or have the ballot papers already prepared
4. I receive an official envelope
5. I leave behind the booth
6. I choose the ballot papers here
7. I edit the ballot papers
8. I put the ballots into the envelope
9. I put the envelope into the ballot box
10. I take the rest of the ballots away or throw them into the bin



### Who is a voter?

- I am over 18 years old
- I am a citizen of the Czech Republic
- I have a valid ID card or a passport

=== I am a voter



### Quiz

At what age can we vote for the first time?

- a) when we are 15 years old
- b) when we are 21 years old
- c) when we are 18 years old

Correct answer



### The most important information

The Czech Republic is a country in the central Europe which was established on January 1st, 1993 after the break-up of Czechoslovakia.

The head of the state is **the President** of the republic.

**The capital:** Prague

**Classification:** 14 regions

**Official language:** Czech

**Currency:** Czech crown (CZK)

**Area:** 78 866 km<sup>2</sup>

**Population:** 10, 5 mil.

**Other big cities:**

**Brno, Olomouc, Liberec, Hradec Králové, Ostrava, Zlín, Pardubice**



## State symbols

State symbols are determined by the Constitution of the Czech Republic.

The Constitution is the most important law of the state.

### Symbols

#### LARGE COAT OF ARMS



#### SMALL COAT OF ARMS



#### NATIONAL FLAG



#### STATE COLOURS



#### PRESIDENTIAL STANDARD



#### STATE SEAL



#### NATIONAL ANTHEM



## Public holidays

## Public holidays (time off from work)

**1st January** – establishment of the independent Czech Republic,  
New Year

**1st May** – Labour Day

**8th May** – Liberation Day

**5th July** – arrival of Cyril and Methodius

**6th July** – burning of Master Jan Hus

**28th September** – Czech Statehood Day – St. Wenceslas

**28th October** – establishment of independent Czechoslovakia

**17th November** – „Velvet“ revolution

**24th December** – Christmas Eve

**25th December** – 1st Christmas Day

**26th December** – 2nd Christmas Day



## Circle the holidays in your calendar

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1	30	31	1	2	3	4	5	27	28	1	2	3	4	5	27	28	29	30	31	1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30
30	31	1	2	3	4	5	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7

May							June							July							August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31	1	2	3	4	26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	31	1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	31	1	2	3	4	5	6	4	5	6	7	8	9	10

September							October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
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18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
2	3	4	5	6	7	8	30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

## What made our republic famous in the world

Cars



Shoes

*Bata*

Glass



Beer



Write or draw what else, you think, made our republic famous.



## Important personalities of the Czech HISTORY

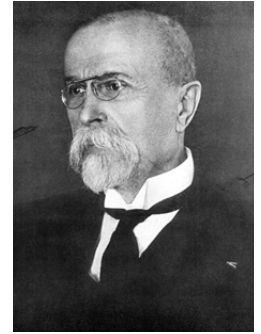
### Charles IV

The Czech king who founded Charles University, he is called „the father of the country“.



### Tomáš Garrigue Masaryk

The 1st Czechoslovak president who contributed to the establishment of the republic.



### Božena Němcová

An important Czech writer.



### Václav Havel

The 1st Czech president.



Choose one personality, on the Internet you can find the information about what he/she is famous for.

J. A. Komenský  
Tomáš Baťa  
Bedřich Smetana  
Karel Čapek  
Antonín Dvořák  
Otto Wichterle  
Miloš Forman

Miroslav Zikmund a Jiří Hanzelka  
Alfons Mucha  
Voskovec a Werich  
Josef Lada  
Franz Kafka  
Jaroslav Seifert  
Emma Destinová

## Important personalities of the Czech SPORT

### Věra Čáslavská

A successful sport gymnast, a seven-time Olympic champion.



### Emil Zátopek

A four-time Olympic champion in long-distance running, one of the greatest athletes of all time.



### Jaromír Jágr

The most famous Czech ice-hockey player.



### Ester Ledecká

A snowboarder and downhill skier, she won two Olympic gold medals in these disciplines.



Choose one personality, on the Internet you can find the information about what he/she is famous for.

Ivan Lendl  
Jan Železný  
Adam Ondra  
Martina Sáblíková  
Martina Navrátilová  
Petra Kvitová  
Petr Čech

Barbora Špotáková  
Dominik Hašek  
Pavel Nedvěd  
Kateřina Neumanová  
Gabriela Soukalová  
Eva Adamczyková (Samková)

## The most visited places by foreign tourists

## Historical monuments

Karlštejn castle



Hluboká chateau



Lednice chateau



## Natural monuments

The Elbe sandstone rocks

The Pravčice gate



The Adršpach-Teplice rocks

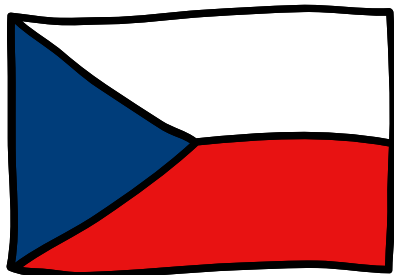
The Giant Mountains  
Sněžka - the highest  
mountain of the Czech  
Republic



## The most visited cities by foreign tourists

### Historical city centres - UNESCO monuments

**the capital city of Prague -**  
Prague castle area, the Charles  
Bridge, The astronomical clock  
in the Old Town Square



**Český Krumlov**



**Telč**



**Kutná Hora**



## Basic information

### Human rights



**Human rights are the sum of the rights that every human being has.**

#### Facts

- **Human rights belong to every person from birth.**
- **Human rights belong to every person because they are human.**
- **Human rights - big 4:**
  - **they are vested,**
  - **imprescriptible,**
  - **non-lapsable and**
  - **irrevocable.**
- **Human rights apply all over the world.**
- **The list of human rights can be found on the Internet in so-called human rights catalogues.**
- **The list of human rights is not final and never will be final (new rights are constantly being created).**
- **The most fundamental right of all of them is the right to life.**



**You can invoke human rights in any court at any time.**

## Division of human rights

### Human rights

1. civil rights
2. political rights
3. social rights
4. the right to judicial and other legal protection



### Civil rights

- everyone has equal rights
- no one may endanger our lives
- what we do, we do voluntarily
- lying is not allowed
- what is ours, no one can take from us
- we can travel where we want and speak our mind

### Political rights

- it is not forbidden to say what I think
- the disadvantaged have special protection
- we can sign a petition
- we can join a public meeting
- we may be members of various associations
- when we vote, we can participate in the management of the state

### Social rights

- we choose our own job
- no one may forbid us to work
- we must be paid for the work
- women, young people and disabled people have the right to increased health protection at work
- family and education are important

### Right to judicial and other legal protection

- we can want everything we are entitled to
- we do not have to testify in court
- the court decides on guilt and punishment
- we have the right to an advocate

### What rights do we have?

- We **HAVE** the right to have our interests protected.
- We **HAVE** the right that our origin, our opinions, our beliefs or our gender are not grounds for discrimination.
- We **HAVE** the right to life and to balanced and healthy physical, mental, spiritual, moral and social development.

### Charter of Fundamental Rights and Freedoms

- It is a part of the constitutional order of the Czech Republic.
- It contains traditional democratic rights and freedoms.
- It consists of 44 articles divided into six titles.

#### It includes:

- fundamental human rights and freedoms,
- political rights,
- economic, social and cultural rights,
- the rights of national and ethnic minorities and
- the rights to judicial and other legal protection.



**Think about the rights you think you are using and write them down.**

## Civic ecology

### Ecological citizenship

An ecological citizen wisely and considerately treats nature in all his daily activities. In doing so, an ecological citizen behaves responsibly towards future generations, animals and the environment.

### Human-citizen-environmentalist

- behaves thriftily
- sorts garbage
- shops economically
- saves electricity and water, does not waste food
- is interested - educates, walks, rides a bike, goes by bus/public transport

### What are the **Ten commandments of home ecology**?

The Ten commandments of home ecology are tried and tested **recommendations** that advise us on how to behave so that we do not continue to destroy the nature.

The Ten commandments of home ecology are **rules for people** who are not apathetic to the state of the environment and want to behave differently.





**Quiz**

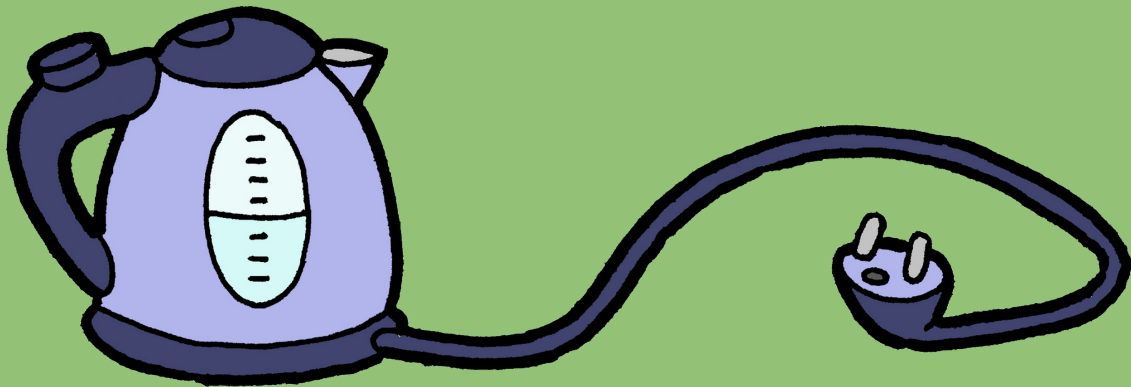
**Write down your answers.**

**What do you do „ecologically“?**

**How can we save the energy at home?**

**How can we reduce our water consumption?**

## Ten Commandments of Home Ecology - energy



### Recommendations for everyone

#### Housing:

- Insulated house and roof
- Quality windows that seal
- Economical heating (ideal 20-21 degrees in the room)
- Ventilate briefly and strongly
- GREEN ENERGY - solar collectors, heat pumps

#### Lighting:

- Do not use lighting unnecessarily
- White walls = more light, LED lighting, fluorescent lamps = savings

#### Food preparation:

- Use of lids
- Baking in the oven

### Recommendations for everyone

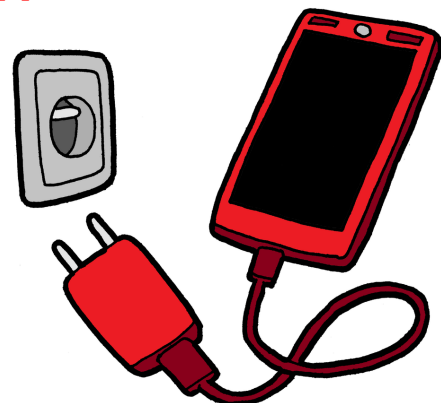
#### Cooling and freezing:

- Economical quality appliances
- Defrost - correct operation of the refrigerator and freezer

#### Other appliances:

- Washing machine, dishwasher, dryer, iron - choose energy-saving appliances

**!!! Turn off and disconnect from the charger all appliances !!!**



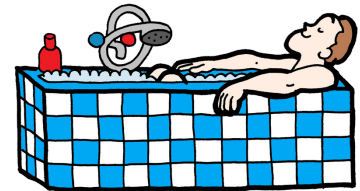
## Ten Commandments of Home Ecology - Water

### Water saving

Water is the basis of the life on Earth. The average person also consumes 150 liters of water per day.

There are two main problems related to water:

- **Scarcity**
- **Pollution.**



### Recommendations for everyone

#### Showering x bathing:

- Showering is more economical.

#### Kitchen battery:

- When buying, we can choose an energy-saving battery.

#### Hygiene:

- Soap works better on a sponge.

#### Dishwashing:

- A fully and correctly filled dishwasher is effective
- Washing under running water is not economical.

#### Waste:

- We have a strainer at the drain, we clean the waste regularly
- What does NOT belong in the waste - frying oil, food residues,...

### Recommendations for everyone

#### Washing and rinsing:

- We check the filling of the washing machine.
- We regulate the washing temperature and washing detergent dosing.
- We can choose ecological detergents.

#### Ecological cleaning:

- We can use vinegar instead of chemical detergents.
- We try to avoid products with chemicals .
- We use microfiber and "nano" technology cloths.
- We can choose ecological cleaning products.





## How to clean economically

### Cleaning

**Eco-friendly cleaning** means a way of cleaning that respects the environment.

#### **Kitchen:**

- we use dishwashing detergents without chlorine (a vinegar degreases well)
- we wash up using hot water
- we use a drain strainer, we clean the drain regularly
- We only run the dishwasher when it is completely full.

#### **Bathroom:**

- We use nano cleaning sponges, microfiber cloths for cleaning, we use eco-friendly cleaning products
- We regularly clean the drain, we do not use chemical cleaners.



#### **TOILET:**

- clogged waste needs to be cleaned immediately
- We do not pour any leftovers into the toilet, we often use a toilet brush.

#### **Floor:**

- we regularly vacuum, we vacuum or knock the carpets
- we clean the floor regularly - then a damp cloth or soap cleaner is enough
- We do not use single-purpose products, such as disposable rags.

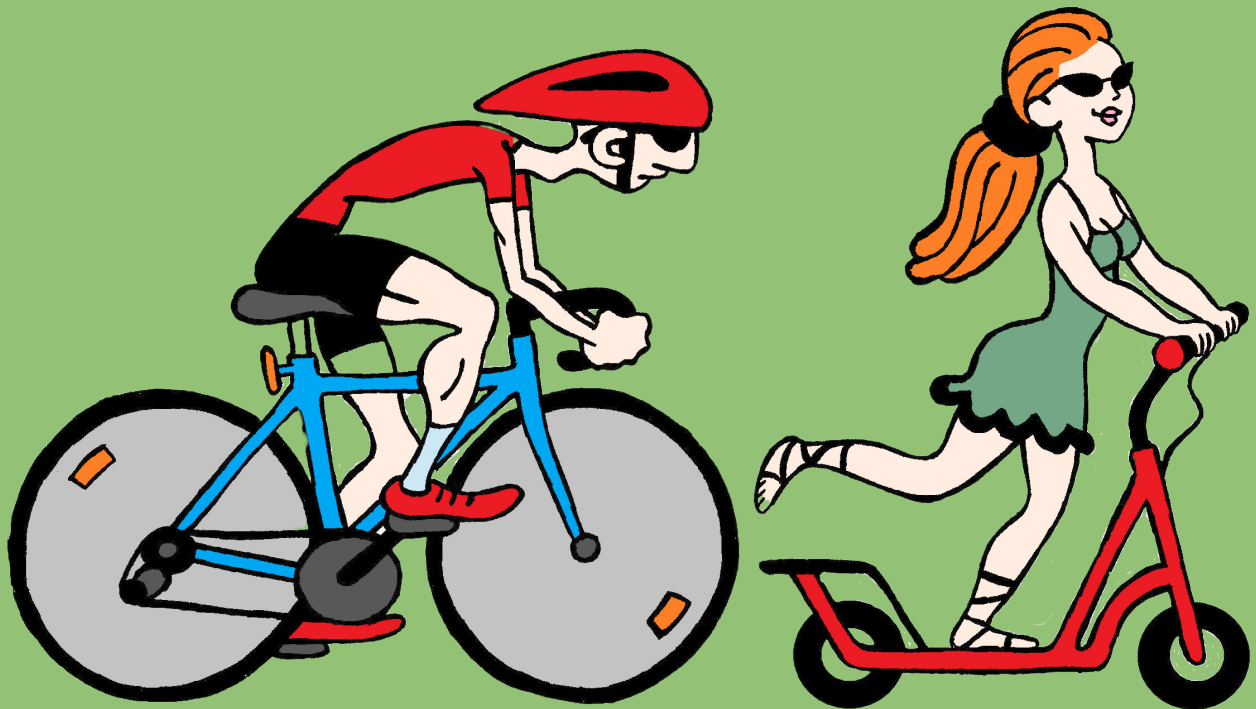
#### **Windows:**

- Vinegar cleaner, microfiber cloth.

## Transport

## Transport

**Transport, especially road transport, has a major impact on landscape pollution.**



## Recommendations for everyone

- **Movement is good for us - we walk, we ride a bike. We use public transport.**
- **Together - by train, bus.**
- **It is not economical to drive the car alone.**
- **We reduce fuel consumption.**



## Waste sorting

**The amount of waste is growing**

**We have a high standard of living, unfortunately we also have a lot of waste.**

**We often do not know where to throw the waste, which is why garbage and illegal landfills are increasing.**

**In the natural environment, garbage does not have a chance to decay normally.**

**We have to create new landfills, the waste will not fit anywhere.**

**One person produces 200 kilograms of garbage per year.**

**How to reduce waste**

**Buy a large package.**

**Buy quality things that will last longer.**

**Consider whether you really need to buy new things.**

**Sort waste!**

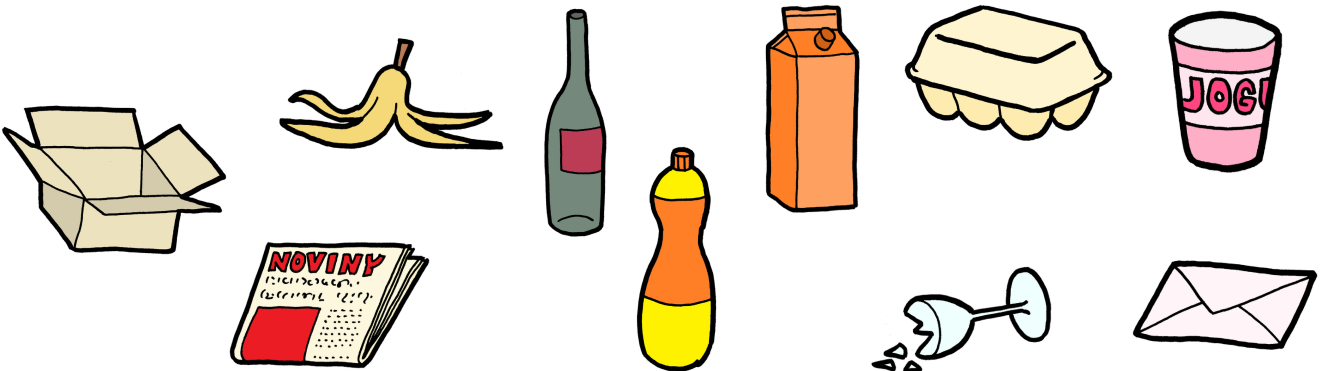
**Quiz**

**Think and try to write how you sort garbage:**

## Waste sorting - garbage containers

### How to sort correctly?

There is various garbage in the pictures and your task is to assign the correct colour of the garbage bin to them.



### Biowaste (brown container)

- Waste of plant origin mainly from garden maintenance, but also plant residues from kitchens.
- We can throw it into a brown bin/container.
- We can keep it in the garden for composting.
- We can throw it into the composter in the garden.



## Waste sorting – garbage containers

## Plastic (yellow container)

- We live in the plastic age – almost everything is made of plastic.
- The basic raw material for the production of plastics is PETROLEUM – a typical non-renewable resource.

**The yellow container includes:**

Foils, bags, plastic bags, depressed PET bottles, packaging for laundry, cleaning and cosmetic products, cups for yoghurts, dairy products, packaging foils for consumer goods, CD packaging and other plastic products.

**The yellow container does not include:**

Greasy packaging, packaging from corrosives, paints and other hazardous waste.



## Paper (blue container)

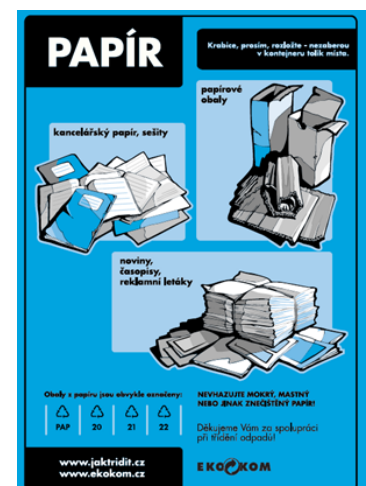
- We can't do anything without paper, it's always around us.
- Every year, one inhabitant produces 15 – 45 kg of paper waste.
- Paper fiber can be recycled 6-7 times.

**The blue container includes:**

Magazines, newspapers, exercise books, boxes, paper packaging, anything made of cardboard, envelopes with foil windows, egg wrappers and toilet paper rolls.

**The blue container does not include:**

Whole volumes of books, greasy or soiled paper (soiled sausage tray).





## Waste sorting – garbage containers

### Glass (green or white container)

- Glass is immortal.
- Glass can be easily and well recycled if we put it in a green or white container.

#### The green/white container includes:

Beverage bottles, glasses of ketchup, marmelade or preserves, bottles of wine, alcoholic and soft drinks and also sheet glass from windows and doors.

#### The green/white container does not include:

Ceramics, porcelain, car glass, mirrors, wire glass, gilded and plated glass, cooking and laboratory glassware as well as glass ceramics.



### Beverage cartons (orange container)

- Special containers for beverage cartons have orange colour or orange lids.
- Sometimes they are sorted together with paper, sometimes with plastic.
- Beverage cartons must be properly depressed before sorting!

#### The orange container includes:

Box for milk, juice or wine.

#### The orange container does not include:

Other plastic items.



## Other materials that we can sort:

Metals, electrical waste and batteries, textiles, edible fats and oils, bulky waste, hazardous waste, tyres, car wrecks, construction waste.

# HOW TO BEHAVE IN PUBLIC TRANSPORT

What is a means of transportation?

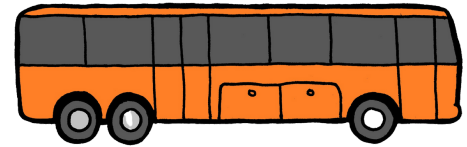
## A taxi

A taxi is a form of individual transport for short distances e.g. around town, to the airport. The price is higher.



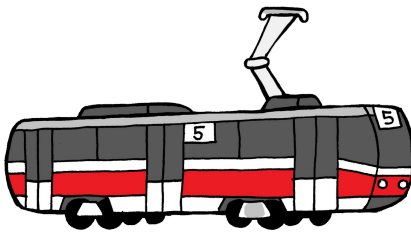
## A bus

A bus is a means of transport designed to carry more than one person. It allows transport for longer distances. The price is lower.



## A tram

A tram is used for transport for short distances. It can only be found in larger cities.



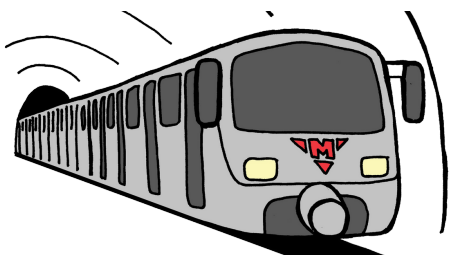
## A train

A train is designed to carry more people. We can travel for short or long distances by train. A person who drives the train is an engineer. A person who checks the tickets is a conductor.



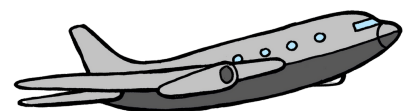
## Subway

An underground, electric railroad in a city.



## A plane

We use a plane for long distances. Airfare is expensive. The most famous airport in the Czech Republic is Vaclav Havel Airport in Prague.





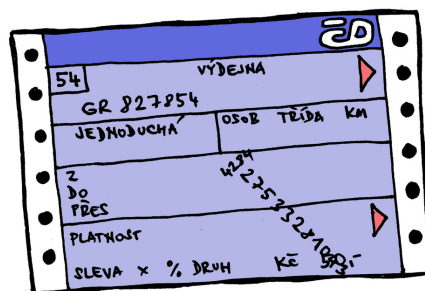
# HOW TO BEHAVE IN PUBLIC TRANSPORT

## Basic rules

### Ticket and ride

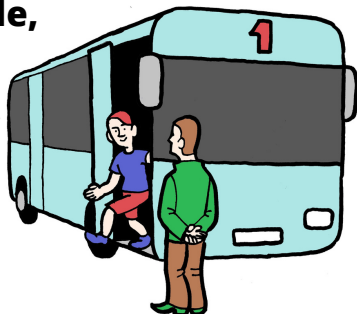
We buy a ticket, which we keep for the entire journey.

We take a vacant seat. If there is no vacant seat, we stand and hold on to the handrail.

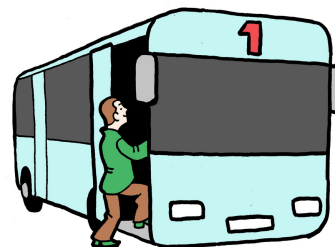


### Boarding and alighting

First, we let all the passengers get out of the vehicle,

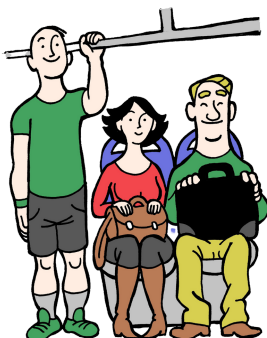


then we get on.

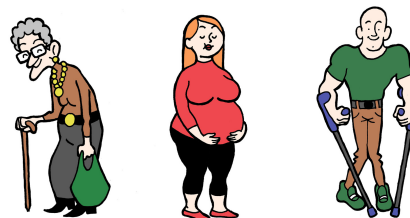


### Making the seat for the others

We take a vacant seat. If there is no vacant seat, we stand and hold on to the handrail.



If we can, we will make a seat for people who need to sit more than we do e.g. pregnant women, elderly people or people using crutches.

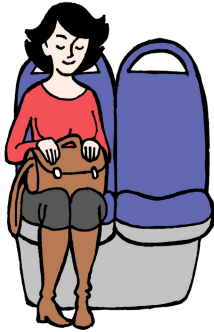


# HOW TO BEHAVE IN PUBLIC TRANSPORT

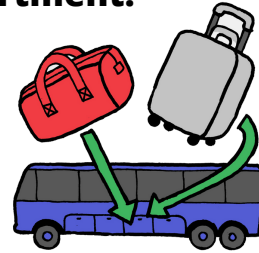
## Basic rules

### Luggage

**We carry small luggage like bags and back packs on the board.**



**We store large luggage (a large bag, a suitcase, a large backpack) in the luggage compartment.**



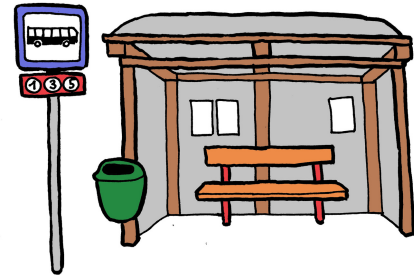
### We watch our stuff

**We carry our belongings with us to protect them not to be stolen.**



### The place of exit

**We need to find where to get off.**



### Animal transport

**We keep our pet on a leash or in a box, we don't let our dog without a muzzle.**



### Opening windows

**We wait until the door is opened by the driver or the conductor.**

**If the windows can be opened, we open them only if the other passengers agree.**

# HOW TO BEHAVE IN PUBLIC TRANSPORT

## What is not allowed?

### Touching

We do not touch anyone.



### We do not disturb other passengers

During the drive we are quiet and we don't play loud music.



### Food and drinks

It is not forbidden to eat and drink in the vehicle, but we should limit it with regard to passengers.



### We don't throw rubbish away

We don't throw anything under the seats or out of the window. We keep the trash and then we throw it into the bin.



### Smoking is not allowed

We don't smoke in a vehicle.



### Dangerous objects

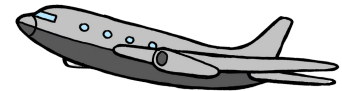
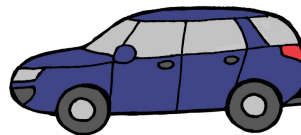
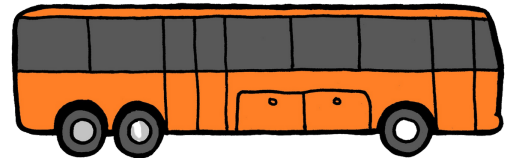
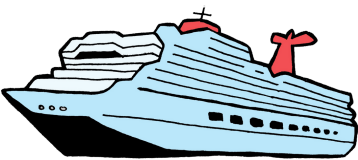
Do not carry dangerous objects (knives, guns) in a vehicle.



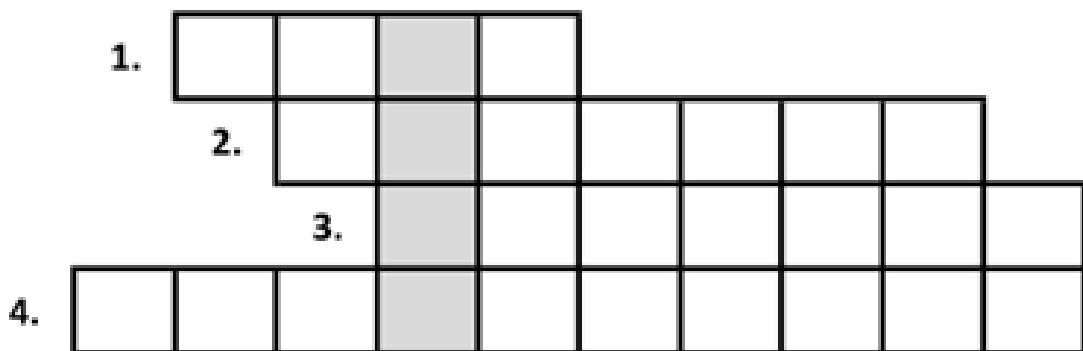
# HOW TO BEHAVE IN PUBLIC TRANSPORT



Circle what **does not** belong to public transport.



## Crossword



1. a vehicle moving on a railway line
2. a large vehicle in which people are driven from one place to another
3. an electric vehicle that transports people, usually in a city on metal tracks in the road
4. the person who drives the train

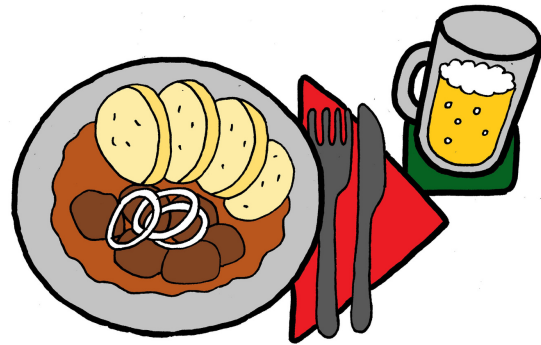
# HOW TO BEHAVE AT THE RESTAURANT

## What dining do options we have

### Pubs

**It's a gathering place for the locals.**

**They mostly offer a daily menu at an acceptable price.**

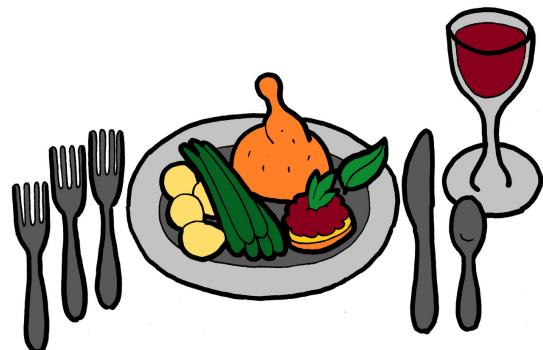


### Restaurants

**They offer a menu with a choice of many dishes.**

**People usually visit them on some occasions, such as birthdays or anniversaries.**

**The prices are higher.**



### Fast food and canteen

**Fast food is not very healthy. The most famous fast food restaurants are McDonald's, KFC, but there can also be Vietnamese bistros.**

**A canteen is a type of eating place where we choose our food from a daily menu. We load our own food onto a dining tray, there are no waiters working here. We can find them at school, work or as a bistro.**



# HOW TO BEHAVE AT THE RESTAURANT

## Types of dining

### Pubs

**Simple dining, but porcelain plates, classic cutlery and glasses are used.**

**No need for special clothes. For example, craftsmen wearing work clothes come here to eat.**



### Restaurants

**The porcelain plates, stainless steel cutlery and glassware are used.**

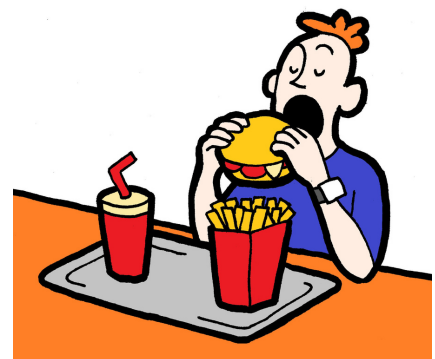
**We come to the restaurant wearing nice, clean clothes.**



### Fast food and canteen

**There are simple tables and chairs in the fast food places. Paper plates and plastic cutlery are used.**

**Canteens use large trays on which we put already prepared food, salad or drink.**





# HOW TO BEHAVE AT THE RESTAURANT

## Etiquette

### Reservations

It's better if we book a table in advance. That way we are sure to get a se



### Entering the restaurant

A man enters the restaurant first, followed by a woman.



### Clothing

Let's think about the style of clothing. The fancier the restaurant, the better we should dress.



### Putting away clothing

A man helps a woman taking her coat off, then takes off his own coat.



### Head cover

We always take our headgear off when dining.



### Handbag

Place the handbag at the foot of the table but in such a way that it does not interfere with the operator. The restaurant floor should be clean. Remember, etiquette says that it is forbidden to place a handbag on a set table.

# HOW TO BEHAVE AT THE RESTAURANT

## Etiquette

### Ordering

**A woman chooses the food as the first person.  
The wine is chosen by the man in agreement with the woman.**



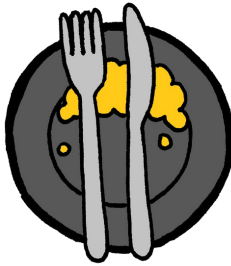
### Sitting at the table

**Keep your back straight and do not arch you back.**



### Cutlery

**If our cutlery is parallel to each other, it means we've finished eating.**



**The crossed cutlery means we are going to continue eating.**



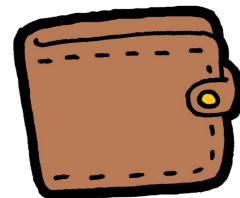
### Mobile phone

**We keep our phones off or on a silent mode while being in the restaurant.**



### Who's paying the bill?

**The host pays, i.e. who invited us. Otherwise, everyone pays their part.**



# HOW TO BEHAVE AT THE RESTAURANT

## Phone reservation

**Restaurant:** Restaurant Savoy is speaking.

**Customer:** Hello. I'd like to book a table for four people for tonight at six p.m., please. Is that possible?

**Restaurant:** No problem, sir. May I have your name, please?

**Customer:** It's John New. Do you serve vegetarian dishes in your restaurant?

**Restaurant:** Yes, we have a variety of vegetarian dishes on our menu.

**Customer:** Thank you very much. Goodbye

**Restaurant:** By-by. Thank you for calling.

## Online reservation

Some restaurants allow to book a table from **the website** using an online form.

The form offers a customer the available tables and times for their reservation.

When the reservation is confirmed, a customer receives an email confirming the validity of their reservation.

### What you need to fill:

- your name
- your contact details (phone number, email)
- the date on which we want to book the table
- time of reservation

## Quiz



Decide whether the statements are true or not

- |  |     |    |
|--|-----|----|
| 1. A woman always enters the restaurant first.           | YES | NO |
| 2. We keep a hat or a cap on our head while dining.      | YES | NO |
| 3. Fast Food is called Good food.                        | YES | NO |
| 4. Keep our phones off during we stay in the restaurant. | YES | NO |

# HOW TO BEHAVE IN THE THEATRE

## What is the theatre?

### The theatre and the theatre performances

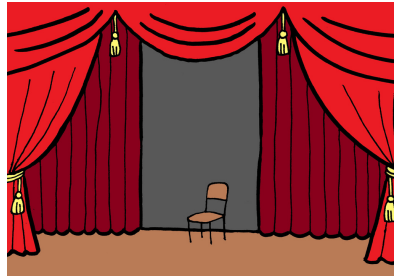
**A theatre** is a building where a performance is played.

**A theatrical performance** is a play, fairy tale, opera or ballet featured by actors, singers or dancers.



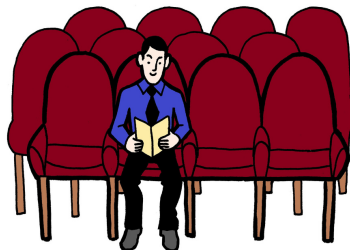
### The stage

**A stage** is a place intended for a performance in a theatre. It is a space for actors, singers, dancers or other performers.



### The auditorium

**The auditorium** is a delimited space that is intended for the audience. The audience watches the performance from here. The auditorium is usually equipped so that the people can sit there.



# HOW TO BEHAVE IN THE THEATRE

45

## Rules

### Tickets

We buy tickets to the theatre in advance booking (we call it presale). You can buy them online or at the theatre box office.



### How to dress for the theatre?

If we go to a theatrical performance, we wear **full dress**.

**Men** wear a plain shirt, which can be complemented with a tie, trousers and a jacket or a solid-coloured sweater.

**Women** wear a dress, a blouse and a skirt or dress pants. Formal attire does not include jeans, sweatpants, shorts, a t-shirt or a sweatshirt.



### Leaving clothes in a cloakroom

A coat, a jacket or an umbrella can always be left in **the theatre cloakroom** for a small fee.

The man helps the woman out of her coat before taking his own coat off.



## Rules

### When can we applaud?

- We applaud after a performance.
- There is not allowed to talk aloud or shout.
- There is a unique atmosphere in the theatre, so let's not be afraid to laugh and show our joy.



### Which rules should we follow?

- We always arrive at least 15 minutes before the start of the performance.
- If we miss the start, we wait for a break and then go and sit down.
- When we go to sit down, we enter the row facing the seats.
- We always turn our phones off before the performance starts.
- We only use theatre glasses or binoculars to watch the performance (not to watch the people around us).
- We don't talk or whisper during the performance.
- We don't eat or chew anything during the performance. We will use the intermission for refreshments.
- We observe a non-smoking policy throughout the building.

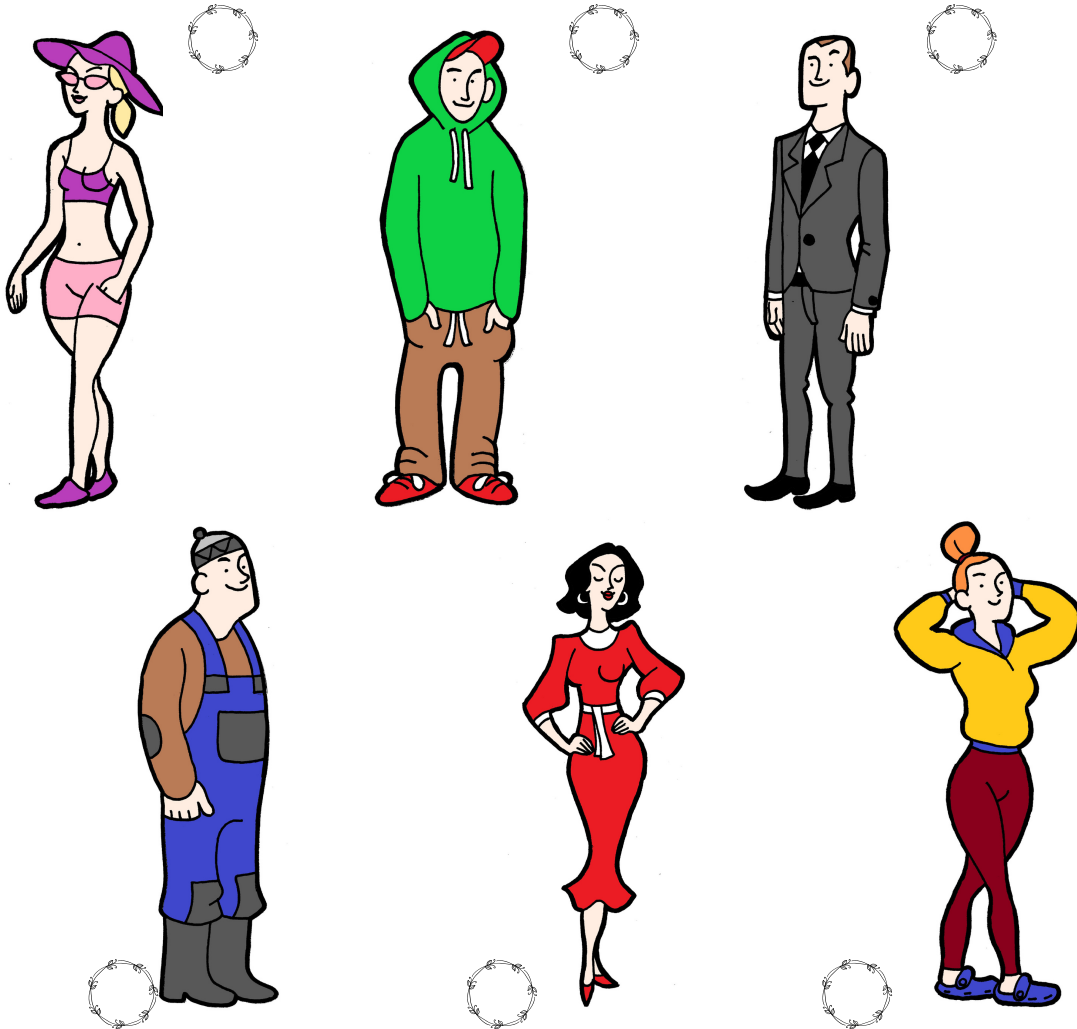




# HOW TO BEHAVE IN THE THEATRE



What clothes do we wear to the theatre?



Match the word to its meaning using only one correct answer

**a stage**

**an auditorium**

**a theatre**

- space for the audience
- a building where films are shown
- a place where we put our clothes away
- the area for the actors
- a building where a play is performed
- a place where we can have refreshment

## Formal and informal introduction

## You - informal

- If we know each other, we greet each other by saying "**Hi**" while meeting and saying "**Bye**" while leaving each other.
- It is an expression of friendship and trust.



## You - formal

- We greet people we don't know by saying "**Hello**" while meeting and saying "**Bye**" while leaving each other.
- This way we express courtesy and mutual respect.



## A conversation between two friends

**Jonah:** "Hey Lisa, how are you?"  
**Lisa:** "Hi Jonah, I'm fine and you?"  
**Jonah:** "Me too. What are you doing tomorrow? There's a nice movie on, so we could go to the cinema."  
**Lisa:** "That'd be great, tomorrow."

## A conversation between two people who don't know each other

**Salesman:** "Hello, what can I help you with?"  
**Customer:** "Hello, could I try on this dress?"  
**Salesman:** "Sure, there is a fitting room."  
**Customer:** "Thank you."

## When it is appropriate to introduce yourself?

### Types of introduction

#### Formal

- Introducing ourselves to a stranger:  
"Hello, my name is Jacob New."



#### Informal

- Introducing ourselves to someone we know,  
the same age,...  
"Hi, I'm Jack New."

### Who does introduce themselves to whom?

- The woman is always more important while introducing.
- The man is introduced to the woman the first.
- The subordinate employee is introduced to the superior.
- Two women introduce each other or the younger one introduces herself to the older one.
- The younger person is introduced to the older person.



### Introducing another person who is our escort

"Hi, I would like to introduce my friend Anna, whom I know from my photography club.

Anna, this is Jakob and Mary, my classmates from school."



## When it is appropriate to introduce yourself

### Official and working meetings

**Ann:** "Hello, my name is Ann King and I'm the principal of this school."

**John:** "Hello, my name is John Novak. Nice to meet you. I would like to apply for a position of an English teacher."

**Ann:** "Nice to meet you. Mr. Novak, what is your work experience?"



### Making a phone call

**A dentist:** "Dentist's office, please."

**John:** "Hello, John Novak is speaking. Can I make an appointment for a preventive check-up, please?"

**A dentist:** "The available date is Wednesday at 2:00 pm. Does that suit you?"

**John:** "Yes, thank you."

**A dentist:** "Can you repeat your name?"

**John:** "John Novak."

**A dentist:** "Thank you. Goodbye."



### In a new school or job

The new pupil is introduced to the class by the teacher.

A new employee is introduced by his or her supervisor at work.



### What do we do?

- We look each other in the eye.
- We smile.
- We tell each other our names.
- We shake hands.
- We keep a sufficient distance.

### What don't we do?

- We don't chew.
- We don't smoke.
- We don't look at our cell phones.
- We don't sniffle.
- We don't wear sunglasses.



### Circle how we should look while being introduced



### Match greetings that are formal and informal

- |                |                 |              |
|----------------|-----------------|--------------|
| Hi             |                 | Good morning |
| Goodbye        | <b>INFORMAL</b> | Hey          |
| Hello          |                 | By           |
| Good afternoon | <b>FORMAL</b>   | Good evening |

## How we behave in difficult situations

### Passive behaviour

#### Passivity = inactivity, inaction

A passive person says about himself that they are too nice, go out to please everyone and would give themselves away for the others.

However, they cannot make their wishes and needs clear. They lack confidence in their actions. They suffer from the fact they cannot assert themselves adequately.

**For example:** If someone smokes near us, we are not able to say we do not like it.



### Agressive behaviour

#### Aggression = assault, attack

It means an attack or offensive action that may manifest itself:

**verbally** (insults, name-calling, gossip)

or

**physically** (pushing, hitting, bullying).



### Assertive behaviour

#### Assertiveness = confident behaviour, healthy assertion

It allows us to clearly express and assert our views and ideas without infringing on the rights of others.

This is good behaviour.

It makes us feel good, at ease.





## Signs of individual behaviour

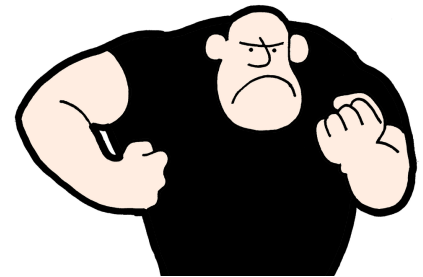
### Passive behaviour

- we do not push for what we want
- we submit to the decisions of the others
- we cannot control what we want
- we allow our rights be denied
- we do not take responsibility for what happens to me
- we are always apologizing for things
- we feel disappointed, insecure, hurt, helpless and unhappy
- we let ourselves be attacked and have something forced on us



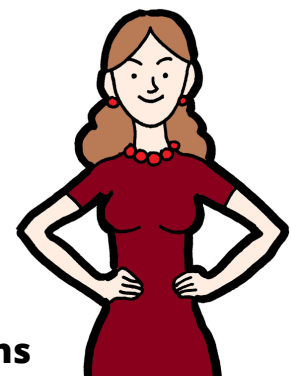
### Agressive behaviour

- we say what we want, often urgently and at length
- we make decisions for others and do not listen to others
- we cajole and force what we want
- we reproach and attack
- we violate the personal rights of others
- we take over other people's responsibility
- we are angry, disappointed and feel powerful



### Assertive behaviour

- we say what we want clearly and concisely
- we can ask for help and give it to the others
- we make decisions for ourselves
- we apologise only when we are truly sorry
- we listen to the views of others
- we like ourselves
- we realise that we are responsible for our own actions
- we stand up for our rights and do not infringe on the rights of others

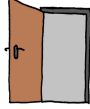


## Tutorials on how to behave assertively

## The door is open

We will accept criticism (that something went wrong).

- We don't apologize.
- We explain.
- We disagree with the lie.
- We don't respond with criticism.



**For example:**

"Yes, you're right, that didn't work. I'll be careful next time."

## A broken record

We repeat our demand in a calm, firm voice, we don't need to justify ourselves.



**For example:**

"Replace these shoes for me, please, they cracked after 14 days of wearing."

## A compromise

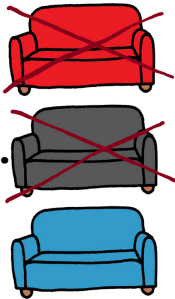
We are trying to find a solution so that none of us feels bad.

**For example:**

A: "I want a red couch."

B: "I want a black couch."

Let's get a blue one, so we both like it."



## A self - opening

Let's not be afraid to admit our mistakes.

**For example:**

"I don't know."

"I don't know or I can't."

"I've never heard that. Can you give me some advice?"



## A negative questioning

If someone tells us "You did this wrong," let's ask him, how they would have done it. "Oh, how would you do it if you were me?"



## Knowing how to politely say "no"

We have the right not to do things, that we don't want to do. We don't explain reasons, we don't make things up, we don't make excuses.

**For example:**

"No, I don't want to."

"I'm not interested."



## Determine how the person with the bubble behaves



This is .....behavior



I have to do things  
I don't like again.  
Why is he so angry at me?  
What did I do to him?

This is .....behavior



Yes, you're right,  
I agree with you.  
We should plan  
everything first and  
then we'll arrange  
it accordingly.

This is .....behavior



I'm right,  
let's do it my way!  
If you don't listen  
to me,  
I'll hurt you!



**Other brochures produced in the same project:**

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- **Work skills**
- **Self-care skills**
- **Digital skills**
- **Suggestions for re-education of deficient mental and psychomotor functions**

**Democratic participation  
Milana Bejdáková, Václava Talábová  
and Střední škola Olgy Havlové team  
2023**

**Střední škola Olgy Havlové, Janské Lázně**