

 **Subject: Business Studies**

 **Class: JSS1**

 **Week 5**

 **Topic: Right Attitude to Work**

1. Meaning of Right Attitude to Work

Right attitude to work means having the correct mindset, behavior, and commitment toward one's duties and responsibilities at school, home, or workplace. It includes doing your work sincerely, being respectful, punctual, hardworking, and being dedicated to helping an organization grow.

A person with the right attitude sees work as a responsibility, not as a punishment.

2. Attributes of the Right Attitude to Work

Some qualities or **attributes** that show someone has the right attitude to work include:

Attribute	Description
Punctuality	Arriving early or on time to school or work
Honesty	Telling the truth and being trustworthy
Commitment	Being dedicated to one's work or duties
Hard Work	Putting in effort to complete tasks well
Cooperation	Working peacefully with others
Discipline	Obedying rules and behaving appropriately
Responsibility	Taking care of one's duties seriously
Loyalty	Being faithful to one's school, employer, or country

3. Punctuality and Regularity

- **Punctuality** means being **on time** for work, school, or appointments. It shows respect for time and for others.
- **Regularity** means being **present and consistent** at work or school. A regular worker or student rarely misses days without good reason.

Example: A punctual and regular student attends all classes on time and participates actively.

4. How Punctuality and Regularity Result in High Productivity

Punctuality and regularity are keys to success because they:

- Help tasks start and finish on time
- Prevent delays and confusion
- Show seriousness and professionalism
- Encourage teamwork and efficiency
- Increase trust from superiors and coworkers

An employee who arrives early every day and never misses work is more likely to be promoted or rewarded.

5. Consequences of Not Being Punctual and Regular

Failing to be punctual or regular can lead to:

Consequence	Explanation
Loss of job	A worker who is always late may be fired
Poor academic results	A student who skips school often will fall behind
Lack of trust	People may stop relying on you
Punishment	Disciplinary actions may be taken
Missed opportunities	You may miss exams, promotions, or important meetings

6. Link Between Punctuality and Reward / Irregularity and Punishment

Habit	Outcome
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Punctuality	Promotion, awards, praise
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Irregularity	Suspension, dismissal, failure
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For example, a student who comes to class early every day might be made the class prefect, while one who always comes late might be punished or suspended.

7. Meaning of Devotion to Duty

Devotion to duty means being **fully committed** and giving your best effort to your responsibilities. It involves:

- Being focused and not distracted
- Always completing tasks without being forced
- Taking pride in one's work

A devoted teacher prepares lessons carefully and teaches with passion.

8. Effects of Devotion on Productivity and Development

Positive Effect	Explanation
Increased productivity	More work gets done in less time
Better quality output	Tasks are completed carefully and correctly
Organizational growth	Companies or schools grow when everyone is committed
National development	Citizens with good work habits help develop their country
Higher income or reward	Devoted workers may earn promotions or bonuses