

# 1. Punctuality

## DEFINITION

**Fulfilling obligations on time**

## COMMON PHRASES

**To be prompt**

**To be on time**

**To arrive early**

**To be punctual**

**To arrive on time**

**To keep a commitment**

**What does...  
¿Qué...**

**punctuality mean to you?**  
*significa la puntualidad para ti?*

**punctuality require of you?**  
*requiere la puntualidad de ti?*

**punctuality help you achieve?**  
*le ayuda a lograr la puntualidad?*

**To me, punctuality means that I make the plans and sacrifices necessary to show up on time consistently.**

**Punctuality requires that I plan ahead and carefully allocate my time among different commitments.**

**Punctuality helps me achieve my goals because it helps me gain the trust of others.**

**How does...  
¿Cómo...**

**punctuality affect your family?**  
*afecta a tu familia la puntualidad?*

**punctuality influence your work?**  
*influye en tu trabajo la puntualidad?*

**punctuality make your life easier?**  
*hace más fácil tu vida la puntualidad?*

**Punctuality affects my family because it allows us to plan our time more effectively.**

**Punctuality influences my work because when I arrive on time it shows my boss that I take my work seriously.**

**Punctuality makes my life easier because when I plan ahead and arrive on time I am not as stressed out.**

**How can you  
demonstrate...  
¿Cómo puedes  
demostrar...**

**punctuality to your family?**  
*la puntualidad a tu familia?*

**punctuality to your colleagues?**  
*la puntualidad a tus colegas?*

**punctuality to your employees?**  
*la puntualidad a tus empleados?*

**I can demonstrate punctuality to my family by always being on time to family events.**

**I can demonstrate punctuality to my colleagues by consistently turning in my work on time.**

**I can demonstrate punctuality to my employees by being the first one to arrive to important meetings.**

**Why should...**

*¿Por qué debería(n)...*

**your teachers arrive on time?**

*tus maestros llegar a tiempo?*

**your employees arrive early to work?**

*tus empleados llegar temprano al trabajo?*

**your boss make a habit of being punctual?**

*tu jefe hacer que la puntualidad sea un hábito?*

**My teachers should arrive on time so the students can see their example and have enough time to learn.**

**My employees should arrive early to work so that they can start right on time and get all of their work done.**

**My boss should make a habit of being punctual so that his employees can see his example.**

**What would happen if...**

*¿Qué pasaría si...*

**you arrived late to work every day?**

*llegaras tarde al trabajo cada día?*

**you arrived to work on time every day?**

*llegaras a tiempo al trabajo cada día?*

**your boss arrived late to work every day?**

*tu jefe llegara tarde al trabajo cada día?*

**If I arrived late to work every day then eventually I would get fired and have to find a new job.**

**If I arrived to work on time every day then my boss would give me a raise or a bonus.**

**If my boss arrived late to work every day then the employees would lose the expectation of punctuality.**

**Why do...**

*¿Por qué...*

**many people arrive late to meetings?**

*muchas personas llegan tarde a sus reuniones?*

**good leaders make sure to arrive on time?**

*los buenos líderes se aseguran de llegar a tiempo?*

**successful people make a habit of arriving early?**

*las personas exitosas tienen el hábito de llegar temprano?*

**Many people arrive late to meetings because they don't plan ahead and they don't value other people's time.**

**Good leaders make sure to arrive on time so that they are always respectful of other people's time.**

**Successful people make a habit of arriving early because acting professional is important to their reputation.**

## New Vocabulary

## Homework