



# PUNCTUALITY

Acting finished or arriving on time. To be punctual with work. Show respect for others by doing the right thing at the right time.

## Thoughts to Ponder...

*“A diller, a dollar  
A ten-o’clock scholar!  
What makes you come so soon?  
You used to come at ten o’clock;  
Now you come at noon.”*

— Mother Goose Nursery Rhyme



*“Remember the word punctuality.  
It is very important to you and me.  
Learn this word early in life.  
Avoid detention and other kinds of strife.  
Get prepared beforehand and never be late.  
You may miss out on an important date.”*

— Author Unknown

## Punctuality in School Means:

- ⌚ Coming to school everyday and on time.
- ⌚ Doing homework and submitting it on time.
- ⌚ When called upon by the teacher to answer a question, responding right away.

*“The early bird gets the worm.”*

— Old Proverb

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—*Writing Process*

**Monday:** (Pre-writing) The Word of the Week is punctuality. Think about all the words you know that tell about time; seconds, minutes, hours, years, mornings, afternoons, evenings or seasons. List as many as you can think of in the space below.

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**Tuesday:** (Rough draft) On the next page, write a rough draft for a story about what you have done this week to be punctual. Don't worry about spelling or correct mechanics now. Just capture your ideas. Write on every other line. The lines you skip can be used when you revise your story.

**Wednesday:** (Revise) Revise means to look again at what you have written. Does your story have a beginning, a middle and an ending? Read your story to a friend or classmate. Sometimes it is helpful to have a friend or classmate listen to your story and make suggestions about how it can be improved.

**Thursday:** (Proofread) Proofread means to go over your story. Check that you have spelled all the words correctly. Make sure you have complete sentences that begin with capital letters and end with punctuation marks. Are the sentences descriptive and interesting?

**Friday:** (Publish) On the page next to your draft, rewrite your story as neatly as you can. Make sure to correct all the errors you found when you proofread your work. Share your story with a friend or your family.



