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**Question # 01: How work ethics can make a person a valuable asset to a professional organization.**

*Ans: We often talk about hiring “top talent”, but have you ever considered that it’s the people who show up every day and reliably get things done that are the real drivers of business success? We’re living through a historically tight labor market, and so it’s rare to get through the day without seeing a headline about the scarcity of superstar talent.*

*We need to realize that there are certain qualities that make person top talents in any organization. Work ethics is one of these qualities that usually get over looked because of which people fail to understand its importance and how it can help to become valuable assets in their professional organization. If an employee has become aware of the qualities of work ethics, this would lead to the stability in the development and growth of an organization.*

**There are some of the important quality of work ethics are given below:**

*Some of the important quality of work ethics that person follow which can become a superstar talented employee.*

**1) Punctuality**

*Whoever said “90% of success is showing up,” had a point. Employee tardiness takes a toll on productivity. But consistent lateness also signals a lack of commitment, which can be a killer for workplace morale. Even among the chronically late, though, tardiness doesn’t always mean laziness some people just perceive time differently. Employees need to schedule their travel, meetings, deadlines etc. to be in the best practice of punctuality thereby minimizing bad elements like procrastination, delays and thereby increasing quality time spent at work.*

**2) Professionalism:**

*One of the most important qualities is how to be a thorough professional. It shows a great deal about how serious an employee treats his work to be. It is about being capable of seeing the bigger picture, realizing the greater benefits of work, being a team player rather than being individualistic, being responsible for one’s actions, staying positive in times of difficulties and doing their job to the best of their abilities.*

**3) Productivity:**

*Maintaining all the above qualities would be of no use if ultimately the numbers don’t show qualitatively and quantitatively, which all boils down to the term ‘productivity’. All that matters to an organization at the end of it is its productivity which decides the results and profits for the organization. Candidates with a good work ethic find a way to get the job done, no matter the challenge, no matter how they are feeling that day.*

**4) Focus:**

*We all know the modern workplace is not an easy place to stay focused. Given that it can take over 20 minutes to regain your full attention after responding to just one email, a focused mindset is an essential part of a good work ethic. Hiring (and rewarding) highly focused employees isn’t enough though managers must also put in place structures that facilitate focused work. This could mean refraining from unnecessary communication while an employee is completing a task or offering easily-distracted staff the opportunity to work from home.*

**Question # 02: The process of service-learning provides academic benefits, ethical benefits and social benefits. Discuss with examples.**

**Ans:**

**a) Academic benefits:**

*Service-Learning Enhances Student Learning and Personal Development:*

*Student benefits of service-learning include enhanced opportunities for learning, and personal and social skill development. Students gain increased knowledge of academic materials, their communities, and themselves.*

*Service-learning is a form of experiential education that supports deep learning. Through their service-learning activities, students apply classroom knowledge in practical settings to enhance their understanding of class materials.*

*Service-learning provides students with opportunities to develop civic engagement skills. By working with community members, students can enhance their group, organizational and interpersonal skills. They also can gain important experience working with diverse members of their communities.*

*Students can gain better understanding of themselves as they explore and develop ways to contribute to their communities. They can develop self-confidence and an enhanced commitment to public service.*

**Examples:**

- *Improve classroom skills.*
- *Improve leadership and communication skills.*
- *Develop sensitivity and respect for social class*

**b) Ethical benefits:**

*According to generation on, an international youth service organization that encourages young people to be the solution in their communities, service learning allows students to:*

- *Develop skills in critical thinking, problem solving, leadership, decision making, collaboration and communication*
- *Build positive relationships with community members*
- *Connect their experiences to academic subjects*
- *Develop a deeper understanding of themselves and empathy and respect for others*
- *Apply their energy and creativity to community needs*
- *Increase public awareness of key social issues*

**Examples:**

- *Positive relationship with society.*
- *Respect for others.*
- *Empathy with others.*

**c) Social benefits:**

*Students get along better with others, as reported by fellow students, teachers, parents, and independent observers. Social interaction skills and self-knowledge essential for students to develop and maintain positive, productive relationships with peers, parents, teachers and with public. Close student teacher relationships definitely make students want to perform better in colleges and universities and have positive*

long reaching benefits when teachers inspire their students to embrace challenges beyond the classroom, such as applying to college or looking for a full-time job.

**Examples:**

- Understand and manage their emotions
  - Set and achieve positive goals
  - Feel and show empathy for others
  - Establish and maintain positive relationships
  - Make responsible decisions
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**Question # 03: Explore the link between civic virtues and civic education. How Civic education helps in building character.**

**Ans: Civic Virtues and Civic Education:**

Civic virtue is closely link with civic education on the basis of development of ethical values and principles for the constitution of democratic organizations. The civilized social culture of a community could be achieved through the interaction between civic virtue and civic education. The possession of consolidated civic virtue that has been impartially given by the civic education, enables an academic student to increase the intellectual thinking and reasoning for his academic proficiency.

**Civic education helps in building character.**

Civic education is a process of absorbing knowledge through various modes. The educative process guides us through the intricacies of knowledge perception from the social, cultural, moral, spiritual and ethical perspectives and brings understanding through the various modes of critical, analytical, creative, visual and abstract thought process.

Character building and moulding is the best aspect of civic education for building the personality character of a student or of other person.

Intelligence plus character that is the goal of true education. The complete education gives one not only power of concentration but worthy objectives upon which to concentrate. Character building has been emphasized in education from primary school all the way up to further education and beyond. Producing students with good morals, 'soft skills' and 'skills for life' is magnified as an important aim of teaching. In practice, facilitating both character building exercises as well as the national curriculum is a difficult juggling act. One element often falls by the wayside and there is not a clear way of countering the imbalance. More often than not, character education is the forgotten element.

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**Question # 04: Discuss various strategies to cultivate the virtue of respecting others.**

**Ans: Various strategies to cultivate the virtue of respecting others:**

Respecting someone means respecting their feelings and their survival needs. Here are ways to show respect for someone's feelings:

- asking them how they feel
- validating their feelings
- empathizing with them
- seeking understanding of their feelings

- *taking their feelings into consideration*

*Here are some specific ways to show respect:*

- *Asking others “How would you feel if...” before making a decision which affects them*
- *Voluntarily making changes and compromises to accommodate their feelings, desires and needs*
- *Not interrupting them*
- *Soliciting and allowing feedback. Trying to understand their beliefs, values and needs*
- *Giving them the opportunity to solve their own problems without underestimating them, in particular:*
- *Avoid telling them what to do*
- *Avoid telling them what they ‘need’ to or ‘should do*
- *Avoid giving them unsolicited advice, sermons and lectures*

*Also there are some strategies to cultivate the virtue of respecting others.*

- *Don’t insult people or make fun of them.*
- *Listen to others when they speak.*
- *Value other people’s opinions.*
- *Be considerate of people’s likes and dislikes.*
- *Don’t mock or tease people.*
- *Don’t talk about people behind their backs.*
- *Be sensitive to other people’s feelings.*
- *Don’t pressure someone to do something he or she doesn’t want to do.*

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**Question # 05: How do you implement time management skills in your daily life? Draw a timetable of your daily activities.**

**Ans: Implementation of time management skills in my daily life:**

*Practicing good time management will take the stress out of your life and make you a more successful person in your business. It is time to take control of your life and face the reality that although you cannot add more hours into a 24 hour day, you spend the hours you do have more wisely.*

*In order to help myself manage my time more efficiently, track of each day’s activities. I will make note of everything that I get done each day and how long it takes. Keeping track of what I have accomplished each day will allow me to get a better perspective on how well I am managing my time.*

*After considering the benefits of time management, let's look at some ways to manage time effectively: Set goals correctly. Set goals that are achievable and measurable.*

***I will implement time management skills in my daily life by following some steps:***

- *Make a plan for each day and take 30 minutes each day to plan out all of your daily tasks that need to be completed, be sure to take your list everywhere you go*
- *Prioritize your daily tasks and establish which of your daily tasks are the most important*
- *Understand the difference between a priority tasks versus an urgent task.*
- *If a task is urgent but isn’t a priority, get it done first so that you do not fall behind schedule.*
- *If all of your tasks are equally important, do the most difficult tasks first and save the easiest ones for last.*
- *Set a time limit to complete a task.*

- Take a break between tasks.
- Organize yourself.
- Remove non-essential tasks/activities.
- Plan ahead.

**My daily activities timetable:**

<i>Time</i>	<i>Activities</i>
<i>5 am - 7 am</i>	<i>I wakeup early in the morning at 5 o'clock and take a bath and then I do prayer and after prayer I take tea with my family. After 6 o'clock I watch a news on TV up to 7 o'clock.</i>
<i>7 am - 8 am</i>	<i>I go out with my friends for walking or running.</i>
<i>8 am - 9 am</i>	<i>At 8 o'clock I come back to home, after that I give a time to my family.</i>
<i>9 am - 11am</i>	<i>Between 9 to 11 o'clock Its study time for me.</i>
<i>11am - 12pm</i>	<i>After studying I use a mobile phone (social media, games etc.)</i>
<i>At 12pm</i>	<i>At 12 o'clock First I do prayers and then I eat lunch.</i>
<i>Up to 4 pm</i>	<i>After lunch I go to sleep for almost 3 hour, after a sleep I take a bath.</i>
<i>4 pm - 6 pm</i>	<i>At 4 o'clock I go out with my friends.</i>
<i>6 pm - 7pm</i>	<i>At 6 o'clock I come back to home. At prayer time I do prayer.</i>
<i>7pm - 8pm</i>	<i>I use a mobile phone.</i>
<i>8pm - 9 pm</i>	<i>I eat dinner with my family and give a time to family.</i>
<i>9pm - 10 pm</i>	<i>I teach tution to my brother and my cousins.</i>
<i>10pm - 12am</i>	<i>It's my study time</i>
<i>12am - 5 am</i>	<i>After studying I go to sleep.</i>

*This is my daily activities timetable.*

**THE END**