ETH100 - Effective Citizenship

Topic 001: Why this course?

We are taking this course because we want to learn the reasons why we are not doing well as a society. It will help us in realization, worry, planning, and sharing ideas with others on how to become a better citizen.

Topic 002: What makes effective citizenship?

First, we will learn what makes an effective citizenship. The first thing is a sense of responsibility which is an internal feeling about fulfilling the responsibility. The second point is empathy, which is feeling the pains of others and assessing how they are facing challenges in their life. The third point is patriotism which means loving your country and trying to make it better in every matter.

Topic 003: Why effective citizenship?

We will learn about the incentives and benefits of being an incentive citizen. Firstly, I will do better if I become an effective citizen. Secondly, it has benefits in this life as well as in the hereafter.

Topic 004: Effective citizenship: Duties of citizen

Every citizen has some duties to perform. The first duty is loyalty to the state and obedience to the Constitution. A citizen must follow the constitution in every aspect of life and be loyal to the state in all matters. Article 5 makes it binding on every citizen to be loyal to the state. The state has institutions that are legally bound to follow the constitution. Territories, objectives, and laws all can be changed within the limits of the Constitution."

Topic 005: Rights of citizen: Freedom of life and liberty

A citizen must be aware of the rights of other citizens. Article 9 ensures the right to life and liberty. It means one citizen cannot take the life of another citizen or injure him for whatever reason. One citizen cannot attack or harm another and cannot interfere in his personal life. Liberty and freedom cannot be taken away from any citizen.

Topic 006: Rights of citizen: Fair trial

Every person is entitled to a fair trial in which judges will make their decision about it. No institution will interfere in the process of a fair trial. If a person cannot afford a fair trial, then the Constitution ensures that he will be compensated so that he can have a fair trial. There cannot be a media trial before the final judgment.

Topic 007: Rights of citizen: Slavery

A citizen cannot be made a slave under any circumstances. Article 11 forbids all kinds of slavery and forced labor. A citizen cannot be forced to do labor for which he has not applied. It is against the constitution of Pakistan.

Topic 008: Rights of citizen: Freedom of movement

According to Article 15, all citizens have the right to move freely and settle in any area of Pakistan unless it is a prohibited area. All areas of all the cities are open for its citizens. Except the private houses and institutions where permission is required to enter. The idea is to bring the Pakistanis together.

Topic 009: Rights of citizen: Right of access to information

Article 19 ensures that every citizen has the right to access the information unless that information is prohibited. A citizen can apply from the relevant institution for the required information. However, any public interest or information that can be misused can be prohibited from public access.

Topic 010: Rights of citizen: Religious Freedom

Articles 20,21,22 ensures the right to choose a religion, preach it, and establish a religious institution. Nobody is bound to follow any religion other than his own. Admission should not be denied in educational institutions based on religious background. All citizens must have equal opportunities for freedom and participation.

Topic 011: Rights of citizen: Freedom to own and sell property

Articles 23 and 24 ensure that every citizen can buy or sell property anywhere at any time in the country. For the interest of special communities or areas, there can be some restrictions on the sale and purchase of the land or property because of its conflicting status. The constitution of Pakistan guarantees this right to its citizens so that the citizens can feel belongingness with their land and country and their relationship can become stronger.

Topic 012: Rights of citizen: Protection to language and culture

Article 28 ensures that every group having a distinct language or culture holds the right to promote their language and culture. The idea is to enrich diversity. It increases the positive qualities among the people and encourages critical thinking. This opportunity is to bring a feeling of belonging to the country and build a stronger connection with its country.

Topic 013: Rights of citizen: Protection from discrimination

According to Article 26, citizens are to be protected from being discriminated against based on language, religion, sex, or birthplace. The idea is to eliminate all forms of biases. The objective is to provide justice and fair competition to all. If the discrimination is not discouraged, it will generate demotivation and injustice in society.

Topic 014: Major challenges before an effective citizen: Poverty

Poverty can be the biggest problem before an effective citizen. It creates continuous tension and depression for a man suffering from poverty. It affects the behavior and attitude of a person. To deal with this, we should look for the people who are suffering from poverty from our relatives and then take

some practical steps to help them. Make them feel that it is a temporary issue and that you can come out of it. When we alleviate poverty, it will bring benefits like happiness, less tension, and creativity.

Topic 015: Major challenges before an effective citizen: Illness

The ill person suffers from this as well as other people because of his illness. If he is the sole breadwinner of his household, he will not be able to go to work and thus his family suffers from his illness. Our role is to find out the ill person and practically and morally help him and his household. We can either financially support them or increase their motivation level. The blessings we get after fighting the illness include great relief and motivation.

Topic 016: Major challenges before an effective citizen: Ignorance

Ignorance is a growing problem in our country. Around 52% of people are literate and 48% are illiterate. This generates poverty in the society. The illiterate people lack understanding, and he is bound to others. He or she can be exploited if people are aware that you can not read or understand things. The contribution made by an illiterate person is much less than compared of a literate person. The standard of living gets improved for a literate citizen and explores more opportunities in society.

Topic 017: Major challenges before an effective citizen: Injustice

The injustice in our society is on many levels. One level of judicial injustice. It takes years to decide the courts. Another level of injustice is economic injustice. In our country, there is a great difference between the salaries of the private and public sector and people are unable to afford their basic needs. The third level is social justice. In a family, some people are preferred over others and are not treated equally. Society can not flourish unless the injustice is removed from it.

Topic 018: Attributes and personality traits of an effective citizen: Truthfulness

When a person is truthful, people trust him. Similarly, if the state institutions do not have truthfulness, then the citizens lose their trust over them. They know that these institutions cannot provide them with justice and rights. We as a citizen, need to make truthfulness at our level. We ourselves first need to be truthful and then make this virtue common among our people of concern. Society will ultimately progress if all its citizens abide by the virtue of truthfulness.

Topic 019: Attributes and personality traits of an effective citizen: Politeness

Politeness creates harmony in the society. People cannot relate to harsh and strict behavior. Citizens respect the other citizen if he is polite and sober. It is necessary that the public dealing of all aspects must be done with politeness and sympathy. It does not mean that you must be polite about the wrongdoings of people. Politeness generates healthy communication among the citizens and new opportunities of collaboration are developed.’

Topic 020: Attributes and personality traits of an effective citizen: Learning

Learning is a habit. We must be trained to enjoy the learning. New learning creates joy, and it helps to improve the personality. When you learn, then you try to teach. It generates the self-motivation and self-fulfilment that he has taught something positive to others. It also generates new ideas and opportunities for growth in society. But if we don't learn, we cannot develop the country and become effective citizens.

Topic 021: Attributes and personality traits of an effective citizen: Positive Thinking

A citizen must be positive about himself. He must trust his abilities and know that he can contribute to his society. He or she must be positive about the others as well. People have good intentions and take the information from others as they are saying to them without any negative thoughts. The society becomes positive when its citizens are positive. It grows and flourishes collectively which ensures that the future is bright. Positive thinking generates positive energy and nothing can stop its development process.

Topic 022: Attributes and personality traits of an effective citizen: Flexibility

To become an effective citizen, we need to develop the quality of 'flexibility'. Behaviors that indicate your adaptability may attract others towards you, which will lead to strong interpersonal relationships ultimately creating an environment in which everybody is willing to help each other out.

Also, strictness and reluctance to compromise cultivate a narrow one-man world. In addition, being flexible means the acceptance and realization that there is a possibility of making a mistake. Thus, it drives self-correction or helps in correcting oneself. This also helps in correcting others because this flexibility reflected in one's behavior makes one able to process the mistakes of others. As a result of this, progress is made in the society.

Topic 023: Attributes and personality traits of an effective citizen: Kindness

To be effective citizens, kindness holds vital importance. This virtue that is commonly tied to softness and politeness demonstrates the profound impact of our behaviour on the social fabric and relationships. When we treat others with kindness, our own performance and standard of life become better.

The regular expression of empathy and compassion strengthens a caring community spirit. In this way, the environment becomes congenial. The positive encounters, inciting from kindness, give positive energy to the society. And it creates a better mood for people to work with. As a result of this, this good mood of a person generates good performance both in oneself and the others around him.

Topic 024: Attributes and personality traits of an effective citizen: Respectfulness

A good citizen can never afford to be disrespectful to other people. In essence, respect for others/ respectfulness lies at the very heart of any well-functioning community.

The relationships are built based on whether we anticipate respect from others and whether they provide it. Since the expectation of respect from others and its actual fulfillment leads us to discuss matters more confidently even in difficult situations, hence, this element of mutual respect is vital for building a confident, happy, and progressive society. It builds confidence in the individual you respect and builds confidence in yourself as well.

One can be respectful by knowing the positive aspects of the other person and by acknowledging one's own weaknesses.

Topic 025: Attributes and personality traits of an effective citizen: Humility

Humility is a vital character one must have to be an effective citizen. This helps in learning. Humility is the opposite of pride and arrogance—the traits we all dislike because they prevent us from developing ourselves further through reflecting on and accepting our own mistakes. Humility is not only a learning resource but also, provides the essential basis of building social relationships. Practicing respect, kindness, compassion, and basically anything that showcases positive values makes our relationship with others even stronger. So, modesty or humility is a value or virtue necessary to be connected to other people.

The process of recognizing of our limitations is VERY important for humility development, as well as the fact that we should recognize the different qualities and strengths that others have.

Topic 026: Attributes and personality traits of an effective citizen: Honoring commitments

Without confidence in commitments getting honored, no nation can be built. Making and keeping promises is the fundamental thing in nation-building. It is impossible to lead a happy life, accomplish something, or progress if there is no guarantee that commitments will be upheld. Countries that have a high proportion of the citizens who fail to fulfill their commitments, create an atmosphere of mistrust, which in turn, slows down progress, and pave the way for negativity to grow. It should also be clear that every commitment is important. If a commitment is betrayed, it is essential for an individual, at the same time, to confess his failure, show sincere remorse, and feel regret thoroughly. Next, they need to make a firm decision to take a different stance to be able to honor future commitments.

Topic 027: Attributes and personality traits of an effective citizen: Fulfilling trust

Fulfilling trust and responsibilities is the basis for every person who wants to be productive and effective citizens of a society. An implied responsibility which is often disregarded relates to the task of keeping trust. This implied commitment to fulfilling trust holds significant importance. This includes fulfilling the duties and expectations we have been entrusted with through our family roles, in organizations, and as responsible citizens in a country. The entire life revolves around trust. Life cannot go on in any society until people trust each other. And this trust is the result of fulfilling commitments. Trust is the basis for social interaction and society functioning. Society cannot truly function without its members having the confidence to depend on each other. Trust is gained by performing these responsibilities regularly.

Topic 028: Attributes and personality traits of an effective citizen: Self-criticism

You need to find the shortcomings and negative habits of your personality and try to improve yourself. It makes you grow as an individual. It creates real confidence and helps you improve your personality to become a better citizen. A self-critical person often finds less time to find negativities from other people. He focuses on his personality rather than to be in the pursuit of finding the mistakes of other citizens.

Topic 029: Attributes and personality traits of an effective citizen: Art of saying NO

In life, there are instances where a man needs to say no to others. He must learn the art of saying NO to others. Negative events in life make us strong. But you must try to find a positive aspect even from a negative thing. Whenever you have to say no to any other person, you must say it properly. You can give counter suggestions and provide the solution to his or her problem in a different manner. It must be taken as an opportunity to light the positivity in other people.

Topic 030: Attributes and personality traits of an effective citizen: Empathy

Empathy is feeling others by placing himself in his situation. Do not try to judge the problems of others with your eyes. Instead, try to place your feet in his or her shoes and then try to understand his behavior. If you can develop with quality, it will generate pure feelings of care and sympathy in you. For example, if you had a problem in your past, you must think that if that event had happened with the other person, how he would have reacted? In this way, you can empathize with others.

Topic 031: Attributes and personality traits of an effective citizen: To be law-abiding

It is the key to a successful society. The laws are made for the safety of its citizens, and nobody will feel unsafe. Laws ensure the safety and peace of the country. If the citizens are not law-abiding, it will cause a destructive society as every citizen will do as he wants. There will be no one to stop him from

harming others. That is why laws ensure equal protection for all its citizens. The concept of punishment makes sure that citizens fear the consequences of doing an unlawful activity.

Topic 032: Attributes and personality traits of an effective citizen: Avoiding Arrogance

This topic will discuss the issues or flaws that should be eliminated to become an effective citizen. One of the biggest issues is of Arrogance. An arrogant person cannot be a good team member because teamwork demands people to respect each other, acknowledge others good attributes, and help each other and an arrogant person cannot learn as it hinders learning and teamwork. Overcoming arrogance involves recognizing it as a form of pride and deception, understanding that everyone has flaws and strengths. By developing humility and respecting others, individuals can foster a spirit of learning, teamwork, and societal contribution. This shift towards humility and realistic self-assessment is essential for personal growth and effective citizenship.

Topic 033: Attributes and personality traits of an effective citizen: Avoiding Rudeness

Rudeness is another issue that every effective citizen should avoid as it creates negativity in oneself. When a person gets rude, he becomes negative that leads to negative emotions and negative energy is developed. Hence his work, his efforts or his achievements are affected. Effective citizens must avoid rudeness as it breeds negativity, affecting personal well-being and disrupting social harmony. Rudeness creates a hostile environment, minimizing productivity and happiness. One of the important questions is that “Is strictness always rudeness?” because most people think that to get work done or to get disciplined, rudeness is necessary. Being strict is not always rude; it is about being serious when needed. But if you are always angry and disrespectful, people will not listen. Because constant anger and belittling of others characterize rudeness, leading to isolation and ineffectiveness. To be an effective citizen, one must avoid rudeness and opt to be respectful and firm for a positive and better environment and being effective.

Topic 034: Attributes and personality traits of an effective citizen: Avoiding enjoying being praised

This topic will address another big issue that is self-parsing as it is a weakness of a person that he likes to be praised. He feels happy when people praise him. If it is within a limit than it is quite natural but if a person is going beyond the limits, then it is a deceit. Self-praise is a problem because it can lead to dishonesty and a false sense of superiority. It creates arrogance as a person is not ready to face the reality or to listen the truth. When people love being praised too much, they become vulnerable to manipulation and may make decisions based on false information. It stops possibilities of improvement as he will always listen to the things that are being praised and is not ready to listen the flaws. This obsession with praise stops personal growth and improvement as individuals ignore their weaknesses. Leaders who are constantly praised may misuse their power and make wrong decisions, harming society's progress. It is crucial for everyone, especially leaders, to avoid this habit and focus on real feedback for true development.

Topic 035: Attributes and personality traits of an effective citizen: Avoiding exaggeration

Exaggeration has become a common trait that distorts truth by making things seem more significant than they are. It is very much prevalent in our society leading to a culture where exaggeration feels necessary for attention or validation. We need to understand the fact that exaggeration is a lie and deceit which is not true and ultimately people get used to it. This habit eliminates honesty and hinders genuine communication. In a society where exaggeration is practiced a genuine message will never impact because people are used of doing exaggerations. They do not like any story until it is exaggerated. This will result in loss of true information and justice, and they will not even like to listen the facts or reality. So, to be an effective citizen, we must avoid exaggeration and value truthfulness and discourage exaggerated information in society to preserve integrity and foster honesty, fairness, and the importance of truth in our interactions and decision-making.

Topic 036: Attributes and personality traits of an effective citizen: Avoiding egotism

Egotism, focusing solely on oneself, leads to a distorted view of reality and prevents personal growth. An egotist person is not realistic as he often seeks validation through self-praise. He cannot see beyond his nose. He cannot see good in others and lives in a deceit life thinking that world revolves around him. Consequently, it distances them from genuine connections and feedback. This self-centred behaviour does not allow them to become an effective citizen, as they fail to see beyond their own perspective, and they lack humility. They do not realize that others are not interested, and they are not getting impressed by their false information. Hence, it is crucial for individuals to recognize and reduce egotistic behaviours to foster meaningful interactions and contribute positively to society.

Topic 037: Attributes and personality traits of an effective citizen: Avoiding unnecessarily humble

Being unnecessarily humble also becomes a problem as it may come across as fake or insincere. Exaggeration of everything is bad as overly humble behaviour can appear fake and one might lose his self confidence. However, humbleness is valuable for personal growth and fostering positive relationships, but it should not be exaggerated. Effective citizens must maintain a balanced personality to encourage learning and collaboration, acknowledging achievements without excessive criticism or false modesty as it can hinder personal development. They must contribute positively to society by being genuine and promoting a healthy balance of humbleness and self-confidence.

Topic 038: Attributes and personality traits of an effective citizen: Avoiding taking things lightly

Taking things lightly, is another important problem or weakness that hinders society growth or success as it kills seriousness. When we work together, we come across that we work less and waste time a lot and we lack seriousness in our work. The reason is that people do not enjoy their work. Lack of enjoyment in work often stems from not considering personal interests, leading to boredom and wastage of time. This lack of seriousness prevents proper task completion and improvement, affecting overall societal progress. Lack of seriousness becomes a contagious trait hence seriousness in work is very important, it should align with responsibility and

effort for meaningful contributions. A serious approach to work is essential for building a successful society, where every member's dedication and contribution are valued.

Topic 039: Attributes and Personality Traits of an Effective Citizen: Saying No to Corruption

In this topic, we shall learn about two different forms of corruption. Financial corruption involves monetary gains, while non-financial corruption involves rewarding individuals without merit.

The instructor will also discuss ways to overcome corruption. To fight corruption, individuals must hold themselves accountable for their actions. Good Company also plays a role in combating corruption. By having faith in religion and believing in accountability to a higher power, we can maintain our moral compass and avoid engaging in corrupt practices.

Topic 040: Attributes and Personality Traits of an Effective Citizen: Saying NO to Favoritism

In this topic, we shall learn the bad consequences of favoritism. Favoritism is prioritizing personal relationships over others' needs. It undermines justice and equal opportunity. To be a responsible citizen, it's essential to avoid favoritism altogether. Favoritism is a form of corruption and injustice. We can discourage it by being aware and seeking guidance from Allah. The Quran repeatedly emphasizes the importance of justice. In Surah An-Nisa 135, Allah says to be just, even if it goes against yourself or your relatives. In Surah Al-Maidah 8, Allah says to bear true testimony and be just, as it is closer to righteousness.

Topic 041: Attributes and Personality Traits of an Effective Citizen: Saying No to Bribery

First, you will learn that an effective citizen should not take bribes as bribery is a form of favoritism that compromises justice. Bribery is an addictive and contagious disease, leading to suffering and spreading throughout society like a plague.

In the next step, you will learn how to reduce bribery. To end bribery, people must understand its negative consequences. Public officials who make important decisions need to act with impartiality and justice. Holding individuals accountable for bribery deters corruption.

Topic 042: Attributes and Personality Traits of an Effective Citizen: Saying No to Adulteration

In this topic, we will explore the importance of refraining from all forms of adulteration as a crucial trait of an effective citizen. The deceptive practice involves misleading consumers by offering a lower quality than

promised. We shall also discuss some ways to avoid this practice. Empathize behavior is a way that can eliminate adulteration. In the holy Quran, Allah also emphasizes the importance of fairness and integrity in business transactions.

Topic 043: Attributes and Personality Traits of an Effective Citizen: Saying No to Pollution

In this topic, we shall learn about three types of pollution (air, water, and noise) and how pollution negatively affects our mental and physical health.

Secondly, the instructor will explain that pollution can be unavoidable or avoidable. For example, climate change is inevitable (unavoidable), but noise pollution, water contamination, and air pollution can be avoided.

In the last point, we shall learn ways to avoid the further spread of pollution.

Topic 044: Importance of Traffic Laws

The character of a nation is reflected on its roads, showcasing the collective values of its people through driving behaviour, adherence to traffic laws, and respect for others' safety. Road conduct reveals societal attitudes towards order, responsibility, and consideration, offering a glimpse into the overall ethos and civility of a country.

Traffic laws serve as a fundamental framework for creating safer, more efficient, and more orderly roadways. Compliance with these laws is essential for protecting lives and property while ensuring the smooth operation of transportation networks.

In Pakistan, where individuals exhibit exemplary hospitality towards guests but display impolite behavior on the roads. This disparity displays the intersection of cultural values and societal dynamics impacting behavior in various contexts.

Topic 045: Why follow traffic laws?

Following traffic laws is essential for creating a safe, orderly, and efficient road environment that benefits everyone in society.

Traffic laws play a crucial role in accident prevention by establishing rules and standards that promote safe driving behavior.

Traffic laws create a framework that promotes orderly and efficient movement of vehicles on the roadways. By fostering compliance with these laws, drivers contribute to a safer and more predictable traffic environment, benefiting all road users.

Effective implementation and compliance with Traffic Laws contribute to a more streamlined and efficient transportation system. By reducing congestion, preventing accidents, and promoting orderly driving behavior, traffic laws play a critical role in enhancing the overall efficiency of travel on roadways.

Topic 046: Respecting Speed limits

Respecting speed limits is essential for promoting safety, maintaining traffic order, and complying with legal requirements. It not only protects individual drivers and passengers but also contributes to the well-being of all road users and communities.

To mitigate the risks associated with speeding, it's important for drivers to adhere to posted speed limits, adjust speeds according to road conditions, and prioritize safety in reaching a destination quickly. Respecting speed limits is a critical step toward reducing road accidents and preserving lives on the road.

One of the potential consequences of speeding is that it can influence other drivers to also exceed the speed limit. It is important for drivers to prioritize safety and responsible driving habits regardless of the behavior of others. Setting a good example by obeying speed limits and driving defensively can help promote safer road conditions and discourage reckless driving behaviours' among others.

Topic 047: Abiding by the traffic rules: Seat belts, Indicators, and Lanes

Fastening seat belts properly is a simple yet highly effective way to protect oneself and others while traveling in vehicles. Seat belts save lives by reducing the risk and severity of injuries in the event of a crash, making them an essential component of road safety for all occupants.

Using indicators judiciously is essential for effective communication, promoting safety, and fostering a cooperative driving environment. Consistent and deliberate use of indicators enhances overall road awareness and contributes to smoother, safer, and more courteous interactions among all road users.

Respecting the discipline of lanes promotes safer, more efficient, and less stressful driving experiences for everyone on the road. By following lane rules and using lanes appropriately, drivers contribute to a more orderly and harmonious transportation system.

Topic 048: Abiding by the traffic rules: Traffic Lights

Abiding by traffic lights is fundamental to maintaining order, promoting safety, and ensuring efficient traffic management on the roads. Respecting traffic lights is a shared responsibility that benefits everyone by reducing the risk of accidents and creating a more harmonious and predictable road environment.

Traffic lights play a critical role in accident prevention by controlling traffic movements, reducing conflicts at intersections, and promoting safe behaviors among drivers and pedestrians. Respecting traffic lights is essential for enhancing road safety and reducing the risk of accidents on our roadways.

Traffic lights are essential for maintaining order, promoting safety, and optimizing traffic flow on roadways. Respecting and obeying traffic lights is fundamental to ensuring the effective regulation of traffic and enhancing the overall quality of our road networks.

Demonstrating love for one's country includes respecting and obeying the laws that govern it. By embracing legal principles, citizens contribute to the strength, integrity, and prosperity of their nation, fostering a society where justice, equality, and respect for the rule of law prevail.

Topic 049: Abiding by the traffic laws: Use of horns and mobiles while driving

Horns are meant to be used sparingly and typically only in specific situations where they are necessary for safety. Using the horn excessively or in non-emergency situations, such as expressing frustration or impatience, can be considered rude and may even be illegal in some places. It's important to remember that the horn is a tool for safety, not for communication of anger or annoyance.

The horn should be used responsibly and solely for safety purposes to ensure a respectful and safe driving experience for everyone. Using the horn to intimidate can escalate road rage incidents and create unnecessary tension among drivers and pedestrians. It can also distract or startle others, potentially leading to accidents.

Without full concentration, driving can become dangerous. Using mobile phones while driving is dangerous because it distracts the driver, reducing their attention and reaction time. It increases the likelihood of accidents by diverting focus from the road. Handling a phone requires taking hands off the wheel, compromising vehicle control. Visual distraction occurs when drivers look at their screens instead of the road. Overall, mobile phone use significantly impairs driving performance and endangers everyone on the road.

Topic 050: Abiding by the traffic laws: The right attitude in accidents

If one meets with a minor Accident: Either ignore or park the car on a side of the road and always speak the truth calmly. The right attitude in a minor accident involves staying calm, ensuring everyone's safety, and being respectful. Move to a safe location and turn on hazard lights. Communicate politely with the other driver and exchange contact numbers. Follow up to ensure the situation is resolved properly.

If it is a major accident: Taking care of the injured is a top priority, Truth should be spoken. In a major accident, prioritize safety above all else by checking for injuries and moving to a safe location if possible. Call emergency services immediately and provide accurate information about the location and extent of the accident.

Help if you can or leave: If you have witnessed an accident, help if you can or leave. There is no need to just stay and block the flow of traffic, It will also delay the life-saving and emergency services to reach and will cause chaos on the roads which will be hard to manage.

Topic 051: Abiding by the traffic laws: Using bikes and motorbikes on roads

Realize that you are vulnerable, you must take care of yourself. Using bikes and motorbikes on roads exposes bikers to heightened vulnerability due to their lack of protective barriers compared to enclosed vehicles. Bikers are more susceptible to serious injuries in accidents due to the limited physical protection they have. They face risks from other vehicles, road conditions, and environmental factors. Motorists should exercise caution and give bikers ample space and consideration to mitigate these risks.

Don't take advantage of your vulnerability: Bikers should avoid risky behaviours such as weaving through traffic or riding in blind spots, as these actions increase the likelihood of accidents. Motorists must be vigilant and refrain from aggressive driving or tailgating, especially around bikers. Both bikers and motorists should prioritize safety, cooperation, and mutual respect to reduce the risk of collisions and ensure a safer road environment for everyone.

Using the correct lane: Using bikes and motorbikes on roads involves adhering to lane usage guidelines to enhance safety and traffic flow. Bikers should use designated bike lanes whenever available and avoid riding against traffic. Motorcyclists should stay within their designated lanes, avoiding weaving between cars. Following lane markings and signals helps prevent accidents and promotes orderly traffic movement. Finally, mutual awareness and respect between bikers, motorcyclists, and other road users contribute to smoother and safer travel experiences.

Using bikes and motorbikes on roads mandates the use of helmets and rear-view mirrors for enhanced safety. Helmets protect against head injuries in case of accidents and are legally required in many jurisdictions. Rear-view mirrors provide bikers and motorcyclists with essential visibility of surrounding traffic, reducing blind spots and enabling better decision-making. By wearing helmets and using mirrors, riders can significantly decrease the risk of injury and ensure a safer journey for themselves and others on the road.

Topic 052: Abiding by the traffic laws: Parking correctly and going in the direction of the flow

We can't stop on the roads. Parking correctly entails finding designated parking spaces or areas where stopping is permitted to ensure the free flow of traffic on roads. Avoid stopping or parking in areas that obstruct traffic, block driveways or pose safety hazards. Utilize parking meters or pay-and-display systems where applicable to comply with parking regulations. Respect no-parking zones, fire lanes, and disabled parking spaces to maintain accessibility and safety for all road users. Prioritizing proper parking contributes to smoother traffic flow and enhances road safety.

We can’t park in front in front of the already parked vehicles. Parking correctly involves avoiding parking in front of already parked vehicles to prevent obstruction and ensure accessibility. Leaving space between parked vehicles allows for easier manoeuvring and ingress/egress. Blocking parked vehicles can lead to inconvenience, traffic congestion, and potential fines. Look for unoccupied parking spots or designated parking areas to avoid impeding the flow of traffic. Respecting parking etiquette helps maintain order and safety on roads.

We should learn to walk too to reach the destination. Parking correctly involves considering alternative modes of transportation like walking to reach your destination if parking is unavailable or inconvenient. Choosing to walk promotes health, reduces traffic congestion, and minimizes environmental impact. Utilize nearby parking facilities or park-and-walk options to incorporate physical activity into your commute. Prioritize pedestrian safety by using designated crosswalks and sidewalks when walking. By embracing walking as a transportation option, we contribute to a more sustainable and vibrant community.

We can’t go against the flow of the traffic. going in the direction of the flow means following the same direction as the traffic movement, avoiding going against it. Driving against the flow poses significant risks, increases the likelihood of accidents, and disrupts the orderly flow of traffic. It's essential to adhere to traffic laws and directional signage to maintain safety on the roads. Going with the flow ensures predictability and reduces the chances of collisions or confusion among drivers. Respecting the flow of traffic enhances overall road safety for everyone.

Topic 053: How to be an effective citizen: Taking care of the environment

We are responsible for keeping our environment clean, taking care of the environment involves recognizing our responsibility to keep it clean and healthy for present and future generations. This responsibility includes reducing waste, recycling materials, and conserving natural resources. Adopting sustainable practices like reducing energy consumption and minimizing pollution helps mitigate environmental degradation. Participating in community clean-up efforts and advocating for environmental protection contribute to a cleaner and more sustainable planet. By taking individual and collective action, we play a crucial role in preserving the health and beauty of our environment.

We can't throw garbage outside our homes, or cars etc., Taking care of the environment means we must not throw garbage outside our homes, cars, or in public spaces. Littering harms wildlife pollutes ecosystems, and degrades the beauty of our surroundings. Properly disposing of waste in designated bins and recycling, when possible, helps maintain a clean and healthy environment. By keeping our surroundings free of litter, we contribute to the well-being of our communities and the planet. Responsible waste management is essential for preserving the environment for future generations.

Picking filth from the floors, roads, etc., Taking care of the environment includes picking up filth from floors, roads, and public spaces to maintain cleanliness and prevent pollution. Removing litter helps protect wildlife, improves the aesthetics of our surroundings, and promotes public health. Participating in community clean-up activities fosters a sense of responsibility and collective effort towards environmental preservation. Proper disposal of the collected waste in appropriate bins ensures it is managed and recycled effectively. By actively keeping our environment clean, we contribute to a healthier and more sustainable world for everyone.

Topic 054: How to be an effective citizen: Managing Time

Time is precious: managing time effectively is crucial because time is a limited and precious resource. Proper time management enables us to prioritize tasks, set goals, and achieve them efficiently, leading to increased productivity and reduced stress. By allocating time wisely, we can balance work, personal life, and leisure, ensuring overall well-being. Good time management helps us meet deadlines, seize opportunities, and avoid procrastination. Recognizing the value of time encourages us to use it purposefully and make the most of each moment.

We should not waste time in unnecessary gossip, managing time is essential because it ensures we use our limited hours productively. Avoiding unnecessary gossip allows us to focus on meaningful tasks and goals, enhancing efficiency and achievement. Prioritizing important activities over idle chatter helps maintain concentration and reduces stress. By valuing our time, we can better balance work, personal life, and self-care. Ultimately, effective time management leads to greater success and fulfillment in all areas of life.

Time commitments: We must show time commitments in:

1- Reaching a Place: Managing time is essential because it ensures we use our limited hours productively. Avoiding unnecessary gossip allows us to focus on meaningful tasks and goals, enhancing efficiency and achievement. Prioritizing important activities over idle chatter helps maintain concentration and reduces stress. By valuing our time, we can better balance work, personal life, and self-care. Ultimately, effective time management leads to greater success and fulfillment in all areas of life.

2- In starting a program: Honouring time commitments in starting a program is essential for maintaining professionalism and respect. Starting on time shows reliability and consideration for participants' schedules. It helps keep the agenda on track, allowing for smooth transitions between segments. Punctuality ensures that all planned content is covered without rushing or cutting short. Adhering to the schedule fosters trust and engagement from participants, enhancing the overall success of the program.

3- In finishing a Program: Honouring time commitments in finishing a program is crucial for maintaining respect and professionalism. Concluding on time demonstrates respect for participants' schedules and commitments. It ensures that the program remains well-organized and prevents overruns that can cause inconvenience. Sticking to the schedule allows for thorough coverage of content while leaving time for questions and feedback. Punctual completion fosters trust and positive relationships with participants, enhancing the program's overall effectiveness and satisfaction.

Topic 055: How to be an effective citizen: Patriotism

To be an effective citizen through patriotism, participate actively in civic duties like voting and staying informed about national issues. Respect and uphold the laws to promote a just society. Volunteer in community service and support local initiatives to strengthen your community.

The urge to make the country progress:

1- By doing well: Patriotism involves the urge to make the country progress by contributing positively and striving for excellence in all endeavors. Engage in activities that promote economic growth, such as supporting local businesses and innovation.

2- 2- By helping others: Patriotism is demonstrated through the desire to advance the country by assisting others in need. Engage in volunteer work and community service to address societal challenges and improve quality of life. Support initiatives that promote education, healthcare, and social welfare to uplift communities.

3- 3- By following the laws: Patriotism entails advancing the country's progress by respecting and following its laws. Uphold legal standards to maintain social order, stability, and justice. Compliance with laws fosters a sense of civic responsibility and promotes trust in governance. By adhering to regulations, citizens contribute to a harmonious and prosperous society.

4- By speaking the truth: Patriotism involves advancing the country's progress by upholding truth and honesty in all communications. Speaking truthfully fosters transparency, accountability, and trust in institutions. By voicing genuine concerns and advocating for transparency, citizens contribute to the country's moral and ethical advancement. Upholding truthfulness in public discourse helps combat misinformation and promotes informed decision-making. Patriotism, rooted in truthfulness, strengthens the foundation of a just and principled society.

Patriotism isn't about blindly supporting the country's leadership regardless of their actions. It involves holding the country and its leaders accountable for their decisions and actions. True patriotism means speaking out against injustice, corruption, or wrongdoing, even if it's uncomfortable or unpopular. It's about working towards the country's betterment by advocating for positive change and upholding its values and principles. In essence, patriotism is rooted in honesty, integrity, and a genuine commitment to the well-being of the nation and its people.

Topic 056: How to be an effective citizen: Encouraging virtue

What are the motives to do good?

1- Good feelings: The motives to do good often stem from the positive feelings and satisfaction that result from helping others. Acts of kindness and altruism generate a sense of fulfillment, happiness, and inner peace. Contributing to the well-being of others fosters a sense of connection and purpose, enhancing overall mental and emotional well-being. Additionally, doing good can create a ripple effect, inspiring others to engage in similar acts of kindness, thus fostering a more compassionate and empathetic society.

2- Pleasing God: The motive to do good often stems from the desire to please God and uphold religious or spiritual values. Acts of kindness and compassion are seen as expressions of faith and devotion, leading to spiritual fulfillment and righteousness. Serving others and spreading positivity are viewed as ways to honor and worship the divine. Believers are motivated by the teachings of their faith to act with love, generosity, and empathy towards others, striving to live in accordance with their religious principles. Ultimately, the pursuit of goodness is intertwined with the quest for spiritual growth and divine approval.

3- Helping society: The motive to do good often arises from a desire to contribute positively to society. Acts of kindness and service address societal needs and promote the well-being of others, fostering a sense of collective responsibility and community. Helping society creates a more compassionate and supportive environment, leading to stronger social bonds and cooperation. The motive to do good is driven by a shared commitment to improving the lives of all members of society.

Virtue needs encouragement: Encouragement is vital for nurturing virtue as it reinforces positive behaviors and attitudes. Praising virtuous actions fosters a sense of validation and motivation to continue embodying those qualities. Constructive feedback and acknowledgment of efforts help individuals develop and strengthen virtuous traits. Encouragement from peers, mentors, and society at large provides support and affirmation, reinforcing the importance of virtuous conduct.

Good people can get discouraged. Encouragement is essential for fostering virtue because even good people can become discouraged without support. Affirming and recognizing virtuous actions helps maintain motivation and morale, reinforcing the importance of ethical behavior. During challenging times, encouragement provides reassurance and empowers individuals to persevere in upholding their values.

Care should be taken not to exaggerate, as it can distort reality and mislead others. Exaggeration undermines credibility and erodes trust in communication. Strive for accuracy and honesty to convey information effectively and responsibly. Avoiding exaggeration fosters clarity and ensures that messages are conveyed truthfully and ethically.

Topic 057: How to be an effective citizen: Discouraging evil

Evil spreads if it is not discouraged, Evil spreads if it is not discouraged because silence or inaction can be interpreted as acceptance or approval. By not speaking out against wrongdoing, we inadvertently allow it to proliferate and take root. Encouraging accountability and standing up against evil behaviours sends a clear message that such actions are unacceptable.

It spreads in the society, Evil spreads in society when individuals condone or engage in harmful actions, perpetuating a cycle of negativity and harm. Ignorance, apathy, and indifference allow evil to flourish unchecked, leading to widespread suffering and injustice. Toxic ideologies, corruption, and exploitation thrive in environments where moral standards are compromised.

It finds sympathetic place in the hearts. Evil finds a sympathetic place in hearts when fear, insecurity, or resentment cloud judgment and morality. Manipulative tactics exploit vulnerabilities, gradually eroding empathy, and compassion. Personal biases or grievances may justify immoral actions, paving the way for evil ideologies to take hold. Vulnerable individuals susceptible to manipulation may rationalize or excuse harmful behaviour, perpetuating its influence.

It should be done appropriately. discouraging evil requires appropriate approaches tailored to the situation and context. Actions and communication should be measured, respectful, and effective in conveying disapproval. Consideration of the severity and impact of the wrongdoing ensures a proportional response. Adhering to ethical standards and values guides the way evil is addressed, promoting fairness and integrity. By handling situations appropriately, we uphold principles of justice and contribute to a more ethical and harmonious society.

Discouraging action and tone: Discouraging evil requires actions and a tone that match the severity of the wrongdoing. Responses should be proportionate, neither excessive nor inadequate, to effectively address the issue. Maintaining a firm but respectful tone communicates seriousness while preserving dignity. Balanced actions and tone demonstrate integrity and uphold fairness in addressing evil behaviours. By ensuring commensurate action and tone, we convey a clear message of accountability and deterrence.

Timings are appropriate too: Discouraging evil at appropriate times is crucial for effective intervention and prevention. Timing ensures that efforts to counteract wrongdoing are strategic and impactful. Choosing the right moment allows for maximum influence and effectiveness in addressing evil behaviours or ideologies. By intervening at opportune times, we can disrupt harmful patterns and promote positive change in individuals and society. Timely discouragement fosters accountability, deters further wrongdoing, and promotes the cultivation of ethical norms.

Topic 058: How to be an effective citizen: Concern for others

Most of the good behaviours originates from concern for others. Concern for others is the foundation of many acts of kindness and compassion, driving positive behavior. Empathy and consideration for others' well-being inspire altruistic actions that benefit individuals and society. This virtue cultivates connections and fosters a sense of community, promoting cooperation and mutual support. By prioritizing the needs and feelings of others, we contribute to a more caring and inclusive world. Ultimately, concern for others nurtures empathy and strengthens the bonds that unite us as human beings.

Examples of concerns for the others.

1- Traffic Rules: Concern for others is evident in adhering to traffic rules, ensuring safety for all road users. Following speed limits and yielding to pedestrians prioritize the well-being of others over personal convenience. Using turn signals and maintaining lane discipline fosters predictability and reduces the risk of accidents. Respecting traffic signals and signs contributes to orderly and efficient traffic flow, benefiting everyone. Upholding traffic rules demonstrates consideration and responsibility towards fellow motorists and pedestrians alike.

2- Making Queues: Showing concern for others is exemplified in forming orderly queues, respecting others' time, and space. Waiting in line patiently ensures fairness and equality in accessing goods or services. Allowing others to go ahead in line if they are in a hurry demonstrates empathy and kindness. Maintaining queue discipline fosters a sense of civility and cooperation in shared spaces. By prioritizing the needs of others, we create a more harmonious and respectful environment for everyone.

3- Leaving doors open for others: Leaving doors open for others is a simple yet meaningful gesture that demonstrates consideration and kindness. Holding doors open allows others to pass through with ease, acknowledging their presence and respecting their time. This act fosters a sense of community and mutual support, promoting positive interactions. By extending this courtesy, we create a welcoming environment and show empathy towards others. Ultimately, leaving doors open reflects a commitment to thoughtfulness and generosity in our everyday interactions.

Topic 059: Communicating properly: Listening properly

Communication is twofold and listening is as important as talking in communication. Listening is half communicating. We should listen like we want to be heard. Active listening requires more than just using ears to receive information from the sender. Requires one's ability to listen attentively both verbally and non-verbally.

We should absorb what the other person is saying rather than thinking of responding back while listening. When we listen attentively, we can decode effectively what the speaker is communicating. This enables us to respond appropriately, to raise proper inquiries, and to connect better with others. We can pick up the details and avoid misinterpretation by absorbing information.

Topic 060: Communicating properly: Speaking properly

We should learn how to speak properly to be able to convey our ideas and messages.

It is necessary to use simple words and avoid using complex phrases. Speak with pauses. Minimal use of jargon, complex sentence structure, and technical terminology is recommended.

Speak for Understanding, Not Display. Avoid aiming to use technical vocabulary or complex sentences since the goal is to convey the message coherently.

We shouldn't insult others. Make sure to use the language appropriate to the audience. Use words that they can comprehend easily. Cultivate polite language while engaging in a conversation either verbally or in writing. Do not use rude, sarcastic, or condescending words or manners when speaking. Nevertheless, it is important to understand that communication ceases the moment when one starts using offensive language with somebody.

Topic 061: Communicating properly: Understanding the other view sympathetically

One should be honest in communicating. This is because communication that is based on truth will always cultivate respect and trust between individuals.

We should set aside our preferred views while communicating. This can help one appreciate or at least tolerate the views of others and agree on certain points, even if they have divergent ideas. Similarly, we should ignore the views we despise while communicating.

When there is clarity and civility in communication, it fosters connection and understanding. It is possible to consider different perspectives, which can have a positive result and bring people together. Conversely, communication that is characterized by dishonesty and closed mindedness leads to conflict and stifle progress.

Topic 062: Communicating properly: Critical analysis

Engage actively by analyzing the other person's viewpoint as they speak. Assess arguments on the basis of the logic and evidence provided as well as the assumptions that were made.

The critical analysis of other views during and after listening is necessary in which the emotional stance on one's seemingly positive perspective and another's negative viewpoint (in his opinion), must be minimized rather than eliminated. This will reduce emotional bias. While analyzing, think about why they think that way and how their opinion relates to their experiences or information. This engenders empathy and enriched perspective and will result in a more balanced and fair assessment.

Unanswered questions should be stored in a file. Such unanswered questions are presented as helpful leads to further information, which motivates a person to learn more.

Topic 063: Communicating properly: Managing tone

Voice should be audible. Try and ensure that your voice is loud enough so that everyone in the room can hear you easily. This can be done using variation in volume and the pace at which the content is presented to the audience.

Intonation should be done to make appropriate emphasis. Pay particular attention to the tone and differentiate it to give emphasis on certain words to convey their intended meaning. Lack of intonation can make the recipients bored.

Feedback on one's presentations should be considered with open mind. Feedback brings improvement in presentations. Receive feedback positively, evaluate its relevance, and employ feedback to improve your interpersonal interactions.

Topic 064: Communicating properly: Brevity

The more the message is brief, the more it is likely to be heard because it can be retained in one's memory. One should omit insignificant details to make significant highlights clearer.

Practice time-restricted presentations. This will improve communication. As this makes a person focused on important information only and how best to pass it to the intended target.

Time-restricted dialogue. Practice turn-taking or time-bound discussions where the individual is restrained by time to complete the dialogue. This ensures that only essential information is relayed and helps both the sender and the recipient to focus and absorb the crucial information within the stipulated timeframe.

Topic 065: Communicating properly: Writing properly

Write correctly. Observing grammar, spelling and punctuation ensures that your writing is correct and professional. Errors can undermine the writer's credibility.

Aim at expressing ideas in clear and simple language. Avoid the use of technical terms, jargons, and ensure that the thoughts are presented in clear and coherent sentences. Your reader should not be left guessing or trying to decipher the underlying meaning of your text.

Write briefly. Express your ideas in a succinct and brief manner, avoiding overly complex or verbose words or redundancy. Being concise and focused ensure that the reader stays engaged especially since there is no way of knowing when their attention will start to wane.

Topic 066: Communicating properly: Reading properly

Try to understand what is written. To better comprehend the content, one should read with concentration.

Reading important messages to comprehend. Review all the pertinent sections to understand them fully.

Embrace the Dictionary for dealing with unfamiliar words. Only when a reader comprehends a particular word does he or she become capable of understanding the total meaning of the text at hand.

Focusing on punctuation marks. They affect the construction of sentences and how they are connected, and hence the meaning of the content.

Read at your own pace. Reading speed varies depending on the type of content. For difficult material, slower reading is called for to allow for assimilation and its complete understanding.

Avoid casual reading. To make proper analysis of the text, try to read actively and critically.

The pressure reading is useful. It enhances your concentration and comprehension abilities especially when you need to absorb knowledge in a certain period.

Topic 067: Sharing and helping: Introducing new ideas to others

An effective citizen shares with other citizens and helps them. This can be done by taking an interest in what others are doing. You should be sincere and empathetic while helping others. You can also share with others what you are doing. Your success and failure stories will be beneficial for others and they may take advantage from it. You should be open to sharing and avoid being reluctant. You can also share the success stories of your known people with the others. You can inform them about it so that others may learn something from it.

Topic 068: Sharing and helping: Coordinating good initiatives

Sometimes you need to play an active role by coordinating among people. Some people are shy to talk about and exchange their ideas with one another. In this situation, an effective citizen plays a role in coordinating and communicating experiences, ideas, and advice. This can be done by making different community groups, clubs, and societies that will bring together citizens of similar thinking. In these communities, those citizens who have more knowledge and skills can help other citizens in their learning and growth. In this way, they all can build a better society together.

Topic 069: Sharing and helping: Helping others

An effective citizen is always ready to help others. One type of help is financial help. Although we have financial institutions like commercial banks and microfinance banks, however, citizens must help each other individually. Secondly, by giving your time to someone who is in need, is also a type of help. Thirdly, you give your advice to someone who is confused about something and needs some advice from you. In short, an effective citizen must be helpful and contribute to the betterment of the society.

Topic 070: Honesty and its different forms: Taking interest in what you do

Taking an interest in what you do is a form of honesty towards yourself and others. When you genuinely engage with your tasks and responsibilities, you not only demonstrate integrity but also increase the quality of your work. This type of honesty involves being present, attentive, and enthusiastic about the task at hand. It fosters a sense of purpose and fulfillment in your actions, leading to greater satisfaction and productivity. By embracing this form of honesty, you cultivate a genuine commitment to excellence and personal growth. It also reflects respect for the time and efforts of those around you, showing that you value the collective goals and contributions within your community. In essence, taking an interest in what you do is a fundamental aspect of being an effective and responsible citizen.

Topic 071: Honesty and its different forms: Choosing to do what interests you

Choosing to do what interests you is a subtle yet powerful form of honesty. It involves aligning your actions with your passions and values, rather than conforming to external expectations or pressures.

When you pursue activities that genuinely resonate with you, you not only demonstrate authenticity but also maximize your potential for success and fulfillment. This form of honesty requires introspection and self-awareness to identify your true interests and aspirations. By honoring your interests, you cultivate a sense of purpose and enthusiasm that fuels your endeavors.

Ultimately, embracing this form of honesty empowers you to lead a more authentic and meaningful life, contributing positively to both yourself and the world around you.

Topic 072: Honesty and its different forms: Seriousness in what you do

Every task demands concentration. Seriousness in what you do is a crucial aspect of honesty, reflecting a commitment to excellence and integrity. It involves approaching tasks and responsibilities with diligence, focus, and dedication. When you take your endeavors seriously, you not only enjoy it but also demonstrate respect for the importance of your actions and their potential impact on others.

This form of honesty requires a strong sense of accountability, as you prioritize delivering your best effort and upholding high standards of performance. By embodying seriousness in your pursuits, you build trust and credibility among your peers and community, fostering a culture of reliability and professionalism. Ultimately, embracing this form of honesty enables you to achieve meaningful progress and make a positive difference in your endeavors.

Topic 073: Roles of an effective citizen: Fellow creatures

An important role of an effective citizen is to make sure the needs of all the creatures are fulfilled so that they can live in peace and harmony. These creatures can be animals, plants, and natural resources. We should not try to harm these creatures in any manner. We must use them for the betterment of the environment and human beings. These creatures may need to be fed so we must consider their needs as well. If we do not take care of these creatures then they will get damaged and become more vulnerable.

Topic 074: Roles of an effective citizen: Human Beings

All humans are a family. They belong to the same species. We must treat each other accordingly. Human life carries sanctity. Killing one person is like killing humanity. So, we must treat them with respect and always help them. We should not make fun of them and try not to harm them in any manner. Helping others is a great virtue. An effective citizen will be someone who takes the problems of other citizens as their own and helps them overcome them.

Topic 075: Roles of an effective citizen: Pakistani

Being a Pakistani, we have the responsibility of respecting the constitution and law of the country. The Constitution is the base of the state. We must follow the guidelines provided in the constitution and do not violate the laws. We also show concern for our fellow citizens and try to think for their development and betterment. We also have a concern for the environment and the image of our country. If a foreigner comes to visit the country he must feel secure and acknowledge the beauty and peace of the country. He must take the impression that Pakistanis are honest, truthful, and faithful to their country. It will make a positive impression and increase the value of our country.

Topic 076: Roles of an effective citizen: Parent

A citizen can be a father or a mother. If you are a good citizen, your children will also become good citizens. You can generate patriotism and love of the country among the children. We can also become a good parent by providing our children with a quality education. We must be aware of the company our children keep and know about the friends and their parents of our children. Household is also crucial for the development of children. If both husband and wife manage the environment and culture of the home effectively, the children will get a positive upbringing and they will grow up like better citizens.

Topic 077: Roles of an effective citizen: Child

An effective citizen is respectful toward his or her parents. Parents are initially role models for a child. A child sees the positive qualities and negative aspects of his or her parents. A child must learn these positive qualities and do not follow their negative habits. No person is perfect in this world. An effective citizen must try to help the parents whenever needed. The parents feels happiness when they their child whom they brought up with their love and dedication, come to their help. If you are not a good child, you cannot become an effective citizen of the society.

Topic 078: Roles of an effective citizen: Student

All of us get a chance to become a student. A good student has the urge to learn. His destination is knowledge and he is focused on it. A student must respect his teachers. If you do not respect and value your teachers, you will not be able to learn and gain knowledge. A student must find the area of interest. It will improve his quality of life. A student can learn everything but if he gives more time and effort to his area of interest, he will achieve excellence.

Topic 079: Roles of an effective citizen: Professional

Being recognized as a professional isn't just about mastering your profession; it's about fostering connections with peers, sharing insights, and learning from each other's journeys. Staying abreast of the latest advancements is key. That's where conferences come in. These conferences aren't just about networking; they're about discovering groundbreaking ideas and innovative methods that can streamline our work. It's all about continuous improvement because in a thriving community, everyone grows together. A prosperous community is established on the continuous professional growth of its people.

Topic 080: Roles of an effective citizen: Business Person

In this topic, we shall study the role of an effective citizen as a businessperson. A responsible businessman should be honest. He should perform all the transactions honestly and provide accurate information while dealing with their clients. Businesspeople should focus on supporting their customers, and it will increase their business profits. Upholding integrity in business operations helps build trust with clients and partners, thus contributing to the development of a robust community. Another role of a businessperson is to pay back to society. Businesspersons should support initiatives like poverty alleviation, providing education, and healthcare facilities, and planting trees, for societal well-being.

Topic 081: Roles of an effective citizen: Employer

In society, a crucial role that an individual can play is that of an employer. A businessman binds employees with a contract. It is a significant role of an employer to offer a fair compensation package to employees. An experienced employer ensures fair compensation and a positive work environment for employees, based on their qualifications and experience. In addition to fair remuneration, an employer should provide a congenial working environment where employees feel valued and at ease, ultimately enriching their well-being and professional development. A good employer also offers additional support and kindness to make work life easier and more enjoyable.

Topic 082: Roles of an effective citizen: Employees

An effective citizen's role is to look after their employees. Employees must abide by their employment contracts and show loyalty towards their employer. They should use their time efficiently, protect company resources, and maintain confidentiality. Another significant role of an employee is to remain loyal to his employer. Loyalty to the employer is crucial, as he is taking salary and abide by a contract. This loyalty involves performing duties faithfully and safeguarding confidential information. A good citizen goes beyond the contract requirements and contributes to societal success. However, employees should not cooperate in doing what is wrong, and never engage in illegal or immoral activities, as their contracts prohibit such behavior.

Topic 083: Roles of an effective citizen: Friend

Another important role of an effective citizen is being a friend. An effective citizen plays a crucial role as a friend by choosing companions who bring positive influences and offering genuine support. A genuine friend gives honest, right, and sincere advice that encourages good decisions, and discourages bad ones. They support each other positively, helping with illness, needs, and other challenges. Friendship should never involve supporting unethical actions; instead, it should promote positive and moral behavior. In short, an effective citizen not only helps friends in positive ways but also avoids aiding them in any unethical activities. True friendship contributes to the personal growth of his friends and society at large.

Topic 084: Roles of an effective citizen: Neighbours

It is an essential role of an effective citizen to recognize the importance of fostering positive relationships with neighbours, as highlighted in the Holy Quran. This involves avoiding causing any harm to them by encroaching upon their rights and by creating noise. Noise pollution should be minimized to ensure neighbours' peace and well-being. Additionally, citizens should actively help their neighbours, in routine matters, in need, and especially during emergencies. Understanding their needs and aiding them without any ulterior motives demonstrates true citizenship. Going the extra mile, such as fulfilling their needs, and offering education or employment opportunities, further strengthens the bond between neighbours and fosters a harmonious community. Citizens must take proactive steps to understand and address their neighbours' needs, ensuring that their actions contribute positively toward societal well-being.

Topic 085: Roles of an effective citizen: Opposite gender

Being an effective citizen, both men and women have distinct roles and must interact with each other respectfully. This division, created by Allah, requires everyone to respect moral boundaries in all interactions. Recognizing that each gender has unique strengths, one should remain within decent limits while interacting with the opposite gender, it's important to encourage men and women to contribute where they are most effective. Effective citizens always help each other in what they can't do. Encouraging men and women to excel where they are most comfortable promotes harmony. Mutual respect and understanding of each other's roles lead to a productive and respectful community, fostering better cooperation and a more balanced societal structure.

Topic 086: Roles of an effective citizen: Transgenders

An effective citizen recognizes that, in addition to men and women, there are also transgender individuals. It is another role of an effective citizen to respect transgender individuals, acknowledging their unique identity given by Allah. We should refrain from making fun of them. Transgender people deserve equal treatment and opportunities in education, employment, and social roles. Discrimination

or making fun of them is unacceptable, as they are part of our society with families and responsibilities. Integrating transgender individuals into the mainstream ensures they have access to the same opportunities as others. Their appearance and identity should not restrict their societal roles. Fair treatment benefits the community by utilizing their unique talents and promoting social justice.

Topic 087: Enjoying at the cost of others

A good citizen will always ensure that they do not put others into difficulty or pain while enjoying themselves. It is unethical to enjoy at the expense of others' well-being. It is a very common ethical rule that is found in many books i.e. "Do unto others what you want others to do unto you." If a person understands and takes this rule seriously, they will avoid disturbing others because no one likes to be disturbed. Thus, what we wish for ourselves, we should also wish for others. This rule, if followed in every aspect of life, will result in positive outcomes.

Another important point is the way we communicate with others. We should be careful not to hurt others with our words. This means avoiding making fun of others, taunting, calling them bad names, abusing, or ridiculing them. While such actions might provide temporary satisfaction, but they ultimately hurt others and cause worry. Just as we feel bad when treated poorly, we should consider the feelings of others and treat them with the same respect we desire.

We must also be mindful of others' religious or social sensitivities. Differences in opinions and understanding are natural, but they do not justify making fun of or taunting others. If we have different religious views, we should convey our opinions respectfully. Similarly, social, or cultural differences should be addressed with politeness. These differences are due to our diverse backgrounds and are not a fault of anyone. There is no reason to fight or ridicule each other because of these differences. Instead, we should embrace and respect our diversity. Moreover, maintaining a clean environment is crucial. A good citizen ensures their actions do not disturb others, including taking care of physical pollution and keeping surroundings clean. This means disposing of garbage properly in bins and not littering. Throwing garbage from cars on roads is a bad habit and should be avoided. Additionally, unnecessary noise, such as excessive horn-blowing in traffic, or any other noise should be minimized to avoid disturbing others. By following these principles, we can create a more harmonious and respectful community where everyone can coexist peacefully.

Topic 088: Correcting others: Correct we must

A good citizen corrects others, and one perspective that needs to be understood is that correction is important. But is it a negative activity? Many people question why there is a need to correct others. When you correct someone, you highlight their mistake, which might make the person worried or hurt. You are essentially telling them that what they are doing or saying is wrong. So, why is it important to correct others? The answer is that it is a way of helping others. It may be difficult because you see a flaw in another person, and their actions might be causing harm to themselves, their family, or society. By pointing out their mistake, you are actually helping them. Therefore, correcting others is not a negative thing; rather, it is a positive act and falls under the category of helping others.

Sometimes we are affected by others' wrong actions, mistakes, or bad deeds. If you spend time with others whether they are your relatives, neighbors, friends, loved ones, or business partners and do not correct their mistakes, you might start making the same mistakes or be personally affected if the wrong is not corrected. Thus, we must correct others to save ourselves. We need to keep ourselves away from bad deeds and protect ourselves from harmful mistakes. One way of doing this is by correcting those who are doing wrong.

Another important point is that if evil is not corrected, it has the potential to become contagious, much like a disease. If we do not stop or condemn evil, it will spread and affect others. Evil is inherently bad, but many people still engage in evil actions, sinful deeds, or wrongdoings, often for temporary satisfaction or lust. If we do not stop them, it will create a soft corner in our hearts, weakening our natural hatred for evil. As a result, evil will grow. Therefore, we must correct wrong or evil actions. By doing so, we are not doing harm to others but actually doing good for them. When we try to stop evil, we are also protecting ourselves from it, as if we ignore evil it will spread in our society. For all these reasons, it is important to do our best to stop evil.

Topic 089: Correcting others: Correcting intelligently

A good citizen corrects others intelligently and respectfully, but this effort should be done intelligently. The only right way to correct is to correct intelligently. It means that to correct others you must look for the right occasion. The message a person should use to stop bad behavior in others must be based on intelligent presentation. If the selection of words is not correct, then the other person might get hurt. Hence, effective correction involves finding the right occasion and using appropriate words. Correcting someone privately rather than publicly respects their ego and increases receptiveness. Timing is also very crucial, addressing issues when emotions are calmer leads to better outcomes. The message should be delivered with care, considering the other person's perspective. a person should try to design criticism positively so that it is acceptable to others. Along with this, another important thing is the polite tone. Sometimes, even if you have designed the message very positively and selected the right occasion to talk, if your voice or tone is harsh and loud, your words might not have any impact and could result negatively. Harsh or loud tones can negate the positive impact of well-chosen words. Thoughtful and respectful correction fosters better understanding and cooperation.

Topic 090: Correcting others: Ways of correcting

In this topic, the ways of correcting others will be discussed. A good citizen gives others and themselves a chance to correct mistakes by using intelligent methods. Correcting others can be done through words, either directly or indirectly, but should be done humbly to avoid hurting their ego. Direct way of correction might hurt someone's ego, so the indirect way is often more suitable. However, some people may not understand indirect hints and might think the message is meant for someone else, necessitating direct correction.

Another way to correct others is through deeds. Sometimes, there is no need to verbally correct someone; instead, you can demonstrate the right behavior in front of them. Whether it is a technical mistake, a wrong way of working, or a spiritual or moral error, showing the correct approach can help. For instance, if someone treats a subordinate with humiliation, you can correct your subordinate in a kind manner in front of that person to make them realize their mistake. This approach is often more effective than words alone.

Another indirect way of correcting others is through fiction, which can be very effective. Novels, stories, dramas, or films often depict characters correcting their behavior. Watching such stories can help individuals recognize their own mistakes without feeling attacked, as their ego remains unhurt. By observing characters in fiction, a person might realize their own faults and decide to correct themselves. Ultimately, the first step in correcting others is self-correction by observing and learning from others' stories and behaviors.

Topic 091: Ways of correcting: Not losing the positive spirit

Ways of correcting is an important topic that focuses on maintaining a positive spirit. Correction should not be about condemnation, insult, or asserting superiority. The goal is to correct others constructively, just as we aim to correct ourselves. Everyone has flaws; no one is perfect. Our concern should be to eliminate these flaws in ourselves and others. Correcting others is a positive act, and it should be approached with positive intentions

and motivation. We aim for others to improve themselves, not to make them feel inferior. Therefore, it is essential to highlight positive aspects while mentioning flaws.

When we correct others, we should acknowledge their good deeds, which helps motivate them and fosters a neutral perspective. This approach creates harmony and makes the person more receptive to correction. Whenever we criticize or correct others, we must emphasize their positive attributes and outcomes. We must involve others in the conversation and make them understand that the objective is to overcome obstacles and achieve shared goals.

It is essential to convey that correcting mistakes is a team effort and not specific to one individual. When the attitude is positive, people will focus on improvement to achieve common goals. This approach prevents negative feelings and encourages self-correction and openness to feedback. A good citizen should have a positive approach to correcting themselves and others, maintaining a positive spirit rather than being egoistic.

Topic 092: Taking part in community development: Creating awareness about community

Effective citizenship is crucial for community development. Communities need improvements, and we must be aware of the needs of our society. Many people are unaware of the problems and needs of their community, so we must work together to address these issues. Awareness is essential to understand the problems and needs of our community. We must recognize that we are all part of a larger community and that our individual actions can impact the community as a whole.

Leaders have a significant role to play in community development. They must be aware of the problems and needs of their community and take steps to address them. They must also recognize the importance of community development and the role that each individual can play in it. Educational institutions, such as schools and universities, play a vital role in community development by educating students about its importance and the role each individual can play.

Places of worship, such as mosques, churches, and temples, also contribute significantly to community development. They must educate their followers about the importance of community development and the role each individual can play. The media, including television, newspapers, radio, and social media, also play a crucial role. They must create awareness about the problems and needs of our community and encourage individuals to take action. Overall, effective citizenship and community development are crucial for a better society. We must recognize the importance of community development and take steps to address the problems and needs of our community.

Topic 093: Taking part in community development: Looking after the elderly

It is essential to care for the elderly, as they often require assistance with their daily needs. The responsibility to care for them lies with their family members, but sometimes this is not possible. In such cases, it is necessary to provide support and care for the elderly. Family support is crucial in caring for the elderly. However, it is not always possible for family members to provide the necessary care. In such cases, it is essential to provide alternative care options, such as old people's homes. The community also plays a significant role in caring for the elderly. It is essential to create a supportive environment where the elderly can live comfortably and receive the care they need. It is essential to treat the elderly with respect and dignity, regardless of their age or ability. This includes providing them with the care and support they need to live comfortably. Hence, caring for the elderly is a collective responsibility that requires the support of family, community, and society as a whole. It is essential to provide the elderly with the care and support they need to live comfortably and with dignity.

Topic 094: Taking part in community development: The Role of NGOs

Non-Governmental Organizations (NGOs) play a vital role in every country. They help to address issues that individuals and families cannot solve on their own, such as poverty, disease, and environmental pollution. NGOs focus on specific problems, like caring for the elderly, educating the poor, and keeping the environment clean. Governments have a significant role in controlling society, but they often face numerous problems and challenges. NGOs can help fill the gaps and provide additional support to address social issues. NGOs operate on the principle of not earning a profit and not engaging in business. They take risks to solve social problems, and their role is crucial in addressing issues like poverty, disease, and environmental degradation. NGOs face challenges, such as corruption, mismanagement of funds, and lack of transparency. To overcome these issues, NGOs must be accountable, transparent, and audited. They should also be able to demonstrate their effectiveness and make a positive impact on society. It is essential to monitor and regulate NGOs to ensure they are working effectively and efficiently. This includes ensuring that donations and funds are used wisely, and that NGOs are accountable for their actions. Therefore, NGOs play a vital role in addressing social issues, and their work is essential in creating a better society. However, it is crucial to ensure that NGOs are transparent, accountable, and effective in their work to maximize their impact.

Topic 095: Adopting democratic norms: Right to choose

We are Pakistani citizens, and parliamentary democracy prevails here. It is essential to adapt ourselves to the demands of this system. An important aspect of parliamentary democracy is that we all have the right to choose. In contrast to democracy, another possible system is dictatorship, where a single person imposes their rule and makes all decisions. Despite its imperfections, democracy is a better system than dictatorship, offering chances for improvement and betterment. Under a dictator, who rules with absolute power, there is little room for improvement, especially in the face of distraction, leading to further complications in authority.

In a democracy, the process of changing rulers involves all citizens, giving every Pakistani the right to choose. People feel motivated when they realize they are participating in the system. By examining, watching, and listening to different political parties, and then making informed decisions, citizens become an integral part of the process. This participation fosters a sense of ownership and involvement, leading to changes in leadership and opportunities for progress.

If the same leaders are re-elected after facing criticism, they are likely to strive for better performance in the future. If new rulers/leaders come, they realize that they have to make people happy (who elected them) and they need to satisfy the electorate by working towards creating a better system. Thus, democracy, despite its flaws, is superior to other systems in terms of societal improvement and citizen involvement. While it has drawbacks and problems, these should be addressed and resolved. The right to choose is fundamental, and we must exercise this right to ensure the continued betterment of our society.

Topic 096: Adopting democratic norms: Following norms of disagreement

When we decide to adopt democracy, we recognize that it is the best system, with many positive aspects when functioning well. However, certain conditions must be met for this system to work properly. One crucial condition is maintaining limits while disagreeing with each other. Discussions in a democratic setup should aim to uncover the truth. In a democracy, discussions, exchanges of ideas, and disagreements are natural. Everyone should focus on finding what is right and true.

There is a possibility in humans that they get inspired of some persons. But this emotional relationship with people becomes dangerous sometimes. All participants in the system should strive to understand the real truth, setting aside emotional sentiments. The purpose of discussions in a democracy should be to seek the truth.

Mudslinging defeats the purpose of debate. When discussions degenerate into leg-pulling and insults, the purpose of debate is lost. Democracy is discredited, moral norms scatter, and much more problems are generated which become irreversible. Political leaders who provoke hatred and engage in character assassination are not capable of being prominent. People should elect responsible leaders who speak positively, address the weaknesses of others within respectful limits, and avoid using offensive language or spreading hatred. This is a crucial rule of discussion. If this rule is not followed, moral values decline, mutual relationships spoil, and the system cannot improve. Democracy is our system, and while one party may win over others during elections, this victory is a collective victory if the election is fair. The proper discussion involves everyone expressing their opinions and accepting the final decision.

Criticism and character assassination undermine the purpose of debate. Political rivals are not enemies; they compete for authority with the goal of improving the country. The country cannot improve if political efforts and activities lack proper limits. All participants must remember to keep their discussions and debates within moral and political values.

Topic 097: Adopting democratic norms: Making full information available

In democratic norms, it is crucial to ensure that full information is available. Individuals cannot make informed decisions without complete information. While personal decisions are important, it is our collective votes that determine which political party or leader will guide our country. Given that our decisions may vary based on differing opinions, these decisions cannot be made properly without complete information.

Providing full information should be the system's responsibility. The media should avoid presenting one-sided, incorrect information, as it is misleading. Individuals should be encouraged to seek the whole truth. Emotional attachments to certain leaders or political parties should not cloud our judgment. What truly matters is having complete and accurate information about the issues at hand.

Many people are distressed when they receive negative information about their favorite leader or party. However, making decisions based on incomplete or one-sided information leads to incorrect conclusions. It is important to recognize that even a favoured leader or party may have weaknesses. By considering both positive and negative aspects, we can make more informed decisions.

We should not expect any leader or party to be perfect. A well-informed decision involves analysing the strengths and weaknesses of all parties and determining who will be most beneficial for the country. Avoiding exaggeration is also crucial, as it often distorts the truth. Exaggeration is a lie, and spreading or believing exaggerated information undermines our decision-making process.

Exaggeration often manifests as emotional rhetoric, which should be condemned. By preparing ourselves to avoid such practices and encouraging others to do the same, we can push our leaders toward honesty. This approach will lead to better analysis of political leaders and parties, resulting in more informed decisions and a more positive functioning system for our country.