

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Youth Skill Development Program (PMYSD)

"Skills for All"



Course Contents / Lesson Plan

Course Title: German Language A1

Duration: 3 Months

Revised Edition

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Trainer Name	
Course Title	German Language A1
Objectives and Expectations	<p>Employable skills and practice in German Language:</p> <p>This is a special course designed to address unemployment and awareness in the youth. The course aims to achieve the new skill and new life standard by a team of dedicated professionals having rich experience. This course is designed to open new horizons for youth to explore more and more.</p> <p>This course is designed for those who want to apply in Abroad for jobs in Hotels, Restaurants, Stores and Factories as Labors. Even those youngsters can also take benefit of this course who want to go for Master degree to Abroad. Meanwhile, this course will benefit those people whose Spouses are living in Germany.</p> <p>This course is designed to create strong communication skills in trainees to know more and more.</p> <p>Trainees can apply for job seeker visa in Germany to secure their jobs by learning this course</p> <p><u>Main Expectations:</u></p> <p>In short, the course under reference should be delivered by professional Teachers to make Trainees to enter a new world of Excellence.</p> <p>This course thus clearly goes beyond the limits as it is so difficult to get such program free of cost. The merits of this course are so lighted and Trainees would be amused to grab this opportunity. Youth who is searching an opportunity in Abroad to move and to earn bread, would be definitely entertained.</p> <ol style="list-style-type: none"> i. Specially designed home tasks to be solved by the trainees have been included in this course to help the trainees to be more expert and perfect. These tasks would help trainees to get confidence and self-assessment too ii. To materialize the main expectations, a special module on <u>Job Search & Entrepreneurial Skills</u> has been included in this course so that trainees get able to find jobs in Hotels, Restaurants, and Industries in Abroad even spouses who want to join families living in Abroad can avail this chance. Trainees of this course can easily apply for Master degree program in Germany after completion of this course as it is a condition for bachelor degree holders. iii. A module on <u>Work Place Ethics</u> has also been included to highlight the importance of good and positive behavior in the workplace in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its

importance should be conveyed in a format that is attractive and interesting for the trainees such as through slides and short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of the Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

To maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational Lectures
- Success Stories
- Case Studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and a proper record of the same will be maintained. Suffice to say that for such evaluations, home tasks would be designed by the training providers to gauge the problem-solving abilities of the trainees.

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey the message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees Fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity, and spark the desire needed for trainees to want to learn more.

The impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for a longer time without boredom and loss of interest because they can see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

Course-related motivational lectures online link is available in **Annexure-II**.

(ii) Success Stories

Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation, or using a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. The optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high-quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and of a learning value.

The Trainees should be required and supervised to carefully analyze the cases.

For this purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation.

Case studies can be implemented in the following ways: -

- i. A good quality trade-specific documentary (At least 2-3 documentaries must be arranged by the training institute)
- ii. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute)
- iii. Field visits(At least one visit to a trade-specific major industry/ site must be arranged by the training institute)

Entry-level of trainees	For getting enrolled in German Language Course, expectations from the trainees are: <ul style="list-style-type: none"> • Have Basic Concept of English language • Have at least knowledge of Matriculation • Have knowledge of making English sentences • Having a knowledge of Helping verbs and Model verbs • Having knowledge of Present , Past and Future Tenses
Learning Outcomes of the course	By the end of this course, students will be able to: <ul style="list-style-type: none"> • Able to understand Native people • Communicate easily with Native People • Read German Language Books of Basic Level • Translate German Basic Level passages , Letters, E-Mails and Messages too • To move anywhere in Country by reading Sign Boards • Make people to understand him through Communication Skills • Answer the Embassy Quires in effective way to justify • To fulfill the basic requirement of Embassy or Government when need to move as a Student or as a Spouse • To explore Culture and Heritage of Targeted Country • To do Jobs in Hotels, Restaurants, Stores and industry
Course Execution Plan	The total duration of the course: 3 months (12 Weeks) Class hours: 4 hours per day Theory: 100% Weekly hours: 20 hours per week Total contact hours: 240 hours
Fields offering Opportunities in the respective trade	<ul style="list-style-type: none"> • Restaurants and Hotels: German Basic Level offers jobs in Restaurants and Hotels in Germany • Student Visa: After learning this Course, Students of Master Level can get option for study in Germany. • Sales and Marketing: This course offers jobs in Sales and marketing. • Job Seeker Visa: Trainees can apply for the job seeker visa after learning German language A1 • Construction industry: After certification, Trainees can apply in construction industry as Labors.
Job Opportunities	<ul style="list-style-type: none"> • Hotels and Restaurant. • Sales and Marketing. • Construction industry
No of Students	25
Learning Place	Classroom with LCD
Instructional Resources	1.Introduction to German Language https://youtu.be/axQGCdGCjAk?si=3BgyQr6Prbeolkiu

https://youtu.be/xYuPIQMvEsg?si=AhGJOV5hS8PU_pFM

This video provides an overview of German Alphabet.

2. Introduction to Weekdays

<https://youtu.be/JvltfZXGH1E?si=SMnrQCPnzh9xETWY>

This video provides you learning of weekdays

3. A look on Greetings

https://youtu.be/RuGmc662HDg?si=3tRFhPWpo_AiRy31

This video would teach you to greet properly in German language

4. An introduction to counting

https://www.google.com/search?q=german+counting+1-100&sca_esv=594585139&tbm=vid&sxsrf=AM9HkKn1URE_Q0Gke01H5q5P74CihS6Bjw:1703938426686&source=lnms&sa=X&ved=2ahUKEwiZ45ClkbeDAxXGhf0HHYG-DXgQ_AUoAnoECAEQBA&biw=1020&bih=578&dpr=1#fpstate=ive&vld=cid:da518c,vid:A7GheXi-Kl4,st:0

This video provides you the detailed counting to learn

5. An introduction to present Tense /conjugation verbs

https://www.google.com/search?q=german+verbs+conjugation+list&sca_esv=594585139&tbm=vid&sxsrf=AM9HkKlhwpUbiJ8bUZt9j5VHAdtK0fbbuw:1703938766291&source=lnms&sa=X&ved=2ahUKEwixw4jHkreDAxUG9rsIHTm6DLMQ_AUoA3oECAEQBQ&biw=1020&bih=578&dpr=1#fpstate=ive&vld=cid:a885e78c,vid:guI53tqxtDA,st:0

<https://study.com/academy/topic/german-verb-conjugation.html>

These videos guide you about present tense in detail

6. an introduction to Adjectives

<https://www.berlitz.com/blog/german-adjectives>

This video leads you about adjectives used in German language

7. An introduction to personal pronoun

https://youtu.be/hY4lHC6YZuQ?si=xx7wVhaBMy_UH0U5

This video guides you about personal pronoun in German language

8.an introduction about hospital

<https://en.almancax.com/hastanede-ve-doktorda-almanca-diyaloglar.html>

This video guides about how to talk in Germany

9. An effective book of German language



studio-d-a1-kurs-und-uebungsbuchpdf_compress.pdf

This book is perfect book for beginners for practice .This book includes reading and listening material to guide the students

MODULES

Sched uled Weeks	Module Title	Days	Hours	Learning Units	Home Assignmen t
Week 1	Introduction to German Basics	Day 1	Hour 1	Course Introduction	•Task 1
			Hour 2	Intro to Alphabet	
			Hour 3	Alphabet Practice	
			Hour 4	Alphabet practice	
		Day 2	Hour 1	Learning of key sounds	
			Hour 2	Learning of key sounds	
			Hour 3	Practice of key sounds	
			Hour 4	Practice of key sounds	
		Day 3	Hour 1	Learning of Vocabulary (Daily life)	
			Hour 2	Practice of Vocabulary	
			Hour 3	Practice of key sounds	
			Hour 4	Practice of key sounds	
		Day 4	Hour 1	Learning of Subject pronouns	
			Hour 2	Practice of Subject Pronouns	

			Hour 3	Learning of vocabulary (Emotions and Expressions)	
			Hour 4	Practice of Vocabulary	
		Day 5	Hour 1	Learning of Counting (1-12)	
			Hour 2	Practice of counting	
			Hour 3	Learning of vocabulary (fruit, vegetables, colors)	
			Hour 4	practice of Vocabulary	
Week 2	Learning Fundamentals of German	Day 1	Hour 1	Learning of counting (13-100)	<p>•Task 2</p> <p><u>Details may be seen at Annexure-I</u></p>
			Hour 2	Practice of counting	
			Hour 3	Learning of vocabulary (professions ,weather condition)	
			Hour 4	Practice of Vocabulary	
		Day 2	Hour 1	Learning of counting (100-1000)	
			Hour 2	Practice Of counting	
			Hour 3	Learning of week days	
			Hour 4	Practice of week days	
		Day 3	Hour 1	Revision of counting	

			Hour 2	Revision of counting	
			Hour 3	Learning of vocabulary (Food ,Restaurant , Hotel)	
			Hour 4	Practice of vocabulary	
		Day 4	Hour 1	Learning of month names	
			Hour 2	Practice of month names	
			Hour 3	Self-introduction	
			Hour 4	Self-introduction	
		Day 5	Hour 1	Greetings	
			Hour 2	Greetings	
			Hour 3	Revision of counting and weekdays	
			Hour 4	Revision of month names	
Week 3	Sentence making with helping verbs	Day 1	Hour 1	Learning of helping verbs (is, am ,are)	•Task 3 <i><u>Details may be seen at Annexure-I</u></i>
			Hour 2	Practice by sentence making	
			Hour 3	Practice by sentence making	
			Hour 4	Learning and practice of vocabulary (Transport, Accommodation, Animals)	

		Day 2	Hour 1	Learning of helping verbs(was, were)
			Hour 2	Practice by Sentence making
			Hour 3	Practice by sentence making
			Hour 4	Learning and practice of vocabulary(Flowers, Music, grocery)
		Day 3	Hour 1	Learning of helping verbs (has, have)
			Hour 2	Sentence making practice
			Hour 3	Sentence making practice
			Hour 4	Learning and practice of vocabulary (Sports, Gender Articles)
		Day 4	Hour 1	Learning of helping verbs(had)
			Hour 2	Sentence making practice
			Hour 3	Sentence making practice
			Hour 4	Learning and practice of vocabulary (action verbs, Travelling)
		Day 5	Hour 1	Revision of helping verbs
			Hour 2	Revision of helping verbs
			Hour 3	Revision of helping verbs

			Hour 4	Learning and practice of vocabulary (Day time , Technology)	
Week 4	Tenses Learning /verb conjugations	Day 1	Hour 1	Learning of present Tense	<p>• Task 4</p> <p><i><u>Details may be seen at Annexure-I</u></i></p>
			Hour 2	Sentence making practice	
			Hour 3	Learning and practice of verbs	
			Hour 4	Learning and practice of vocabulary (Events, places, Countries)	
		Day 2	Hour 1	Learning of present tense	
			Hour 2	Practice by Sentence making	
			Hour 3	Learning and practice of verbs	
			Hour 4	Revision of vocabulary	
		Day 3	Hour 1	Learning of present tense	
			Hour 2	Practice of present tense	
			Hour 3	Learning and practice of verbs	
			Hour 4	Learning and practice of vocabulary (Directions, Education)	
		Day 4	Hour 1	Learning of Present Tense	
			Hour 2	Sentence making practice	

			Hour 3	Learning and practice of verbs	
			Hour 4	Learning and practice of vocabulary (kitchen, drinks)	
		Day 5	Hour 1	Revision of present tense	
			Hour 2	Revision of present Tense	
			Hour 3	Reading practice	
			Hour 4	Speaking practice (W Family Questions)	
Week 5	Grammar Learning and other module practice	Day 1	Hour 1	Basic preposition learning	<p>•Task 5</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2	Practice of preposition	
			Hour 3	Speaking practice (W Family Question)	
			Hour 4	Reading practice	
		Day 2	Hour 1	Learning of vocabulary (Relatives, Spices)	
			Hour 2	Practice of vocabulary	
			Hour 3	Listening practice (Conversation in Hotel)	
			Hour 4	Speaking practice (Question , Answer)	
		Day 3	Hour 1	Learning of clock time	

			Hour 2	Practice of clock time	
			Hour 3	Speaking practice (Dialogue Discussion)	
			Hour 4	Listening practice (Conversation in Bank)	
		Day 4	Hour 1	Learning of plural form	
			Hour 2	Practice of pluralform	
			Hour 3	Listening practice (Conversation with Friends)	
			Hour 4	Revision of vocabulary	
		Day 5	Hour 1	Learning of Bills and currency	
			Hour 2	Revision of prepositions	
			Hour 3	Speaking practice (W Family Questions)	
			Hour 4	Listening practice (Conversation in Hospital)	
Week 6	Basic Grammar Learning and other module practice	Day 1	Hour 1	Learning of vocabulary (hobby, furniture)	<ul style="list-style-type: none"> • Task 6 <i>Details may be seen at Annexure-I</i>
			Hour 2	Practice of vocabulary	
			Hour 3	Reading practice	
			Hour 4	Listening practice (Conversation with Friends)	

		Day 2	Hour 1	Revision of Vocabulary
			Hour 2	
			Hour 3	
			Hour 4	
		Day 3	Hour 1	Revision of helping verbs
			Hour 2	
			Hour 3	
			Hour 4	
		Day 4	Hour 1	Learning of gender articles
			Hour 2	Practice of gender articles
			Hour 3	Learning of vocabulary (adjectives)
			Hour 4	Practice vocabulary
Day 5	Hour 1	Learning of opposite words		
	Hour 2	Practice of opposite words		
	Hour 3	Reading practice		
	Hour 4	Listening practice (conversation about		

				shopping)	
Week 7	Season Learning and Grammar (Model Verbs)	Day 1	Hour 1	Learning of Season	<p>• Task 7</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2	Practice of Season	
			Hour 3	Speaking Practice (Question, Answer)	
			Hour 4	Reading Practice	
		Day 2	Hour 1	Learning of model verb (want)	
			Hour 2	Practice by sentence making	
			Hour 3	Listening Practice (conversation about Birthday party)	
			Hour 4	Speaking Practice(dialogue about shopping)	
		Day 3	Hour 1	Revision of model verb	
			Hour 2	Vocabulary Practice (weather)	
			Hour 3	Reading Practice	
			Hour 4	Listening Practice (conversation in school)	
		Day 4	Hour 1	Learning of model verb (Should)	
			Hour 2	Sentence making practice with model verb	

			Hour 3	Reading practice	
			Hour 4	Speaking practice (Question, Answer)	
		Day 5	Hour 1	Practice of model verb (should)	
			Hour 2	Reading practice	
			Hour 3	Speaking Practice (Discussion about party)	
			Hour 4	Vocabulary Revision	
Week 8	Grammar (Model Verbs) and other Modules practice	Day 1	Hour 1	Learning of model verb (must)	<p>• Task 8</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2	Sentence making practice with model verb	
			Hour 3	Reading Practice	
			Hour 4	Speaking Practice (Question, Answer)	
		Day 2	Hour 1	Diseases	
			Hour 2	Learning of model verb (Can)	
			Hour 3	Sentence making practice with model verb	
			Hour 4	Listening Practice (conversation about language class)	
		Day 3	Hour 1	Learning of model verb (would)	

			Hour 2	Sentence making practice of model verb	
			Hour 3	Speaking practice (dialogue discussion)	
			Hour 4	Body parts Learning	
		Day 4	Hour 1	Learning of model verb (may)	
			Hour 2	Sentence making practice of model verb	
			Hour 3	Speaking practice (Question , Answer)	
			Hour 4	Clothes	
		Day 5	Hour 1	Revision of Model Verbs	
			Hour 2		
			Hour 3		
			Hour 4		
Week 9	Letter/E-Mail/SMS writing and other modules practice	Day 1	Hour 1	Formal letter writing	• Task 9 <i>Details may be seen at Annexure-I</i>
			Hour 2	Formal letter writing	
			Hour 3	Vocabulary practice	
			Hour 4	Speaking practice	
		Day 2	Hour 1	Practice letter writing	

			Hour 2	Practice letter writing
			Hour 3	Vocabulary practice
			Hour 4	Speaking practice
		Day 3	Hour 1	Formal E mail writing learning
			Hour 2	Formal E mail writing practice
			Hour 3	Reading practice
			Hour 4	Listening practice
		Day 4	Hour 1	Formal letter writing practice
			Hour 2	Formal E mail writing practice
			Hour 3	Vocabulary practice
			Hour 4	Listening practice
		Day 5	Hour 1	Latter Practice Email Practice
			Hour 2	Reading practice
			Hour 3	Vocabulary practice
			Hour 4	Speaking practice

Week 10	Letter/E-Mail/SMS writing and other modules practice	Day 1	Hour 1	In Formal letter writing	•Task 10 <u>Details may be seen at Annexure-I</u>
			Hour 2	In Formal letter writing	
			Hour 3	Vocabulary Practice	
			Hour 4	Speaking Practice	
		Day 2	Hour 1	In Formal letter Practice	
			Hour 2	In Formal letter Practice	
			Hour 3	Speaking Practice	
			Hour 4	Listening Practice	
		Day 3	Hour 1	Formal E mail writing learning	
			Hour 2	Formal E mail writing learning	
			Hour 3	Country Names	
			Hour 4	Speaking Practice	
		Day 4	Hour 1	In Formal SMS I writing learning	
			Hour 2	In Formal SMS I writing Practice	
			Hour 3	Reading Practice	

			Hour 4	Speaking Practice	
		Day 5	Hour 1	Revision of all Formal In Formal Letters, E-Mail and SMS	
			Hour 2		
			Hour 3		
			Hour 4		
Week 11	Letters / E-Mails /SMS , other modules practice	Day 1	Hour 1	Formal Letter and Emails Practice	
			Hour 2		
			Hour 3		
			Hour 4		
		Day 2	Hour 1	Informal Letters, E-Mails and SMS Practice	
			Hour 2		
			Hour 3		
			Hour 4		
		Day 3	Hour 1	Listening Practice	
			Hour 2	Reading practice	
			Hour 3	Speaking practice	

			Hour 4	Writing practice	
		Day 4	Hour 1	Revision of model verbs	
			Hour 2		
			Hour 3		
			Hour 4		
		Day 5	Hour 1	Revision of present Tense	
			Hour 2		
			Hour 3		
			Hour 4		
Week 12	Test Activity	Day 1	Hour 1	Listening Test	<p>•Task 12</p> <p><u>Details may be seen at Annexure-I</u></p> <p>Final Project</p>
			Hour 2	Reading Test	
			Hour 3	Vocabulary Test	
			Hour 4	Alphabet Test	
		Day 2	Hour 1	Preposition, clock time Test	
			Hour 2	Model verb Test	
			Hour 3	Season, months, weekdays Test	

			Hour 4	Speaking Test
		Day 3	Hour 1	Possessive Article, counting Test
			Hour 2	Present Tense Test
			Hour 3	Vocabulary Test
			Hour 4	Letter writing Test
		Day 4	Hour 1	Helping Verb Test
			Hour 2	Listening Test
			Hour 3	Letter writing Test
			Hour 4	Speaking Test
		Day 5	Hour 1	Gender Article Test
			Hour 2	Self -introduction Test
			Hour 3	Reading Test
			Hour 4	Vocabulary Test

Tasks for Certificate in German Language A1

Task No.	Task	Description	Week
1.	Intro to German	Write Alphabet with sounds and speak, write key sounds and pronounce words, write pronouns subject	Week 1
2.	Fundamentals of German	Write and prepare month names, counting from 1 to 1000, weekdays, vocabulary, greetings	Week 2
3.	Helping Verbs	Write sentences (positive, negative, interrogative) using all helping verbs	Week 3
4.	Present Tense	Write sentences (positive, negative, interrogative) of present tense	Week 4
5.	Clock Time, vocabulary and Question making	Write clock time and vocabulary. write w family questions	Week 5
6.	Basic Grammar Learning task	Write and prepare vocabulary words and Gender articles .write Questions , Answers	Week 6
7.	Season and Grammar (Model verb)	Write and prepare seasons and make sentences (positive, negative and interrogative) using Model verb	Week 7
8.	Grammar (Model verb)	Make sentences (positive, negative and interrogative) using Model verb. Write a dialogue on shopping	Week 8
9.	Letter writing	Write an informal letter and an E-Mail	Week 9
10.	Letter writing	Write an Informal letter and E-Mail	Week10
11.	SMS writing	Write an Informal SMS	Week11
12.	Test Activity	Prepare Tests according to schedule	Week12

Motivational Lectures German Language A1

The Reasons to learn German language: <https://www.youtube.com/watch?v=LHckQaoIIINU>

This video provides an overview of the impact of learning German Language

How people made success:

<https://www.youtube.com/watch?v=ab0cYfwZQoE&list=PLi6NNH61dVedRsSNjcgZUZzKSXS8XdJWU>

This video will boost your spirit to learn German language

Job Opportunity ratio with German Language:

<https://www.youtube.com/watch?v=ZdnXzGqRTok>

This video provides a motivational inspiration about job opportunity in Germany after learning German Language

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

4. Appearance:

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos.
Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.